

PVCC Internship Program Student Information Packet



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Contacts

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 Internship Coordinator
 Career Services
 Room 132
 (434) 961-5231
 aluck@pvcc.edu

Sandra Williams (registration / verification)
 Division Secretary
 Business and Technologies
 Room 614
 (434) 961-5347
 swilliams@pvcc.edu

Internship Eligibility Checklist

Student Name _____
Please print.

Indicate semester for internship. _____ Year _____

Program of Study _____

The following documents must be submitted to the internship coordinator, before you may be registered for an internship.

Required Documents

_____ Unofficial transcript printed from PowerWeb

_____ Application

_____ Student agreement

_____ Learning objectives plan

Optional Document

_____ resume (if internship arrangement has not been secured; resume writing help is available in the career center, room 132)

Program Overview

The PVCC Internship Program integrates classroom study with work experience in business, industry, government, or professional associations. Students participate in experiential learning and earn academic credit simultaneously in areas related to their academic career goals and educational objectives.

For each credit hour earned, an intern must have 45 contact hours that semester. Students may earn from 2-4 credit hours per semester. Hours worked per week are based on an average. The intern and site supervisor determine the work schedule. A more detailed explanation is listed below:

2 credit hours = 90 work hours / semester

Fall - 6 hours / week
Spring - 6 hours / week
Summer - 9 hours / week

3 credit hours = 135 work hours / semester

Fall - 9 hours / week
Spring - 9 hours / week
Summer - 13.5 hours / week

4 credit hours = 180 work hours / semester

Fall - 12 hours / week
Spring - 12 hours / week
Summer - 18 hours / week

Grade Allocation

- 50% - performance in the field as evaluated by site supervisor
- 50% - academic performance evaluated by internship advisor and internship coordinator.

Additional Eligibility Requirements:

- Meeting with the internship coordinator to review requirements and paperwork;
- Completion of 12 semester credit hours at PVCC;
- Minimum 2.0 g.p.a. within program of study; 2.5 g.p.a. outside program of study;
- Two recommendations, preferably written; at least one from PVCC faculty;

PVCC INTERNSHIP POLICY

Neither a parent nor relative may serve as the site supervisor for that intern.

* Some degree programs may have additional requirements.

Intern Responsibilities

1. Meet with the internship coordinator in the Career Center, room 132, to review internship requirements.
2. Make initial contact with an employer and arrange an interview at the worksite.
3. Meet with the site supervisor to develop learning objectives. Review with internship advisor and get signature approval. Return signed learning objectives form to internship coordinator.
4. Log on to **JobNet at www.pvccjobnet.com**. If you are new to JobNet, you must first register as a “student/recent grad”. Select as “internship paid” or “internship non-paid” for the job level. **OR** If you are already registered, go to the “Student Center Home” icon at the top of the screen.

Scroll down to “Upcoming Events & Deadlines” and sign up for the appropriate mandatory academic class session.

5. Pay for internship after receiving email notification from the Business & Technologies division secretary that you have been registered for the internship.
6. Participate in an internship activity as indicated by number of contact hours required for academic credit earned.
7. Schedule and attend meetings with internship advisor to provide progress updates and review of journal entries.
8. Participate in discussions at the required academic class session. Students who fail to attend either academic class session will be required to interview the guest speaker on workplace readiness skills and write an additional paper about that interview.
9. Submit internship paper to internship advisor by the **deadline scheduled in JobNet at www.pvccjobnet.com**.
10. Complete the student evaluation of the Internship Program, at the end of the semester, and return to the Career Center, room 132.
11. Attend the annual internship luncheon in April.

Internship Paper Guidelines

A final paper is due at the end of the semester and must be submitted to the internship advisor by **the established deadline in JobNet at www.pvccjobnet.com**. The paper must be typed, double-spaced, and 3-5 pages. The following components must be included:

A history of the company

During the course of the semester the intern will interview a company executive who can share an idea of the company's background and development to the present time. This section is intended to provide hands-on learning. The intern should do more than check the company web site.

A summary of the internship experience

The intern is expected to keep a journal of the experience throughout the semester. This journal will be a key tool for the intern to use in writing the summary at the semester's end. The journal should have entries that correspond with workdays and will help the intern track changing duties, projects and responsibilities. The journal will be reviewed by the internship advisor at regularly scheduled meetings and the student is expected to keep it up to date.

A summary of goal completion based on the learning objectives

By the end of the internship period the student will be able to write about his or her accomplishments as they relate to the learning objectives that were developed at the beginning of the semester. Each objective developed should be addressed in the paper.

An incorporation of three workplace skills exhibited in the workplace

Using the Workplace Readiness Skills list provided, the intern should focus on three workplace skills and discuss how they were exhibited in the workplace.

Virginia's Workplace Readiness Skills
Virginia Department of Education

1. Demonstrate reading skills on a level required for employment in a chosen career field.

Standard: Demonstration of reading skills includes:

- interpreting technical and general interest materials commonly used in this field, and
- applying understanding of the material to job operations.

2. Demonstrate math skills on a level required for employment in a chosen career field.

Standard: Demonstration of math skills includes:

- performing math operations using whole numbers, fractions, percentages,
- using statistics (percentages, averages, medians, and standard deviations) to monitor processes and quality of performance,
- using mathematical reasoning to solve word problems,
- using algebra-based formulas, and
- performing job-specific math operations.

3. Demonstrate writing skills on a level required for employment in a chosen career field.

Standard: Demonstration of writing skills includes composition and editing of work-related documents of varying complexity in which the student:

- defines the purpose,
- determines the audience,
- gathers information,
- plans the format/layout,
- writes a first draft, and
- edits and revises, as necessary, to ensure that the document is complete, clear, concise, correct, and considerate of the reader.

4. Demonstrate speaking and listening skills on a level required for employment in a chosen career field.

Standard: Demonstration of speaking and listening skills include the ability to express ideas clearly and to make sure one understands the ideas expressed by others in both formal and informal contexts, and:

- giving and taking direction or instruction,
- giving and responding to oral reports or presentations,
- participating in group or team discussions,
- engaging in conversation with co-workers, supervisors, and clients, and
- conducting business in person and via electronic means.

5. Demonstrate computer literacy on a level required for employment in a chosen career field.

Standard: Demonstration of computer literacy includes:

- using common software to accomplish word processing, construction of simple spreadsheets, and keying in and retrieving information from databases,
- transferring the operating principles of one application to another similar application,
- using knowledge of computer logic, operating systems, and basic troubleshooting techniques to identify problems, and
- using special job-specific computer equipment, software, and other technology.

6. Demonstrate reasoning, problem-solving, and decision-making skills

Standard: Demonstration of reasoning, problem-solving, and decision-making skills includes:

- differentiating among types of problems (e.g., technical, human relations, ethical),
- using established methods of problem solving and decision making in both individual and group settings,
- applying previous learning to situations where problems must be solved or decisions made quickly,
- predicting short- and long-term effects of proposed solutions or decisions, and
- testing solutions or decisions to determine effects or to identify related problems.

7. Demonstrate understanding of the “big picture.”

Standard: Demonstration includes:

- identifying the company's mission and the individual employee's contribution to that mission,
- identifying how the company functions within the broad world of business, industry, and service,
- explaining the rationale behind organizational policies and procedures,
- explaining the necessity and benefits/disadvantages of organizational change, and
- explaining basic economic concepts.

8. Demonstrate a strong work ethic.

Standard: Demonstration includes:

- exhibiting responsibility: coming to work as assigned, contributing work required to meet organizational goals, adhering to policies and procedures, managing time to accomplish assigned tasks and
- exhibiting flexibility and adaptability: working longer hours than normal to accomplish a goal, substituting for an absent co-worker, taking a temporary assignment, accepting changes in the work environment as a challenge and an opportunity.

9. Demonstrate a positive attitude.

Standard: Demonstration includes:

- cooperating with co-workers and supervisors,
- taking direction willingly,
- exhibiting eagerness to learn, and
- acting in a pleasant and polite manner with customers, co-workers, and supervisors.

10. Demonstrate independence and initiative.

Standard: Demonstration includes:

- working without constant supervision,
- finding tasks to perform on one's own,
- making suggestions for improvement,
- exhibiting interest in making the organization more effective and productive, and
- maintaining work standards in the midst of change.

11. Demonstrate self-presentation skills.

Standard: Demonstration includes:

- identifying ways in which the individual employee represents the organization,
- exhibiting a neat appearance,
- using effective communication skills, and
- exhibiting elements of etiquette required in professional settings.

12. Maintain satisfactory attendance.

Standard: Satisfactory attendance involves:

- being on time for work and all appointments,
- limiting tardiness, early departures, and absences to legitimate and essential occasions,
- explaining the importance of satisfactory attendance to the overall operation of the business,
- negotiating anticipated absences according to company policy, and
- calling in to notify the supervisor of unanticipated absences.

13. Participate as a team member to accomplish goals.

Standard: Participation includes:

- attending team (group) meetings, focusing on the topic and purpose of the meeting, offering facts and ideas, and helping others contribute facts and ideas,
- passing on good ideas to others,
- looking for ways to help others,
- recognizing others for their contributions,
- letting others know what is needed to get the job done, and
- explaining the importance of teamwork to the overall operation of the business.

Employer and Intern Benefits

Employer Benefits

- Improves personnel selection process by using actual on-the-job performance as a basis for permanent hiring decisions.
- Increases cost-effectiveness of recruitment and training. Studies show employers save money by using internships to identify and train personnel.
- Improves workforce diversity through access to minority students for permanent employment.
- Increases retention rates among permanent employees recruited and hired through an internship program. Both students and employers have the time for a trial period to ensure that the fit is the most productive and effective for both.
- Enhances human resource flexibility with effective short-term employees.
- Strengthens company relations with PVCC and students. Through evaluations, advisory boards and other means, employers can work with the college to ensure an effective curriculum.

Intern Benefits

- Enhances classroom learning by integrating academic curriculum and real-world work experience.
- Provides the opportunity to earn academic credit.
- Improves job opportunities after graduation by giving students valuable work experience and contact with potential future employers.
- Teaches valuable job-search skills such as career assessment, résumé writing, and interviewing techniques.
- Enhances productive and professional work habits (Workplace Readiness Skills), self-confidence, and personal knowledge.
- Provides valuable job references.

Frequently Asked Questions

What are the enrollment qualifications?

- Completion of 12 semester credits at PVCC;
- A minimum grade point average of 2.5 overall **or** a minimum grade point average of 2.0 within the intern's discipline (*student must provide internship coordinator with an unofficial transcript from Powerweb*);
- Schedule a meeting with the internship coordinator to review requirements and paperwork; and
- Two recommendations, preferably written, with at least one from a PVCC faculty member.

What are the benefits of the program? (See Employer and Intern Benefits)

- Enhances classroom learning by integrating academic curriculum and real-world work experience.
- Provides the opportunity to earn academic credit.
- Improves job opportunities after graduation by giving students valuable work experience and contact with potential future employers.
- Teaches valuable job-search skills such as career assessment, résumé writing, and interviewing techniques.
- Enhances productive and professional work habits (Workplace Readiness Skills), self-confidence, and personal knowledge.
- Provides valuable job references.

Are all internships paid?

No, dependent upon the job, an internship may be paid or strictly provide on-the-job training without pay.

Do all jobs qualify?

No. However, most jobs will qualify assuming that the work experience coupled with the academic curriculum would add relevance to a student's academic career goals and educational objectives. In order to receive college credit, in addition to their work experience, students must develop an internship project related to their program of study and attend an academic class session at the college

May I use my current job as an internship?

Yes, a current job may be used for internship credit if new learning objectives are established. The intern is required to work with site supervisor and internship advisor to define activities that are new learning experiences and related to your program.

What happens if I do not already have a job?

The internship coordinator will assist the student in searching for potential internship opportunities that match his/her skills and/or interests. If an internship position is not available that semester, a student may re-apply the following semester.

Do internship credits transfer?

Internship credits do not transfer to all Virginia colleges and universities. Please check with the Admissions Office of the school that you plan to transfer to, concerning the transferability of internship credits.

STUDENT ACCIDENT AND HEALTH INSURANCE PROVIDERS

ABCO 100
ATTN: Lori Herron
7-C Terrace Way
Greensboro, NC 27403
Telephone: 1-800-222-5780
Fax: 1-336-547-9400
Website: www.abco100.com

Assurant Health
P.O. Box 3176
Milwaukee, WI 53201-3176
Telephone: 1-800-494-8463
Website: www.nationalinsurancestore.com

Collegiate Risk Management, Inc.
110 Athens Street
Tarpon Springs, FL 34689
Telephone: 1-800-922-3420
Fax: 1-727-939-8323
Website: www.collegiaterisk.com

E. J. Smith & Associates
899 Skokie Boulevard
Northbrook, IL 60062
Telephone: 1-847-564-3660
Fax: 1-847-564-3069
Website: www.ejsmith.com

Fortis Health (Assured Health)
501 West Michigan
P. O. Box 624
Milwaukee, WI 53201
Telephone: 1-800-800-1212
Fax: 1-414-224-0472
Website: www.fortishealth.com

International Student Insurance
15 Cottage Avenue
Fifth Floor
Quincy, MA 02169
Telephone: 1-877-328-1565
Fax: 1-617-328-0615
Website: www.internationalstudentinsurance.com

Pearce & Pearce Inc.
419 S. Coit Street
Florence, SC 29503
Telephone: 1-800-222-6491
Fax: 1-843-667-9712
Website: www.pearceandpearce.com

SRC Inc.
172 Bechtel Road
Collegeville, PA 19426
Telephone: 1-610-489-6100
Fax: 1-610-489-9325
Website: www.src-ncua.com

Student Resources
805 Executive Center Drive West
Suite #220
St. Petersburg, FL 33702
Telephone: 1-877-646-6056
FAX: 1-727-563-3401
Website: www.studentresources.com

The Melvin Agency, Inc.
P. O. Box 294131
Boca Raton, FL 33429
Telephone: 1-561-826-0330
Fax: 1-561-826-0337
Website: www.melvinagency.com

PLEASE PRINT

Application

Name _____ Student ID _____
(Last) (First)

Phone _____ Cell Phone _____

E-mail _____ Second Email _____

Current Address _____

(City)

(State)

(Zip Code)

EDUCATION: List degree program currently enrolled in at PVCC.

Degree Program _____

VOLUNTEER ACTIVITIES: List organizations and other activities in which you are or were a member, or attach a current résumé.

Activity	Office Held	Dates

PREVIOUS WORK EXPERIENCE: List current or most recent experience first or attach current résumé.

Employer	Job Title	Dates of Employment	Tasks

REFERENCES: List the name, phone number, and e-mail of two people who are familiar with your work . One of the recommendations must be a PVCC faculty member. Letters of recommendations are not required.

1) PVCC
Instructor _____ Phone _____ E-mail _____

2) Employer/Instructor _____ Company Name _____
Address _____ City _____ Zip _____
Phone _____ E-mail _____

I, _____, authorize PVCC to release this information as appropriate.

Signature

Date

Learning Objectives Plan

Complete this form with the assistance of your site supervisor and internship faculty advisor. Return to André Luck, PVCC Career Center, room 132 or by fax at 434.961.5251. (PLEASE PRINT.)

Name: _____ Student ID _____

VCCS Email _____ Second Email _____

Home Phone _____ Work Phone _____

Cell Phone _____

Address _____

Internship Faculty Advisor _____

Phone Number _____ Email Address _____

Site Supervisor Name _____

Name of Company: _____

Email Address _____

Phone Number _____ Fax Number _____

Company Address _____

Internship Title: _____

List 2-5 new job-specific learning objectives below.

1.

2.

3.

4.

5.

Approved by:

Site Supervisor

Date

Internship Advisor

Date

Student Agreement

This agreement outlines the basic policies of the Internship Program at Piedmont Virginia Community College.

LEARNING OBJECTIVES RESPONSIBILITY

I am responsible for completing my learning objectives plan with my site supervisor and internship advisor. I must return the signed learning objectives plan to the internship coordinator.

REGISTRATION

I am responsible for paying the internship tuition after being notified by the division secretary that I have been registered for the internship.

FINANCIAL AID

If I am receiving any type of financial aid, I must consult the Financial Aid Office to learn if the internship course will affect my aid package.

INTERNSHIP COMMITMENT

I am expected to report any changes in my work assignment to my Internship Advisor and Internship Coordinator.

ATTENDANCE POLICY

I must complete the required work hours that pertain to the amount of credits for which I have been approved. It is my responsibility to inform my Internship Advisor and the Internship Coordinator if I am unable to complete my required work hours. He/she will make a decision on my future in the program.

WORK SCHEDULE

I am required to meet my work schedule obligations and report to work in a timely manner. If scheduling conflicts should arise, I must notify my supervisor or the designated company contact person immediately.

ACADEMIC ASSIGNMENTS

I must complete all academic assignments, including the internship paper, academic class session, and meetings with my internship advisor.

MINIMUM GPA REQUIREMENT

I am required to maintain a cumulative grade point average of 2.0 or higher.

CHANGES IN CONTACT INFORMATION

I am responsible for providing the Internship Advisor and Internship Coordinator with changes in my contact information during the semester in which I am enrolled in the program.

LIMITED GUARANTEE OF PLACEMENT

While every attempt is made to place each eligible internship student, the Internship Program cannot guarantee placement. Students are also encouraged to find placement opportunities.

RELEASE OF ACADEMIC INFORMATION

By signing this form, I authorize PVCC Admissions and Records, Career Services, and Business and Technologies to release my current transcript and all subsequent grade reports and academic information for academic and employment recommendations on my behalf.

I understand and accept the above conditions for participating in the PVCC Internship Program.

Print Name _____

Student's Signature _____ Date _____

Student Evaluation of the Internship Program

Semester _____ Year: _____

For each performance criterion, rate with an X, your internship experience.

5 = Strongly Agree - 1 = Strongly Disagree

Questions	5	4	3	2	1
• The internship coordinator was available for questions and problems.					
• The expectations of the internship coordinator were clearly defined.					
• The faculty advisor was available for questions and problems.					
• The expectations of the faculty advisor were clearly defined.					
• The site supervisor was available for questions and problems.					
• The expectations of the site supervisor were clearly defined.					
• The assignments (paper, learning objectives, etc.) complemented my internship experience.					
• The academic class session was well organized.					
• The academic class session added relevance to my work experience.					

Was the academic class session what you expected it to be? If not, how did your expectations and the reality of the situation differ?

Other comments and/or suggestions

Student signature: _____ Date: ___/___/___

(Optional)

Internship Program

Intern Evaluation by Site Supervisor

Intern _____ Semester _____ Year _____

Company Name _____

Site Supervisor _____ Phone _____

E-mail _____

Please mark with an "X", the intern's performance for each criterion listed below.

5= Excellent 4= Very Good 3= Good 2= Adequate 1= Unacceptable NA= Not Applicable

Job-Specific Learning Objectives (2-5)	5	4	3	2	1	na
1.						
2.						
3.						
4.						
5.						

Standardized Objectives	5	4	3	2	1	NA
Interacts well with others						
Gets to work on time						
Attendance						
Demonstrates ability to work with a minimum of supervision						
Completes tasks correctly						
Completes tasks in a reasonable amount of time						
Communicates effectively in oral and/or written form						

Additional Questions:

1. Did the student make adequate progress toward the learning objectives shown above? _____
2. Does the student have any specific areas of concern? _____ If yes, please explain: _____

3. If a position was available, would you hire another PVCC intern? _____ Why or why not?

4. Taking into account the overall performance of the intern, what letter grade (A, B, C, D, or F) do you recommend? _____
5. Additional comments/suggestions: _____

Supervisor's Signature _____ Date __/__/__

Please return to:

Internship Program, c/o PVCC Career Services, 501 College Dr., Charlottesville, VA 22902
 Phone: 434-961-5264 • FAX: 434-961-5251