

Internship Program
INFORMATION PACKET
For the
Administrative Assistant,
Faculty Advisor and Site Supervisor



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Contacts

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****Internships may be posted online at www.pvccjobnet.com.****

(Registration instructions are provided on page 7 of this document)

PVCC Internship Program

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 depending upon their program. Hours worked per week are based on an average. The intern and site supervisor determine the work schedule.

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 faculty advisor**

Eligibility Requirements*:

- **Complete an online (required) orientation for participation in the internship program**
- **Completion of 12 semester credit hours at PVCC**
- **Maintain a minimum 2.0 GPA**

PVCC INTERNSHIP POLICY

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

* Some degree programs may have additional requirements.

PVCC Internship Program

Administrative Assistant's Role:

1. Give prospective students the internship packet or refer the students to the link on the college web site http://www.pvcc.edu/career_services/internships.php.
2. Enroll student into Peoplesoft after receiving confirmation from faculty advisor. Email the student that they have been enrolled into the course.
3. Inform the student to contact Cashier's Office (434-961-5213) to pay for the internship course.
4. Email the faculty advisor that the student has been enrolled into the internship.
5. Enter internship information into spreadsheet. Information should include student name, course prefix, credit hours, program of study, student email and phone number; site supervisor name, company name, email address, phone number and physical address; and name of faculty advisor. Spreadsheet should be updated regularly and accessed on a shared drive. Information should be provided for each semester.
6. Type up a Faculty Advisor Checklist with the student information and place in the student file and give a copy to the faculty advisor.
7. Send internship luncheon invitations to students, employers and advisors.
8. Send site supervisor's evaluation of interns to the respective faculty advisor.
9. Collect student evaluations of internship program and report results of student evaluation of internship program to the faculty advisor.

Faculty Advisor's Role

1. Confirm the following items before the internship is approved:
 - Internship Training Plan has been successfully completed and returned to the faculty advisor for approval. The ITP must include the following items:
 - (1) An Online Orientation # _____,
 - (2) Verification of the Program Prefix, Number of Assigned Credit Hours, which require the signatures of both the site-supervisor and faculty advisor.
 - (3) A signed Student Agreement, and
 - (4) Verification by the faculty advisor that the student has completed 12 or more credit hours at PVCC with a minimum GPA of 2.0 (Confirm by Unofficial Transcript printed from PowerWeb).
2. Send email request to Ms. Sandy Williams to enroll student into the internship course in Peoplesoft. Your email must include the following information: (1) Student's ID #, (2) course prefix, and (3) the number of credit hours for the semester.

3. Inform student to complete a student evaluation of internship program and send it to the attention of Ms. Williams.
4. Participate with the student and site supervisor in developing, reviewing, and approving the specific learning objectives.
5. Determine a due date for the internship paper, and notify the student of that date prior to the start of the internship.
6. Contact the student, at least twice per semester, to discuss the intern's progress and to review journal entries. Encourage the student to evaluate his/her own strengths, weaknesses, and learning progress.
7. Assist the Employer Services Manager with the mandatory academic class session. As appropriate, attend and/or give a presentation at the session.
8. Read and evaluate the internship paper. Review content to determine if all four components of the paper have been included or adequately addressed.
9. Communicate and work effectively with the student, site supervisor, and Employer Services Manager as appropriate.
10. Send student evaluation form to site supervisor to complete and request that the evaluation be returned to you (faculty advisor). Keep records showing completed evaluation and the dates evaluation was sent and returned from site supervisor.
11. Evaluate the intern's academic performance at the end of each semester, with input from the site supervisor and Employer Services Manager where appropriate. This evaluation represents 50% of the student's grade.
12. Assign a final grade in Peoplesoft.

Grading Breakdown

25% Internship paper/project

- **History of company**
- **Summary of internship experience**
- **Completion of learning objectives**
- **Incorporation of at least 3 workplace readiness skills**

15% Participation in academic class session

10% Scheduled sessions with updated journal

50% Site supervisor evaluation of performance

100%

PVCC Internship Program

Faculty Advisor's Checklist

Name of Intern _____ Prefix/Credits _____ Advisor: _____

_____ 1. The Intern Training Plan has been completed and signed by the site supervisor and the internship faculty advisor, verifying that the training objectives have been developed, reviewed and approved.

_____ 2. The student has been notified of the internship paper deadline.

_____ 3. The Administrative Assistant in the Business and Technologies Division has been notified to register the student in the internship.

_____ 4. The Powerweb grade roster has been checked to see the addition of the intern to the roster.

_____ 5. At least two meetings have been scheduled with the intern to monitor progress in the internship, to include a review of the student's journal entries and progress in preparing the paper.

Date: ____ / ____ / 20__

Date: ____ / ____ / 20__

Date: ____ / ____ / 20__

_____ 6. The academic class session has been participated in, where appropriate.

_____ 7. The internship paper has been graded. Content has been reviewed for the four components: 1 history of the company, summary of internship experience, completion of learning objectives, and inclusion of at least 3 workplace readiness skills.

_____ 8. The evaluation of the internship has been completed, with the paper weighted 25%; participation in the class session, 15%; scheduled sessions with updated journal, 10% and site supervisor evaluation of performance, 50%.

_____ 9. The intern's grade has been posted on Powerweb.

Employer Services Manager Role

1. Assist student with resume writing and interviewing skills, if necessary.
2. Assist student with internship search and networking, if necessary.
3. Review the student agreement with the student.
4. Assist with the coordination of the academic class sessions.
5. Visit site supervisor.
6. Serve as a liaison between the site, faculty advisor, and intern.
7. Plan and coordinate the annual internship luncheon.
8. Provide record of student's attendance at academic class session to internship advisor.
9. Monitor site progress of intern, through regular communication with the employer.
Ensure employer satisfaction with internship program.
10. Maintain existing relationships with intern sites.
11. Develop new site contacts each semester.

PVCC Internship Program

Site Supervisor Role

The site supervisor is a professional who assumes responsibility, usually on a voluntary basis, to work with the student.

Commitment and Expectations of the Site Supervisor:

1. Provide the intern with a job description and advises him/her of any necessary skills for the position.
2. Work with the intern and faculty advisor to help develop a training plan and gather data for the internship paper.
3. Meet with the intern to provide feedback on the quality of work performed.
4. Inform the intern of any safety hazards, confidentiality issues, and/or legal requirements, preferably in writing, to be signed by the intern.
5. Meet with and inform the Employer Services Manager of the intern's progress.
6. Evaluate interns at the end of each semester. The evaluation represents **50%** of the student's grade.
7. Foster basic business and workplace skills that will be useful long after the internship ends.
8. Attend internship luncheon during the spring semester.

*****PVCC Internship Policy - Relatives of interns may not serve as site supervisors.**

Instructions for Posting Internships on PVCC JobNet

Returning to JobNet System:

1. Log on to www.pvccjobnet.com.
2. Under "log-in," enter your username and password.
3. On the home page, under "quick links," select "create job posting".
4. Under "position type," select "Internship".
5. Complete the rest of the job posting form.

For New JobNet User:

1. Log on to www.pvccjobnet.com.
2. Under "register," select "Register and Post Local Job" option.
3. Under "position type," select "Internship".
4. Complete the rest of the job posting form.

Credit Hours _____ Date _____ Semester _____ Year _____

Intern Training Plan

Complete this form with the assistance of your site supervisor and return to your faculty advisor.
(PLEASE PRINT.)

Name _____ Student ID _____

VCCS Email _____ Second Email _____

Home Phone _____ Work Phone _____

Cell Phone _____ Address _____

Internship Faculty Advisor _____ Ph # _____ Email _____

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**

Approved by Faculty Advisor **Date**

Internship: Prefix _____ Credit Hrs _____ Date _____ Semester & Yr _____

Intern Weekly Journal Form

Complete this journal form on a weekly basis and submit to your faculty advisor. (PLEASE PRINT.)

Name: _____ Student ID _____

Intern Site _____ Site Supervisor _____

Total Hours Worked for Week _____ Contact # _____

Internship Title:

Training Objectives Achieved for Week (Date)
1.
2.
3.
4.
5.

Did your internship activities for the week compliment your training objectives outlined in your training plan? If not, why?

Describe and discuss significant learning outcomes from your work experiences onsite this week.

Describe challenges or problems that you are facing as you seek to achieve the goals outlined in your training plan.

Describe the level of support that you are receiving from your site supervisor and/or your faculty advisor.

PVCC Internship Program

Evaluation of Intern by Site Supervisor

Intern's Name _____ Semester _____ Year _____

Company Name _____

Site Supervisor _____ Ph _____ 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						
Has satisfactory 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 Business & Technologies Division, Piedmont Virginia Community College
 501 College Dr., Charlottesville, VA 22902 • Phone: 434-961-5347 • FAX: 434-971-8232

Virginia's Workplace Readiness Skills

Virginia Department of Education

- 1) Demonstrate reading skills on a level required for employment in a chosen career field.
- 2) Demonstrate math skills on a level required for employment in a chosen career field.
- 3) Demonstrate writing skills on a level required for employment in a chosen career field.
- 4) Demonstrate speaking and listening skills on a level required for employment in a chosen career field.
- 5) Demonstrate computer literacy on a level required for employment in a chosen career field.
- 6) Demonstrate reasoning, problem-solving, and decision-making skills
- 7) Demonstrate understanding of the "big picture."
- 8) Demonstrate a strong work ethic.
- 9) Demonstrate a positive attitude.
- 10) Demonstrate independence and initiative.
- 11) Demonstrate self-presentation skills.
- 12) Maintain satisfactory attendance.
- 13) Participate as a team member to accomplish goals.

****** More specific information detailing the minimum standard for each Workplace Readiness Skills can be viewed at the online version of this resource packet (the career services web page)**