

# PVCC Internship Program Student Information Packet



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## Contacts

Sandra Williams (registration / verification) Division Secretary Business and Technologies Room 614 (434) 961-5347 swilliams@pvcc.edu	André Luck (site placement) Employer Services Manager Career Services Room 132 (434) 961-5231 aluck@pvcc.edu
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Revised July 11, 2008+-

# PVCC Internship Program

## Internship Checklist

Student Name \_\_\_\_\_  
Please print.

Indicate semester for internship. \_\_\_\_\_ Year \_\_\_\_\_

Program of Study \_\_\_\_\_

**The following documents must be submitted to Sandra Williams, Division Secretary, before you may be registered for an internship.**

### **Intern Responsibilities & Action Steps**

- 1) Complete the online orientation available on the career services web page and record the completion verification # on the internship training plan.
- 2) Meet with André Luck, Employer Services Manager, to discuss potential internship options and determine matching employer profiles (located in the Career Center, Room 132).
- 3) Meet with faculty advisor to discuss goals / objectives for the internship and develop the internship training plan.
- 4) Meet with the internship site supervisor to review responsibilities and finalize the internship contract.
- 5) Submit signed internship training plan and student agreement to Sandra Williams, Division Secretary for approval and registration.
- 6) Log on to **JobNet at [www.pvccjobnet.com](http://www.pvccjobnet.com)**. Follow registration instructions on the next page to locate internship opportunities.
- 7) Sign up/RSVP for a mandatory academic class session on **JobNet at [www.pvccjobnet.com](http://www.pvccjobnet.com)**. From the homepage, select “events” and “Workshops”.
- 8) Pay tuition and fees for internship after receiving email notification from the Business & Technologies division secretary that you have been registered for the internship.
- 9) Submit internship paper to your faculty advisor by the **deadline established by your faculty advisor**.
- 10) Complete the student evaluation of the Internship Program, at the end of the semester, and return to the Division Secretary, Room 614.
- 11) Attend the annual internship luncheon in April.

# PVCC Internship Program

## Internship Checklist (cont.)

### Required Forms / Documents

- \_\_\_\_\_ Unofficial transcript printed from PowerWeb
- \_\_\_\_\_ Training Plan – include online orientation verification #
- \_\_\_\_\_ Student agreement

### Optional Document

\_\_\_\_\_ Resume (if internship arrangement has not been secured; resume writing help is available in the Career Center, Room 132)

### Registration Instructions for JobNet:

#### For Returning JobNet User:

1. Log on to [www.pvccjobnet.com](http://www.pvccjobnet.com).
2. Select 'jobs' located at the top of page.
3. Select "CSM Jobs".
4. At Position Type, select "Internship".
5. Select "search".

#### For New JobNet User:

1. Log on to [www.pvccjobnet.com](http://www.pvccjobnet.com)
2. Select "register" for a new account.
3. Complete student registration form. Press "submit".
4. Open your email account to view verification message.
5. Log in to the Symplicity web site using your new username and password.
6. Select "CSM Jobs".
7. At Position Type, select "Internship".
8. Select "search".

# 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 the program of study. 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 faculty advisor

### Eligibility Requirements\*:

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

### PVCC INTERNSHIP POLICY

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

\* Some degree programs may have additional requirements.

# PVCC Internship Program

## Internship Paper Guidelines

A final paper is due at the end of the semester and must be submitted to your faculty advisor **by the established deadline determined by your faculty advisor**. 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.**
- 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).**

# PVCC Internship Program

## 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](http://www.abco100.com)

Assurant Health  
P.O. Box 3176  
Milwaukee, WI 53201-3176  
Telephone: 1-800-494-8463  
Website: [www.nationalinsurancestore.com](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://www.melvinagency.com)

# PVCC Internship Program

Orientation # \_\_\_\_\_ Program Prefix \_\_\_\_\_

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 \_\_\_\_\_

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Approved by Faculty Advisor \_\_\_\_\_ Date \_\_\_\_\_

# PVCC Internship Program

## Student Agreement

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

### **LEARNING OBJECTIVES RESPONSIBILITY**

I am responsible for completing my training plan with my site supervisor and faculty advisor. I must return the signed training plan to the division secretary.

### **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 faculty advisor.

### **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 faculty advisor 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 Division Secretary 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** \_\_\_\_\_

PVCC Internship Program Program Prefix \_\_\_\_\_ Credit Hours \_\_\_\_\_

Date \_\_\_\_\_ Semester & Year \_\_\_\_\_

### 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

## 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 (Optional): \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

PVCC Internship Program

**Evaluation of Intern 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 Training Plan 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 minimum of supervision						
Completes tasks correctly						
Completes tasks in a reasonable amount of time						
Communicates effectively in oral and/or written form						

SAMPLE COPY

**Additional Questions:**

1. Did the student make adequate progress toward the training 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, 501 College Dr., Charlottesville, VA 22902  
 Phone: 434-961-5347 • FAX: 434-971-8232