

PVCC Internship Program

Student Information Packet

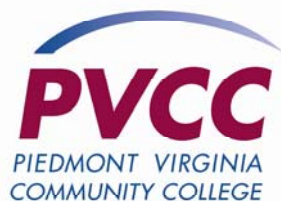


Table of Contents

	Pages
Internship Checklist & Responsibilities	2-3
Registration Instructions for JobNet	3
Program Overview	4
Internship Paper Guidelines	5
Virginia’s Workplace Readiness Skills	6
Student Accident and Health Insurance Providers	7
Forms	
Intern Training Plan	8
Student Agreement	9
Intern Weekly Journal Form	10
Student Evaluation of the Internship Program	11
Evaluation of Intern by Site Supervisor (<i>sample copy</i>)	12

Contacts

Claudette Borgersen (registration/verification)
 Division Secretary
 Business and Technologies
 Room 270
 (434) 961-5347
 cborgersen@pvcc.edu

André Luck (site placement)
 Employer Services Manager
 Career Services
 Room 128
 (434) 961-5231
 aluck@pvcc.edu

Internship Checklist

Student Name _____
Please print.

Indicate semester for internship. _____ Year _____

Program of Study _____

The following documents must be submitted to Claudette Borgersen, 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, http://www.pvcc.edu/career_services/internships.php, 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 128).
- 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 Claudette Borgersen, Division Secretary for approval and registration.
- 6) Log on to **JobNet at 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**. 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 270.

Internship Checklist (cont.)

Required Forms / Documents

- _____ Unofficial transcript printed from MyPVCC
- _____ 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 128)

Registration Instructions for JobNet:

Returning to JobNet System:

1. Log on to www.pvccjobnet.com.
2. Select ‘jobs’ located at the top of page.
3. Select “CSM Jobs”.
4. At Position Type, select “Work Study”.
5. Select “search”.

For New JobNet User:

1. Log on to 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 “Work Study”.
8. Select “search”.

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.

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).**

STUDENT ACCIDENT AND HEALTH INSURANCE PROVIDERS

ABCO 100
ATTN: April Heintzman
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

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 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.

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: ___/___/___

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 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 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, Mathematics & Technologies Division, 501 College Dr.,
 Charlottesville, VA 22902 Phone: 434-961-5347 • FAX: 434-971-8232