PVCC Internship Program

Student Information Packet

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Contacts

Registration/Verification
Claudette Borgersen
Division Secretary
Business and Technologies
Room M270
434.961.5347
cborgersen@pvcc.edu

Site Placement
André Luck
Career Services Manager
Career Services
Room M128
434.961.5231
aluck@pvcc.edu

Revised July 23, 2013
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:

<table>
<thead>
<tr>
<th>Credit Hour to Work Hour Ratio:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 credit hours = 90 work hours / semester</td>
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<tr>
<td>Fall - 6 hours / week</td>
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<tr>
<td>Spring - 6 hours / week</td>
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<tr>
<td>Summer - 9 hours / week</td>
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<tr>
<td>3 credit hours = 135 work hours / semester</td>
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<tr>
<td>Fall - 9 hours / week</td>
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<tr>
<td>Spring - 9 hours / week</td>
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<tr>
<td>Summer - 13.5 hours / week</td>
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<tr>
<td>4 credit hours = 180 work hours / semester</td>
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<tr>
<td>Fall - 12 hours / week</td>
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<tr>
<td>Spring - 12 hours / week</td>
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<tr>
<td>Summer - 18 hours / week</td>
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</tbody>
</table>

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.
- No students will be registered for the internship program after the second week of the start of semester in which the student will be participating in the program.

* Some degree programs may have additional requirements.
PVCC Internship Program

**Intern Responsibilities and Checklists**

Student Name _________________________________________________________

Please print.

Indicate semester for internship. __________ Year __________

Program of Study ______________________________________________________

Please follow the steps listed below to insure you are successfully enrolled in the internship program:

- Complete the online orientation available on the career services web page, [http://www.pvcc.edu/career_services/internships.php](http://www.pvcc.edu/career_services/internships.php), and record the completion verification # on the internship training plan.

- Meet with André Luck, Career Services Manager (located in the Career Center, Room 128) If you would like to participate in the internship program and you are unsure of internship opportunities, please make an appointment with André Luck to discuss potential internship options and determine matching employer profiles.

- Log on to JobNet at [www.pvccjobnet.com](http://www.pvccjobnet.com). Follow registration instructions on the next page to locate internship opportunities.

- Meet with faculty advisor to discuss goals/objectives for the internship and develop the internship training plan.

- Meet with the internship site supervisor to review responsibilities and finalize the internship contract.

- Submit signed internship training plan, a copy of your unofficial transcript, the assumption of the risk form, and the student agreement form to the Business, Mathematics and Technologies Division Secretary for approval and registration.

- Tuition payment must be made prior to starting the internship. If payment is not made by the payment deadline established by PVCC and the Virginia Community College System (VCCS), the site supervisor will be notified of non-payment and the student will be immediately dropped from the internship program.

- 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”.

- Submit internship paper to your faculty advisor by the deadline established by your faculty advisor.

- Complete the student evaluation of the Internship Program, at the end of the semester, and return to the Division Secretary, Room 270.
PVCC Internship Program

Intern Responsibilities and Checklist (cont)

The following documents (see the forms section of this packet) must be submitted to the Business, Mathematics and Technologies Division Secretary, before you can be registered for an internship.

Required Forms / Documents

☐ Unofficial transcript printed from MyPVCC (the Business, Mathematics and Technologies Division secretary can assist you with getting a copy of your transcripts)

☐ Training Plan – include online orientation verification #

☐ Student agreement

☐ Assumption of the Risk Form

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:

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”
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.
Internship Program

Virginia Workplace Readiness Skills*

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
   • 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
   • 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:
   • Define the purpose.
   • Determine the audience.
   • Gather information.
   • Plan the format/layout.
   • Write a first draft.
   • Edit and revise 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:** Speaking and listening skills involve the ability to express ideas clearly and to make sure one understands the ideas expressed by others in both formal and informal contexts, demonstrated by:
   • 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
   • 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
   • using special job-specific computer equipment, software, and other technology.
PVCC Internship Program

Internship Program

*Virginia Workplace Readiness Skills (Cont)*

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  
   • 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  
   • 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  
   • exhibiting flexibility and adaptability: working longer hours than normal to accomplish a goal, substituting for an absent coworker, 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 coworkers and supervisors  
   • taking direction willingly  
   • exhibiting eagerness to learn  
   • acting in a pleasant and polite manner with customers, coworkers, 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  
    • 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  
    • 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
   - 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
   - explaining the importance of teamwork to the overall operation of the business.


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**Nondiscrimination Statement**

Piedmont Virginia Community College does not discriminate on the basis of race, color, religion, national origin, political affiliation, disability, veteran status, sex, age or sexual orientation in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources Manager, 501 College Dr., Main Building, Room M810, Charlottesville, VA 22902; 434.961.6567.
## STUDENT ACCIDENT AND HEALTH INSURANCE PROVIDERS

<table>
<thead>
<tr>
<th>Provider</th>
<th>Address</th>
<th>Contact Information</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABCO 100</td>
<td>ATTN: April Heintzlman 7-C Terrace Way Greensboro, NC 27403</td>
<td>Telephone: 1-800-222-5780 Fax: 1-336-547-9400</td>
<td><a href="http://www.abco100.com">www.abco100.com</a></td>
</tr>
<tr>
<td>Assurant Health</td>
<td>P.O. Box 3176 Milwaukee, WI 53201-3176 419 S. Coit Street Florence, SC 29503</td>
<td>Telephone: 1-800-222-6491 Fax: 1-843-667-9712</td>
<td><a href="http://www.nationalinsurancestore.com">www.nationalinsurancestore.com</a></td>
</tr>
<tr>
<td>Fortis Health (Assured Health)</td>
<td>501 West Michigan PO Box 624 Milwaukee, WI 53201</td>
<td>Telephone: 1-800-800-1212 Fax: 1-414-224-0472</td>
<td><a href="http://www.fortishealth.com">www.fortishealth.com</a></td>
</tr>
<tr>
<td>International Student Insurance</td>
<td>15 Cottage Avenue Fifth Floor Quincy, MA 02169</td>
<td>Telephone: 1-877-328-1565 Fax: 1-617-328-0615</td>
<td><a href="http://www.internationalstudentinsurance.com">www.internationalstudentinsurance.com</a></td>
</tr>
<tr>
<td>Pearce &amp; Pearce Inc.</td>
<td>419 S. Coit Street Florence, SC 29503</td>
<td>Telephone: 1-800-222-6491 Fax: 1-843-667-9712</td>
<td><a href="http://www.pearceandpearce.com">www.pearceandpearce.com</a></td>
</tr>
<tr>
<td>SRC Inc.</td>
<td>172 Bechtel Road Collegeville, PA 19426</td>
<td>Telephone: 1-610-489-6100 Fax: 1-610-489-9325</td>
<td><a href="http://www.src-ncua.com">www.src-ncua.com</a></td>
</tr>
<tr>
<td>Student Resources</td>
<td>805 Executive Center Drive West Suite #220</td>
<td>Telephone: 1-877-646-6056 FAX: 1-727-563-3401</td>
<td><a href="http://www.studentresources.com">www.studentresources.com</a></td>
</tr>
<tr>
<td>The Melvin Agency, Inc.</td>
<td>PO Box 294131 Boca Raton, FL 33429</td>
<td>Telephone: 1-561-826-0330 Fax: 1-561-826-0337</td>
<td><a href="http://www.melvinagency.com">www.melvinagency.com</a></td>
</tr>
</tbody>
</table>
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:** __________________________

<table>
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<tr>
<th>List 2-5 new job-specific learning objectives below.</th>
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<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
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<td>3.</td>
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<tr>
<td>4.</td>
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<tr>
<td>5.</td>
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</tbody>
</table>

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Approved by Site Supervisor  Date

Approved by Faculty Advisor  Date
PVCC Internship Program

**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 Faculty 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 the Business, Mathematics and Technologies Division 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

ASSUMPTION OF THE RISK FORM

I agree that as a participant in the Internship Program at ____________________________
associated with Piedmont Virginia Community College scheduled for ____________ semester, I am
responsible for my own behavior and well-being. I accept this condition of participation, and I acknowledge
that I have been informed of the general nature of the risks involved in this activity, including, but not limited
to: (List potential risks of the activities or related to the work environment.)

I understand that in the event of accident or injury, personal judgment may be required by
_________________________ or College personnel regarding what actions should be
taken on my behalf. Nevertheless, I acknowledge that the College and/or
_________________________ personnel may not legally owe me a duty to take any
action on my behalf. I also understand that it is my responsibility to secure personal health insurance in
advance, if desired, and to take into account my personal health and physical condition.

I further agree to abide by any and all specific requests by the College and
_________________________ for my safety or the safety of others, as well as any and
all of the College’s and ____________________________’s rules and policies applicable to
all activities related to this program. I understand that the College reserves the right to exclude my
participation in this program if my participation or behavior is deemed detrimental to the safety or welfare of
others.

In consideration for being permitted to participate in this program, and because I have agreed to assume the
risks involved, I hereby agree that I am responsible for any resulting personal injury, damage to or loss of my
property which may occur as a result of my participation or arising out of my participation in this program,
unless any such personal injury, damage to or loss of my property is directly due to the negligence of the
College and/or _____________________________. I understand that this Assumption of
Risk form will remain in effect during any of my subsequent visits and program-related activities, unless a
specific revocation of this document is filed in writing with Piedmont Virginia Community College, at which
time my visits to or participation in the program will cease.

In case an emergency situation arises, please contact ______________________ at ____________ (Phone Number)

I acknowledge that I have read and fully understand this document. I further acknowledge that I am
accepting these personal risks and conditions of my own free will.

__________ I represent that I am 18 years of age or older and legally capable of entering into this agreement.

__________________________________    ____________
Participant’s Signature               Date

____________________________________
Address
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:

<table>
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<tr>
<th>Training Objectives Achieved for Week (Date)</th>
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<td>1.</td>
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<td>5.</td>
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</table>

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

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

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: ___/___/____
# 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

<table>
<thead>
<tr>
<th>Job-Specific Training Plan Objectives (2-5)</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
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<th>NA</th>
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<th>Standardized Objectives</th>
<th>5</th>
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<th>3</th>
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<th>1</th>
<th>NA</th>
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<tbody>
<tr>
<td>Interacts well with others</td>
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<td>Gets to work on time</td>
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<td>Attendance</td>
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<td>Demonstrates ability to work with a minimum of supervision</td>
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<td>Completes tasks correctly</td>
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<tr>
<td>Completes tasks in a reasonable amount of time</td>
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<td></td>
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<tr>
<td>Communicates effectively in oral and/or written form</td>
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**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: 434.961.5453.