Internship Program

Faculty Advisor

INFORMATION PACKET

Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Overview</td>
<td>2</td>
</tr>
<tr>
<td>Faculty Advisor’s Role</td>
<td>3</td>
</tr>
<tr>
<td>Grading Breakdown</td>
<td>3</td>
</tr>
<tr>
<td>Faculty Advisor’s Checklist</td>
<td>4</td>
</tr>
<tr>
<td>Administrative Assistant’s Role</td>
<td>5</td>
</tr>
<tr>
<td>Student Employment Specialist’s Role</td>
<td>5</td>
</tr>
<tr>
<td>Site Supervisor’s Role</td>
<td>6</td>
</tr>
<tr>
<td>Instructions for Posting Internships on PVCC JobNet</td>
<td>6</td>
</tr>
<tr>
<td>Intern Training Plan (sample copy)</td>
<td>7</td>
</tr>
<tr>
<td>Intern Weekly Journal Form (sample copy)</td>
<td>8</td>
</tr>
<tr>
<td>Evaluation of Intern by Site Supervisor Form (sample copy)</td>
<td>9</td>
</tr>
<tr>
<td>Workplace Readiness Skills for the Commonwealth.</td>
<td>10</td>
</tr>
</tbody>
</table>

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(434) 961-5231  
aluck@pvcc.edu

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

Revised Nov 2014
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 Policy - Relatives of interns may not serve as site supervisors.***
PVCC Internship Program

Faculty Advisor’s Role

1. Inform student to complete a student evaluation of internship program and send it to the attention of Ms. Jackson in Business, Mathematics and Technologies.

2. Participate with the student and site supervisor in developing, reviewing, and approving the specific learning objectives.

3. Determine a due date for the internship paper, and notify the student of that date prior to the start of the internship.

4. 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.

5. Assist the Employer Services Manager with the mandatory academic class session. As appropriate, attend and/or give a presentation at the session.

6. Read and evaluate the internship paper. Review content to determine if all four components of the paper have been included or adequately addressed.

7. Communicate and work effectively with the student, site supervisor, and Employer Services Manager as appropriate.

8. 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.

9. 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.

9. 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__

   ____________________________

   ____________________________

   ____________________________

   ____________________________

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 MyPVCC.
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 site supervisor’s evaluation of interns to the respective faculty advisor.

8. Collect student evaluations of internship program and report results of student evaluation of internship program to the faculty advisor.

**Student Employment Specialist 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 supervisor, faculty advisor, and intern.

7. Provide record of student’s attendance at academic class session to internship advisor.

8. Monitor site progress of intern, through regular communication with the employer to ensure employer satisfaction with internship program.

9. Maintain existing relationships with intern sites.

10. Develop new site contacts each semester.
PVCC Internship Program

Site Supervisor Role

The site supervisor is a professional who assumes responsibility 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.

Instructions for Posting Internships on PVCC JobNet

Returning to JobNet System:


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:


3. Under “position type,” select “Internship”.

4. Complete the rest of the job posting form.
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. _______________________________________________________________________
PVCC Internship Program

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:

<table>
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<th>Training Objectives Achieved for Week (Date)</th>
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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)

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### Standardized Objectives

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<tr>
<td>Interacts well with others</td>
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<td>Gets to work on time</td>
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<td>Has satisfactory 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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<td>Completes tasks in a reasonable amount of time</td>
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<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 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 Mathematics & Technologies Division, Piedmont Virginia Community College
501 College Dr., Charlottesville, VA 22902 • Phone: 434-961-5347 • FAX: 434-971-8232
PERSONAL QUALITIES AND PEOPLE SKILLS

1. POSITIVE WORK ETHIC: Comes to work every day on time, is willing to take direction, and is motivated to accomplish the task at hand
2. INTEGRITY: Abides by workplace policies and laws and demonstrates honesty and reliability
3. TEAMWORK: Contributes to the success of the team, assists others, and requests help when needed
4. SELF-REPRESENTATION: Dresses appropriately and uses language and manners suitable for the workplace
5. DIVERSITY AWARENESS: Works well with all customers and coworkers
6. CONFLICT RESOLUTION: Negotiates diplomatic solutions to interpersonal and workplace issues
7. CREATIVITY AND RESOURCEFULNESS: Contributes new ideas and works with initiative

PROFESSIONAL KNOWLEDGE AND SKILLS

8. SPEAKING AND LISTENING: Follows directions and communicates effectively with customers and fellow employees
9. READING AND WRITING: Reads and interprets workplace documents and writes clearly
10. CRITICAL THINKING AND PROBLEM SOLVING: Analyzes and resolves problems that arise in completing assigned tasks
11. HEALTH AND SAFETY: Follows safety guidelines and manages personal health
12. ORGANIZATIONS, SYSTEMS, AND CLIMATES: Identifies “big picture” issues and his or her role in fulfilling the mission of the workplace
13. LIFELONG LEARNING: Continually acquires new industry-related information and improves professional skills
14. JOB ACQUISITION AND ADVANCEMENT: Prepares to apply for a job and to seek promotion
15. TIME, TASK, AND RESOURCE MANAGEMENT: Organizes and implements a productive plan of work
16. MATHEMATICS: Uses mathematical reasoning to accomplish tasks
17. CUSTOMER SERVICE: Identifies and addresses the needs of all customers, providing helpful, courteous, and knowledgeable service

TECHNOLOGY KNOWLEDGE AND SKILLS

18. JOB-SPECIFIC TECHNOLOGIES: Selects and safely uses technological resources to accomplish work responsibilities in a productive manner
19. INFORMATION TECHNOLOGY: Uses computers, file management techniques, and software/programs effectively
20. INTERNET USE AND SECURITY: Uses the Internet appropriately for work
21. TELECOMMUNICATIONS: Selects and uses appropriate devices, services, and applications