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mbjackson@pvcc.edu

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Career Services  
Room 128  
(434) 961-5231  
mchoby@pvcc.edu

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

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:


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

Faculty Advisor’s Role

1. Inform student to complete a student evaluation of internship program and send it to the attention of Ms. Jackson.

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

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

3. 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.

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

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

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

7. 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.

8. 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

**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, 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

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 __________

Approved by Faculty Advisor _________ Date __________
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>2.</td>
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<td>3.</td>
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<td>4.</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

Evaluation of Intern by Site Supervisor

Intern’s Name____________________________________ 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

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<tr>
<th>Job-Specific Learning Objectives (2-5)</th>
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<th>4</th>
<th>3</th>
<th>2</th>
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<tr>
<th>Standardized Objectives</th>
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<tr>
<td>Interacts well with others</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