Internship Program

Faculty Advisor
INFORMATION PACKET

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Contacts

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Business Mathematics and Technologies ............................... Career Services
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**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 48 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 = 96 work hours / semester
   Fall - 6 hours / week
   Spring - 6 hours / week
   Summer - 9 hours / week

3 credit hours = 144 work hours / semester
   Fall - 9 hours / week
   Spring - 9 hours / week
   Summer - 13.5 hours / week

4 credit hours = 192 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*:

● Attend a (required) internship orientation session. Students should consult the on-line Career Services calendar for dates of upcoming sessions and to register:
  http://www.pvcc.edu/student-services/career-services/internships
● 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. 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 Student Employment Specialist 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 Student Employment Specialist 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 Internship Orientation Class

10% Scheduled sessions with updated journal

50% Site supervisor evaluation of performance

100%
## Faculty Advisor’s Checklist

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Name of Intern: __________________________</td>
<td>Prefix/Credits: _____</td>
</tr>
<tr>
<td>Advisor: __________________________</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>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.</td>
</tr>
<tr>
<td>2.</td>
<td>The student has been notified of the internship paper deadline.</td>
</tr>
<tr>
<td>3.</td>
<td>The Administrative Assistant in the Business and Technologies Division has been notified to register the student in the internship.</td>
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<tr>
<td>4.</td>
<td>The Powerweb grade roster has been checked to see the addition of the intern to the roster.</td>
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<tr>
<td>5.</td>
<td>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.</td>
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<tr>
<td>Date: ____/ ___<strong>/ 20</strong></td>
<td></td>
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<tr>
<td>Date: ____/ ___<strong>/ 20</strong></td>
<td></td>
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<tr>
<td>Date: ____/ ___<strong>/ 20</strong></td>
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<tr>
<td>6.</td>
<td>The Mandatory Internship Orientation Class has been participated in, where appropriate.</td>
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<tr>
<td>7.</td>
<td>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.</td>
</tr>
<tr>
<td>8.</td>
<td>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%.</td>
</tr>
<tr>
<td>9.</td>
<td>The intern’s grade has been posted on MyPVCC.</td>
</tr>
</tbody>
</table>
PVCC Internship Program

**Administrative Assistant’s Role**

1. Give prospective students the internship packet or refer the students to the link on the college website [http://www.pvcc.edu/career_services/internships.php](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. Recruit students for internships through targeted marketing.

2. Assist student with resume writing and interviewing skills, if necessary.

3. Assist student with internship search and networking, if necessary.

4. Review the student agreement with the student.

5. Coordinate and market the Mandatory Internship Orientation Class sessions.

6. Visit site supervisor.

7. Serve as a liaison between the site supervisor, faculty advisor, and intern.

8. Provide record of student’s attendance at Mandatory Internship Orientation Class sessions to internship advisor.

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

10. Maintain existing relationships with intern sites.

11. 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 attendance #  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 _____________________________________________________________________

List 2-5 new job-specific learning objectives below.

1. __________________________________________________________

2. __________________________________________________________

3. __________________________________________________________

4. __________________________________________________________

5. __________________________________________________________

Internship Title: ____________________________________________________________________

Approved by Site Supervisor  Date

Approved by Faculty Advisor  Date
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>
<thead>
<tr>
<th>Training Objectives Achieved for Week (Date)</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>

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

<table>
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<tr>
<th>Job-Specific Learning Objectives (2-5)</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>NA</th>
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<td>1.</td>
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<tr>
<th>Standardized Objectives</th>
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<th>4</th>
<th>3</th>
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<th>NA</th>
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<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
PVCC Internship Program

Workplace Readiness Skills for the Commonwealth
Virginia Department of Education

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