

What is a Coordinated Internship?

A coordinated internship is a professionally monitored work or service experience for students that provides intentional learning goals and reflects actively on the learning experience. An internship may be part-time or full-time and may be paid or unpaid. If used for college credit, tuition is assessed in the usual manner.

An Internship is NOT simply credit for work. Your internship experience requires that you:

- participate in an professional internship sponsored by an approved agency;
- bring a learning focus to the experience by working with an academic advisor or instructor; and
- participate in off-campus work experiences that complement on-campus classroom education
- Obtain first-hand knowledge of career opportunities

The overall objective of a coordinated internship is to enhance the student's educational program by providing supervised, practical training that is related to the student's professional interests.

Why An Internship?

Internships have become a crucial element in educational training and personal development. As competition for jobs increases, it will become even more important to seek internship opportunities to market yourself to potential employers. Internships can provide the competitive edge that will set you apart from other candidates by providing practical work experience you need to be successful. An internship also helps you build the professional interpersonal skills necessary for success in the job market.

Definitions

- *Sponsoring/Cooperating Employer*: industry or government agency, business or organization that has agreed to participate in the internship program and whose participation has been approved by the department
- *Internship Coordinator*: person who coordinates activities of internship within a department
- *Faculty Supervisor*: faculty member who supervises the student's internship experience. This person should be knowledgeable in the area of work in which the student is gaining experience and may, or may not be the student's advisor.

Internship Prerequisites

- *Engineering Transfer Program*: Advanced Algebra/Trig; Physics; 3.0 GPA
- *Engineering Technology/Technical Studies; GIS; HVAC; IT; Welding*: Algebra II or MTH 4; 3.0 GPA

Internship Requirements

- *Internship Coordinator Responsibility*
 - Interview and recommend eligible students for employment during the internship period
 - Assist student with résumé and interview preparation
 - Maintain a database of Sponsoring/Cooperating Employers willing to provide internship opportunities to students
 - Serve as liaison between employer and VWCC throughout internship process
- *Student Responsibility:*
 - Submit periodic progress reports to faculty supervisor. Number and frequency to be determined. Students are encouraged to meet with faculty advisor to discuss any assignments before they are due.
 - Student will submit a final report which is evaluative in nature and makes recommendations for future internships. This evaluation should provide a thoughtful critique of the experience.
- *Faculty Supervisor Responsibility:*
 - Identification of Learning Objectives and Activities – assists the student in identifying internship objectives that are consistent with the intention of the program and are feasible at the selected work site.
 - Supervision of internship – provides indirect supervision by reviewing progress reports submitted by the intern. Serves as the contact person when cooperating employer finds it desirable to discuss aspects of intern's program.
- *Sponsoring/Cooperating Employer Responsibility*
 - Approval/acceptance of Learning Objectives and activities – signature on Sponsor Agreement signifies that stated objectives can be achieved and stated activities are feasible at the proposed work site.
 - Provide professional educational experience – provide the opportunity for a student to receive a professional educational experience.
 - Evaluation – assists the faculty supervisor in the final evaluation of the student's performance. Takes under advisement, suggestions made by intern in the final evaluative report as to how future internships at the site could be improved.

Coordinated Internship Sponsor Agreement

A student has requested placement as an intern in your organization. This will require you to function in the role of Organizational Sponsor for the *Sponsoring/Cooperating Employer*.

The following are the primary responsibilities of the Organizational Sponsor:

- Provide a professional educational experience that addresses the Learning Objectives and Activities established for this internship.
- Regularly observe and monitor the intern's work in the organization.
- Seek to provide the intern with tasks, duties and responsibilities that support his/her educational and career goals.
- Serve as a contact and source of information for faculty members if necessary.
- Assist the faculty supervisor in the final evaluation of the student's performance by completing a brief intern evaluation form at the end of the internship.

If you agree to serve as Organizational Sponsor, please complete the following:

Your name: _____

Name of your organization: _____

Your position/title in the organization: _____

Office address and phone: _____

Name of Student Intern: _____

Start Date for Internship: _____ End Date for Internship: _____

Average work hours/week: _____ Rate of Pay (if provided): _____

Approximate total number of hours to be worked during internship: _____ 140-160 Hours per semester

I agree to function as Organizational Sponsor for the student intern identified above. I can and will fulfill the associated responsibilities. The intern and I have met and discussed the specific organizational responsibilities associated with the internship. We have also discussed the intern's qualifications, educational and career goals, and the organization's needs. Based on this, it is my belief that the experience is well suited as part of the intern's educational program.

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Signature: _____

Date: _____

Sponsor Evaluation: Coordinated Internship

Your name: _____ Your signature: _____

Name of intern: _____

Date of evaluation: _____

Please respond to the following items by circling the appropriate number in the right column:

	Strongly agree				Strongly disagree
1. In our initial contacts, this intern presented him/herself in a professional manner.	1	2	3	4	5
2. The intern has demonstrated an excellent attitude toward work and assignments.	1	2	3	4	5
3. The intern's work has been of very high quality.	1	2	3	4	5
4. The intern has practiced effective communication skills.	1	2	3	4	5
5. The intern has demonstrated real compatibility in working with others.	1	2	3	4	5
6. There have been observable improvements in the intern's performance during his/her time in the organization	1	2	3	4	5
7. The intern shows real potential in this type of work.	1	2	3	4	5
8. I would be eager to have someone of similar qualities placed as an intern in my organization.	1	2	3	4	5

When the evaluation form is complete, please return it to the Faculty Supervisor or Internship Coordinator.

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Participating Organization	Phone	E-mail	Contact Person

Internship Job Title: _____

Please describe your company and its industry:

Please provide an internship summary:

Please provide an organizational structure for your intern:

Intern Reports to:	
Intern Works With:	

Please list the preferred skills sets or special requirements for this internship:

Preferred major for this internship (if any):

Please list the student's responsibilities for this internship:

Please provide the exact physical location of the internship:
