

Virginia Western Community College
IND 290
Coordinated Internship

Prerequisites

None

Corequisites

None

Course Description

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. Supervises on-the-job training in selected business, industrial or service firms coordinated by the college. Credit/practice ratio not to exceed 1:5 hours. May be repeated for credit.

Semester Credits: 3 Lecture Hours: Variable Lab Hours: 0**Required Materials****Textbook:**

None

Software:

Various

Other Required Materials:

None

Course Outcomes

At the completion of this course, successful students will be able to

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

Topical Description

Notes to Instructors

This class is not open for general enrollment. Class participation is discussed with the Career Center and student enrollment is contingent on identification of participating sponsor. The Career Center oversees the internship, acting as the Internship Coordinator (defined below). The evaluation of the supervisor of the intern and the program head determines the final grade.

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.
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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.

[ADA Statement \(PDF\)](#)

[Title IX Statement \(PDF\)](#)