

## Internship Program Overview

Carroll Community College's internship program allows students to apply concepts learned in the classroom to real life work environments. In addition, students are able to explore diverse career paths, expand their skills and knowledge base, and develop greater interpersonal skills. Internships are available for academic and non-credit.

For non-credit internships, students are not required to involve the college; however, if the student would like help with obtaining an internship, they can contact the Office of Student Engagement.

## Internship Eligibility

1. Students must have completed or be exempt from any transitional courses, have a minimum of 12 credit hours, have completed at least one course that is relevant to the internship, and be currently enrolled as a student at Carroll Community College. Minimum GPA must be 2.0
2. Internship must be relevant to student major or pathway.
3. A total of 6 internship credit hours within one-degree program is permitted. Any internship beyond 6 credit hours will not receive academic credit.
4. Internships for academic credit must be completed during the term in which the student is enrolled.
5. Students may not do an internship in their current position/job description.
6. Internships can be both paid and unpaid. If it is paid, a student must work wage requirements out with their site supervisor. The college does not intervene regarding pay.
7. Process completed by set deadlines.
8. Student records will be reviewed for academic and behavioral integrity violations. Determination for internship access will be made on a case by case basis by the Office of Student Engagement Staff.

## Steps in the Planning Process

1. Schedule a meeting with the Office of Student Engagement Staff.
2. Research internships at sites like [www.internships.com](http://www.internships.com), [www.idealists.org](http://www.idealists.org) and [www.careerbuilder.com](http://www.careerbuilder.com). In addition, students can brainstorm ideas with faculty.
3. Choose an internship that corresponds to your program of study. Contact the internship site and schedule an interview.
4. Have the internship site complete Memorandum of Understanding (MOU) and return to the Office of Student Engagement.
5. Identify faculty member to serve as your internship sponsor and notify the Office of Student Engagement. For summer internships, the student must get a Faculty Sponsor prior May 31.
6. Meet with the Faculty Sponsor to create the Internship Syllabus Agreement (ISA) which will contain the course outline and learning goals.
7. The Faculty Sponsor will submit the ISA to their Division Chair for approval.
8. After approval, the student will take the signed and completed ISA to the Office of Student Engagement. Staff for the final signature and registration.
9. Once the Office of Student Engagement. Staff has reviewed the documents and signatures, the student will take the ISA to the Registrar's Office two weeks prior to the start of the term. Follow registration enrollment and payment deadlines.

## Internship Forms

<b>Form</b>	<b>To be completed by</b>	<b>Deadline</b>
Internship Syllabus Agreement and Syllabus	Student, Faculty Sponsor, Division Chair, Student Engagement	Two weeks prior to the start of the term
Memorandum of Understanding	Student, Site Supervisor, Faculty Sponsor, Student Engagement	Two weeks prior to the start of the term
Weekly Hours Log	Completed by Student, verified by Site Supervisor	Weekly during internship Turned in at conclusion of internship
Internship Evaluation by Student	Student	At the conclusion of the internship; before end of term
Internship Evaluation by Supervisor	Site Supervisor	At the conclusion of the internship; before end of term

## Creating Internship Learning Objectives

Schedule a meeting with your Faculty Sponsor to create your learning objectives and reflection process for the internship. Learning objectives are a set of specific statements that you create to clearly and precisely describe what you intend to accomplish during your internship placement. Your learning objectives need to reflect your program of study and credit hours required to complete your internship. Your final paper will be a comprehensive reflection paper of your experience, which will examine how well you were able to apply classroom knowledge as practical job skills. Additionally, your paper should analyze how you have grown as a professional as a result of the internship. For examples, see attached ISA.

## Considerations for Developing Learning Objectives:

**When you meet with your Faculty Sponsor to create your learning objectives, you can start by identifying areas in which you can:**

- Gain new skills
- Increase your knowledge
- Improve your attitudes or behaviors

### It is important that you:

- Make your objectives as specific as possible, avoiding broad general statements
- Restrict your objectives to those which can be accomplished during the designated hours over a single term

### Each learning objective should contain three kinds of information:

1. A statement of what you expect to achieve through your internship experience.
2. An indication of the level of achievement which you expect to obtain. A clear statement of expected level of achievement reduces the effect of personal opinion and provides the basis for an objective evaluation.
3. Identification of the method of evaluation to be used, for example: "as judged by my internship supervisor."

***NOTE: A description of duties does not constitute a learning objective. Each learning objective must indicate some definite change that will occur during the term as a result of your internship experience.***

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# Internship Program Responsibilities

As you work and learn throughout the term, your Faculty Sponsor, the Office of Student Engagement Staff and your Internship Supervisor are prepared to help you make your internship experience a successful one. However, before undertaking your internship experience, you need to understand your role and responsibilities, as well as the responsibilities of your internship team.

## Student Responsibilities

*During your internship you need to:*

- Perform responsibilities as listed on the ISA and internship description.
- Maintain a professional manner at the internship site.
- Communicate weekly with your Faculty Sponsor through weekly journals or other assignments.
- Plan monthly meetings with your Faculty Sponsor.
- Contact your Faculty Sponsor in the event that there is problem, question or concern at your internship site.
- Attend an Office of Student Engagement resume appointment with staff
- Follow the Academic Calendar deadlines if you need to withdraw or file an incomplete.
- Maintain and update the Internship Hours Log and obtain your Internship Supervisor's signature.
- Complete the **Internship Evaluation by Student** form and submit to your Faculty Sponsor at the conclusion of the internship.

## Faculty Responsibilities

- Participate with the student intern and Internship Supervisor in the development of goals and specific learning objectives for the internship.
- Monitor the learning and progress of the student intern with regularly scheduled meetings (on campus or by phone) throughout the term.
- Visit the student at the internship site. (Except in extenuating circumstances.)
- Collect mid-point and final evaluations from student intern and internship supervisors, with follow-up as necessary.
- Encourage the student intern's ability to evaluate/reflect on their own strengths, weaknesses, and learning progress.
- Collect evaluations from the internship supervisor.
- Review and grade final reflection paper, and assess the degree of implementation of learning objectives.
- Read and evaluate weekly assignments.
- Assign final grades to student intern and submit to the Registrar's Office.
- Remind student intern to communicate with the Office of Student Engagement Staff and complete/submit all necessary paper work.

## Internship Supervisor Responsibilities

- Establish what student will learn as result of the internship
- Supervise and evaluate the intern.
- Provide guidance and educational/professional experiences for the intern.
- Communicate with the Faculty Sponsor regarding intern performance and attendance.
- Complete the **Memorandum of Understanding, Internship Hours Log and Internship Evaluation by Supervisor** form.