

# Internship

## Student Responsibilities

### **School of Business & Computer Technologies**

Pennsylvania College of Technology

One College Avenue

Williamsport, PA 17701

(570) 327-4517

---

## **Pennsylvania College of Technology**

PENNSTATE



An affiliate of The Pennsylvania State University

*Penn College operates on a nondiscriminatory basis.*

# Table of Contents

Introduction .....	2
Application Overview .....	2
Employer Criteria .....	3
Student Eligibility.....	4
Academic Credit.....	4
Registering for Internship.....	5
Training Agreement/Learning Objectives.....	5
Student Responsibilities.....	5
Job Site Visits/Evaluations.....	6
Campus Activities .....	7

## Forms:

- Form A – Application for Internship
- Form B – Training Agreement
- Form C – Employer Evaluation
- Form D – Student Evaluation
- Form E – Activities Log Format
- Form F – Narrative Report Sample Questions
- Form G – Checklist

# Internship Student Responsibilities

*(effective August, 2007)*

## Introduction

Your participation in an internship within the School of Business and Computer Technologies will be a valuable part of your college education. It provides:

- **Work Experience** - In an employer's setting you will learn "on-the-job" with Learning Objectives developed by you, the employer, and faculty.
- **Potential for a permanent position and/or references within the field** - Networking is an important part of job search, and this is the time to establish those contacts within the field that are invaluable when looking for a job at graduation. In fact, your internship employer may make an offer of permanent employment.
- **Three College Credits** - You must register and pay tuition for the internship course.
- **Compensation** (if applicable) - Your internship may or may not be paid. That is an area which you will need to negotiate with the employer. Traditionally, no compensation has been provided for internships in some fields, such as paralegal.

## Application Overview

Internships within the School of Business and Computer Technologies are available either during the fall, spring, or summer semesters to students who qualify.

You should work with the Internship Coordinator in the department where you intend to pursue your internship, as far as identifying a placement and/or employer. This determination should be based upon factors including, but not limited to: (a) your career interest; (b) geographical restrictions you may have; (c) time and financial restrictions; (d) your schedule for the semester; and (e) availability and willingness of the employer to provide the internship during the time period requested.

If you are just beginning the process, it might be helpful to enroll in a seminar provided by Career Services, which will provide preparation for finding a placement. This will include how to:

- write a resume,
- locate employers, and
- interview successfully for the job you want.

## **Employer Criteria**

Any employer who can provide employment and meet requirements listed below is eligible for participation. All employers and the Training Agreement must be approved by the Department Internship Coordinator of the department under which you intend to serve the internship.

The employer must agree:

- To provide meaningful and challenging learning experiences directly related to the discipline of the department in which the internship will be served and/or your career objectives.
- To provide a period of time of work that will enable you to complete the required internship hours.
- To sign the Training Agreement including a nondiscrimination clause.
- To evaluate your work performance and the extent to which you have met the Learning Objectives at the midpoint and at the end of the internship period.
- To provide a safe workplace for you to participate in your internship.

### ***Additional Rules***

- No unsupervised internships will be permitted.
- Students with existing jobs are not permitted to apply those jobs to an internship: the College does not provide students with credit for doing their jobs. If the student desires to perform an internship with a present employer, the employer must agree to train the student in a different job for the number of contact hours required under the internship.
- Should the internship terminate prior to the student having completed the required hours, students will not receive credit for the internship and may receive a failing grade for the internship.

- Students seeking to perform internships in family-operated businesses may be required to designate a non-family member to supervise the internship.
- The College (and the Department Internship Supervisor) retain the exclusive authority to approve proposed internships based upon the criteria set forth in the appropriate course objectives.

## Student Eligibility

To participate in a work experience internship, you must meet:

1. Be enrolled in the appropriate degree program in the department in which you intend to serve the internship and have completed the appropriate prerequisites or have the permission of the Department Internship Coordinator.
2. Have completed a minimum of 15 credits (or as otherwise required by the department or course abstract) with an overall cumulative grade-point average (GPA) of 2.0 or better, and with at least a 2.5 GPA in the major.
3. Identify employer/placement where you will work.
4. Present for the Department Internship Supervisor's approval a completed Training Agreement signed by the employer and the student.
5. Complete an Internship Application Form.
6. Register and pay for Penn College tuition, following the appropriate scheduling procedure for the internship as determined by the department.

## Academic Credit

By participating in and completing a work experience internship, you earn three academic credits. **All internships in the School of Business and Computer Technologies require that you work a minimum of 225 hours for a three-credit course (or 75 hours of work per credit) during the semester in which you register for the internship.** A letter grade will be given by the Department Internship Coordinator for the internship.

## Registering for Internship

In order to register for an internship in the School of Business and Computer Technologies, students must first follow the procedures set forth above under “Student Eligibility.” Students are not permitted to self-schedule internships in the departments of Information Technology and Business Administration, where internships must be scheduled by the school office upon the request of the Department Internship Coordinator.

## Training Agreement/Learning Objectives

Your learning objectives will be collaboratively developed by you, the employer, your adviser, and the Department Internship Coordinator. You must meet with your adviser and the Department Internship Coordinator regarding the requirements of the internship.

You must obtain a job description from the employer. If no job description is available, work with your employer to enumerate tasks and discuss specifics of your duties, which must be recorded on the Training Agreement.

The Training Agreement must be signed by you, your employer, and a Penn College representative. It will be submitted to the employer at the initial visit or as otherwise arranged.

## Student Responsibilities

You are responsible for completing the paperwork required for your internship in a timely manner. This includes: the Application for Internship, Training Agreement, Student Final Evaluation, Activities Log, Narrative Report, and Internship and Program Assessment. **You will be responsible for submitting your log periodically as required by the Department Internship Coordinator. Also, your Department Internship Coordinator may require your participation on a WebCT website.**

When you enter into an agreement with an employer, you also agree to follow the rules and regulations of the company for whom you will work. This means you will report to work on the employer’s schedule; maintain satisfactory attendance and punctuality; dress appropriately on the job; and exhibit behaviors and attitudes in the workplace expected of an employee. Although you are in a learning situation, you are acquiring or reinforcing important worker traits or habits in order to be a dependable and responsible worker/employee.

If a situation arises that causes you to be absent from the job for an extended period of time (in excess of three days), you should notify both your employer

and the Department Internship Coordinator so that necessary arrangements can be made to make up this time.

If you are permanently or temporarily laid off or otherwise terminated from your position, you must contact the Department Internship Coordinator immediately. If there is a situation or circumstances that necessitate you leaving the job, you must contact the Department Internship Coordinator before you resign. In the event of either occurrence, although every attempt will be made to assist you in securing a suitable placement so that you can complete an internship, the College is not responsible for securing replacement internship opportunities. Failure on your part to notify the Department Internship Coordinator of a change in circumstances, where the internship is required in your program, could delay your graduation.

## **Job Site Visits/Evaluations**

The Department Internship Coordinator will have contact with your employer/supervisor either via face-to-face meetings or via telephone, depending on the needs of the program, at one or more points throughout the semester. It is imperative that both you and your supervisor cooperate with the Department Internship Coordinator to coordinate these contacts as requested.

**Activities Log** – You must maintain an Activities Log on a daily basis to document your attendance and activities. You can use a journal, notebook, e-mail, or any form approved by your Department Internship Coordinator. The Department Internship Coordinator may request the Activities Log be submitted on a weekly basis or periodically or at the mid-term evaluation. **A sample format is included in this publication.**

**The Narrative Report** - You are responsible for completing the Narrative Report as you conclude your work period. This serves as a record of your assessment of the experience. This Narrative Report should be a minimum of **4-5 typed, double-spaced pages**, and should constitute a reflection on your part of what you have learned and how your program at Penn College has contributed to your work experience. A sample set of questions is included in this publication.

The Student's Evaluation of Internship, Activities Log, Narrative Report, and the Internship and Program Assessment should be given to the Department Internship Coordinator when required. **No college credit will be provided for any internship experience unless all required hours are completed and all required documents, as set forth above, are submitted.**

## **Campus Activities**

During your internship you may be asked to meet with the Department Internship Coordinator or attend a meeting on campus. You are also responsible to stay informed of other meetings on campus or campus requirements such as Petition to Graduate. If you will be living away from campus while you are working, file a temporary change of address so that all routine notifications will reach you.

Following your internship, you may be asked to participate in presentations to employers, students, advisory boards, or prospective students.

If you have further questions, please contact the Department Internship Coordinator for your particular program. If you are unsure who that person is, please ask your adviser or inquire at the Office of the School of Business and Computer Technologies, located in ATHS E-257.

Best wishes as you prepare for a great experience!

Student name \_\_\_\_\_ Student ID # \_\_\_\_\_

Course number-section \_\_\_\_\_ Course Title \_\_\_\_\_

Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ No. of internship credits \_\_\_\_\_

Major \_\_\_\_\_ Earned credits to date \_\_\_\_\_ Overall GPA \_\_\_\_\_ Major GPA \_\_\_\_\_  
(minimum 2.0) (minimum 2.5)

Name of company or agency \_\_\_\_\_

Address \_\_\_\_\_

On-site supervisor/contact person \_\_\_\_\_

Title \_\_\_\_\_ Telephone ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

Dates of internship - from \_\_\_\_\_ to \_\_\_\_\_

Number of hrs/week \_\_\_\_\_ Non-Paid \_\_\_\_\_ Hourly pay rate \_\_\_\_\_ Stipend \_\_\_\_\_

Student address during Internship \_\_\_\_\_

Telephone No. ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

Student permanent address \_\_\_\_\_

Telephone no. ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Adviser's signature \_\_\_\_\_ Date \_\_\_\_\_

Internship faculty coordinator's signature \_\_\_\_\_ Date \_\_\_\_\_

*Subject to all Penn College policies, rules, and regulations governing internships.*

Intern \_\_\_\_\_ Program \_\_\_\_\_ Date \_\_\_\_\_  
(please print)

Employer/Supervisor \_\_\_\_\_  
(please print)

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Intern's immediate supervisor \_\_\_\_\_ Work period \_\_\_\_\_ to \_\_\_\_\_  
(please print)

Hours per week \_\_\_\_\_ Rate per hour \_\_\_\_\_

Please read the below *RESPONSIBILITIES* prior to signing the Training Agreement

**Student:** Adhere to all employer policies and *Student Responsibilities* booklet; make every effort to complete Learning Objectives during work period; notify employer and Faculty Coordinator of any illness or emergency that interferes with completion of program; and contact Faculty Coordinator prior to terminating program/placement.

**Employer:** Provide varied work experience and training opportunities as described below under Learning Objectives and in the *Employer Guidelines* booklet; and assist the College in evaluating the performance of the student; provide a safe and healthful working environment and meet with student and College representative as needed; provide the number of work hours needed per credit. **Please contact the Faculty Coordinator if you have any questions or concerns.**

**College:** Provide the student with instruction in job related skills prior to placement; meet with the employer to review the Learning Objectives; periodically visit the student at the Internship site where geographic location permits; grant credit for completion of successful work period.

Employer/Supervisor \_\_\_\_\_ Student \_\_\_\_\_  
(signature) (signature)

College Representative/Faculty Coordinator \_\_\_\_\_  
(signature)

### **Affirmative Action Statement**

\_\_\_\_\_ hereby affirms it is an equal opportunity employer, offering employment without  
(name of organization)  
regard to race, color, religion, sex, national origin or age and provides Equal Employment Opportunity to  
handicapped individuals, disabled veterans, and veterans of the Vietnam era.

Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
(signature)

**\*This original signed agreement is to be returned to the BCT School Office.**



Student name \_\_\_\_\_ Date \_\_\_\_\_

Employer \_\_\_\_\_

Instructions to supervisor: Please check the appropriate category and comment on any "Needs improvement" ratings.

I. APPEARANCE

- \_\_\_\_\_ Always appropriate to environment
- \_\_\_\_\_ Acceptable
- \_\_\_\_\_ Needs improvement (*please explain*)

II. ATTENDANCE

- \_\_\_\_\_ Excellent
- \_\_\_\_\_ Satisfactory
- \_\_\_\_\_ Needs improvement (*please explain*)

III. PUNCTUALITY

- \_\_\_\_\_ Excellent
- \_\_\_\_\_ Satisfactory
- \_\_\_\_\_ Needs improvement (*please explain*)

IV. DEPENDABILITY

- \_\_\_\_\_ Exceptional
- \_\_\_\_\_ Satisfactory
- \_\_\_\_\_ Needs improvement (*please explain*)

V. JUDGMENT

- \_\_\_\_\_ Demonstrates good judgment
- \_\_\_\_\_ Satisfactory
- \_\_\_\_\_ Needs improvement (*please explain*)

VI. INITIATIVE

- \_\_\_\_\_ Seeks out work to be done
- \_\_\_\_\_ Satisfactory
- \_\_\_\_\_ Needs improvement (*please explain*)

VII. WORK PERFORMANCE

- \_\_\_\_\_ Excellent
- \_\_\_\_\_ Satisfactory
- \_\_\_\_\_ Needs improvement (*please explain*)

VIII. COOPERATION

- \_\_\_\_\_ Works exceptionally well with others
- \_\_\_\_\_ Satisfactory
- \_\_\_\_\_ Needs improvement (*please explain*)

IX. CUSTOMER OR CLIENT RELATIONS (*if applicable*)

- \_\_\_\_\_ Excellent with customers/clients
- \_\_\_\_\_ Satisfactory
- \_\_\_\_\_ Needs improvement (*please explain*)

X. INTEREST IN WORK

- \_\_\_\_\_ Enthusiastic
- \_\_\_\_\_ Interested
- \_\_\_\_\_ Lacks interest

XI. TECHNICAL KNOWLEDGE AND SKILL LEVEL

- \_\_\_\_\_ Highly competent
- \_\_\_\_\_ Satisfactory
- \_\_\_\_\_ Needs improvement (*please explain*)

XII. OVERALL RATING

- \_\_\_\_\_ Excellent
- \_\_\_\_\_ Satisfactory
- \_\_\_\_\_ Needs improvement (*please explain*)

Would you consider this student for another internship? Yes \_\_\_\_\_ No \_\_\_\_\_

Would you consider this student for full-time permanent employment? Yes \_\_\_\_\_ No \_\_\_\_\_

Would you consider another intern? Yes \_\_\_\_\_ No \_\_\_\_\_

COMMENTS ON PROGRESS IN ACHIEVING LEARNING OBJECTIVES: \_\_\_\_\_

PERSON COMPLETING REPORT \_\_\_\_\_ DATE \_\_\_\_\_

STUDENT \_\_\_\_\_ EMPLOYER \_\_\_\_\_

FACULTY COORDINATOR \_\_\_\_\_

*INSTRUCTIONS: Rate the significance of the below according to the following criteria.*

A Highly Significant B Very True C True D Little Significance E Not Significant

The job provided me with an educationally meaningful experience.

A B C D E

I received needed guidance and assistance from college personnel during the work experience.

A B C D E

The job provided me with assignments related to my abilities and skills.

A B C D E

My work supervisor was reasonable and fair.

A B C D E

The job provided me with the opportunity to perform progressively more advanced tasks.

A B C D E

My work supervisor periodically discussed my performance with me.

A B C D E

My fellow employees were friendly and cooperative.

A B C D E

The work based learning experience was essentially what I expected.

A B C D E

Comments or suggestions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I would recommend the Internship program to other students.

Yes No

I would recommend this employer to other students.

Yes No

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Internship Activities Log

Week of \_\_\_\_\_

<i>Day/Date Hours</i>	<i>Activity</i>	<i>Number of</i>
<b>MONDAY</b>		_____
<b>TUESDAY</b>		_____
<b>WEDNESDAY</b>		_____
<b>THURSDAY</b>		_____
<b>FRIDAY</b>		_____
<b>SATURDAY</b>		_____
<b>SUNDAY</b>		_____
	<b>TOTAL</b>	_____

SAMPLE

## NARRATIVE REPORT SAMPLE QUESTIONS

1. Did the internship experience affect your thinking and attitudes about your field? How?
2. Did the internship experience help you understand what is required to be successful at work?
3. Did the internship experience help you understand something more than the “book learning”?
4. Did the internship experience help you apply some of the lessons learned in the classroom?
5. Were there activities or assignments that raised new questions or helped to define future learning and work objectives?
6. Of all of the experiences you gained, which was the most valuable to you and why?
7. What helped you gain the most insight into what you learned?
8. What did you learn at work that you might not have learned in the classroom alone?
9. What experience did you have with your co-workers? Supervisor?
10. What observations did you make or experiences you had that involved such issues as team work, ethics, attitudes, unprofessional behavior, flexibility, commitment, communication issues, etc.?
11. Describe the type of work you have been doing in your internship.

## Student Internship Check List

1. Complete an Application for Internship form, including securing all signatures at the bottom of the document.
2. Meet with your Department Internship Coordinator, to discuss the application and other pertinent issues.
3. Develop the Learning Objectives listed on the Training Agreement in conjunction with the employer and the Department Internship Coordinator.
4. Obtain all of the appropriate Training Agreement signatures and submit to the Department Internship Coordinator. Procedures for scheduling of the internship will vary by department.
5. Be available for job-site visitations (mid-term & final) as required by the Department Internship Coordinator.
6. Maintain an Activities Log as required by Department Internship Coordinator. See attached for example.
7. Complete a Narrative Report of your experiences. See attached.
8. Complete Student Evaluation of Internship Experience.
9. Complete Internship and Program Assessment.
10. Deliver the Supervisor Evaluation of Internship form to your supervisor if requested by the Department Internship Coordinator, and ask him/her to complete the form and return it to the Department Internship Coordinator as appropriate.
11. When requested, but no later than the last day of regularly scheduled classes, submit items 6, 7, 8, & 9 to the Department Internship Coordinator.
12. Notify the Department Internship Coordinator if you encounter any problems during any phase of participation that may inhibit your ability to complete the 225 hours of work and the Training Agreement Objectives.