

Internship

Student Responsibilities

School of Natural Resources Management

Pennsylvania College of Technology

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Pennsylvania College of Technology

PENNSTATE



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Sample Forms and Related Documents:

- Application for Internship
- Internship Training Agreement
- Employer Evaluation of Intern
- Student Evaluation of Internship
- Activities Log
- Narrative Report Sample Questions
- Student Internship Checklist

Internship Student Responsibilities

(effective August 2007)

Introduction

Your participation in an internship 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.
- **Two 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 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 Internship Training Agreement must be approved by the 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 Internship Training Agreement, including 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. Minimum required Learning Objectives for each academic major are provided in Appendix B.
- 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 must seek permission from program faculty and may be required to designate a non-family member to supervise the internship.
- The College (and the Internship Coordinator) 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 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.
3. Identify employer/placement where you will work.
4. Present for the Internship Coordinator's approval a completed Internship Training Agreement signed by the employer and the student.
5. Complete an Application for Internship 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. **The internship requires a minimum of 240 and up to approximately 400 hours of work**, depending on the academic program requirements, **during the semester or summer**. A letter grade will be given by the Internship Coordinator for the internship.

Registering for Internships

In order to register for an internship, students must first follow the procedures set forth above under “Student Eligibility.” Students must schedule their internship through the Internship Coordinator following completion of all required forms.

Training Agreement/Learning Objectives

Your learning objectives will be collaboratively developed by you, the employer, your adviser, and the Internship Coordinator. You must meet with your adviser and the Internship Coordinator regarding the requirements of the internship. Minimum required Learning Objectives for each academic major are provided in Appendix B.

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 Internship Training Agreement.

The Internship 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, Internship Training Agreement, Activities Log, Narrative Report, and Student Evaluation of Internship. **You will be responsible for submitting your log periodically as required by the Internship Coordinator.**

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 two 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 Internship Coordinator immediately. If there is a situation or circumstances that necessitate you leaving the job, you must contact the 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 Internship Coordinator of a change in circumstances, where the internship is required in your program, could delay your graduation.

Job Site Visits/Evaluations

The 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 Internship Coordinator to coordinate these contacts as requested.

Activities Log – Some academic programs require an Activities Log on a daily basis to document your attendance and activities. Your Internship Coordinator will inform you of this requirement. You can use a journal, notebook, e-mail, or any form approved by your Internship Coordinator. The 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 Appendix A of this publication.**

The Narrative Report – Some academic programs require a Narrative Report as you conclude your work period. Your Internship Coordinator will inform you of this requirement. 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 Appendix A of this publication.

The Student's Evaluation of Internship, Activities Log, and Narrative Report should be given to the Internship Coordinator when required. Additionally, the employer must complete the Employer Evaluation of Intern by date specified. **No college credit will be provided for any internship experience unless all required hours according to academic programs are completed and all required documents according to academic program requirements, as set forth above, are submitted.**

Campus Activities

During your internship you may be asked to meet with the 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 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 Natural Resources Management at (570) 320-8038.

Best wishes as you prepare for a great experience!

Appendix A: Sample Forms and Related Documents

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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 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 Internship Coordinator of any illness or emergency that interferes with completion of program; and contact Internship 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 Internship 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/Internship Coordinator _____
(signature)

Affirmative Action Statement

_____ hereby by 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 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*)

VII. WORK PERFORMANCE

- _____ Excellent
- _____ Satisfactory
- _____ Needs improvement (*please explain*)

II. ATTENDANCE

- _____ Excellent
- _____ Satisfactory
- _____ Needs improvement (*please explain*)

VIII. COOPERATION

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

III. PUNCTUALITY

- _____ Excellent
- _____ Satisfactory
- _____ Needs improvement (*please explain*)

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

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

IV. DEPENDABILITY

- _____ Exceptional
- _____ Satisfactory
- _____ Needs improvement (*please explain*)

X. INTEREST IN WORK

- _____ Enthusiastic
- _____ Interested
- _____ Lacks interest

V. JUDGMENT

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

XI. TECHNICAL KNOWLEDGE AND SKILL LEVEL

- _____ Highly competent
- _____ Satisfactory
- _____ Needs improvement (*please explain*)

VI. INITIATIVE

- _____ Seeks out work to be done
- _____ 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 _____

**Pennsylvania College
of Technology**

School of Natural Resources Management
INTERNSHIP STUDENT RESPONSIBILITIES

PENNSSTATE



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 _____

**Pennsylvania College
of Technology**

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School of Natural Resources Management
INTERNSHIP STUDENT RESPONSIBILITIES

Internship Activities Log

Week of _____

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

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.

Appendix B: Minimum Learning Objectives by Major

Heavy Construction Equipment Technology: Technician Emphasis (HE)

1. Proper cleaning procedures of equipment and components.
2. Assist technicians in component overhauls of engines, powertrains and hydraulic components.
3. Assist technicians in installation of engines, powertrains and hydraulic components.
4. Electrical repairs; to include schematic reading, troubleshooting and repair and replacement of components.
5. Field service work; assist a technician in field repairs.
6. To be exposed to parts department operations
7. Practice good customer relations and good work ethics
8. Good housekeeping practices in the shop environment.
9. Proper use of specialized tools.
10. Exposure to writing work orders/job orders.

Heavy Construction Equipment Technology: Caterpillar Emphasis (CH)

1. Proper cleaning procedures of equipment and components.
2. Component overhauls; this is not limited to but could include: engines, transmissions, drive-train components, hydraulic components, electrical components, etc. Assist technicians in installation of power generator systems.
3. Electrical repairs; to include schematic reading, troubleshooting and repair and replacement of components.
4. To be exposed to programming of control modules (engine, DVRs, ect.).
5. Field service work; assist a technician in field repairs.
6. To be exposed to parts department operations
7. Practice good customer relations and good work ethics
8. Good housekeeping practices in the shop environment.
9. Proper use of specialized tools.

Diesel Technology: Mack Emphasis (MK)

1. Demonstrate proper cleaning procedures of equipment and components.
2. Assist certified technician in component overhauls of engine, transmissions, and drive train components.
3. Perform air brake service and repair.
4. Perform electrical repairs; to include schematic reading, troubleshooting and repair and replacement of components.
5. Be exposed to V-Mac programming of control modules.
6. Be exposed to field service work & assist a technician in field repairs.

7. Be exposed to parts department operations
8. Practice good customer relations.
9. Perform good housekeeping practices in the shop environment.
10. Demonstrate proper use of specialized tools.
11. Practice good work ethics.

Electric Power Generation Technology (PG)

1. Proper cleaning procedures of equipment and components.
2. Assist technicians in component overhauls of engine, generator and electrical / electronic components.
3. Assist technicians in installation of power generator systems.
4. Electrical repairs; to include schematic reading, troubleshooting and repair and replacement of components.
5. To be exposed to programming of control modules (engine, DVR's ect.).
6. Field service work; assist a technician in field repairs.
7. To be exposed to parts department operations
8. Practice good customer relations and good work ethics
9. Good housekeeping practices in the shop environment.
10. Proper use of specialized tools.

Ornamental Horticulture (OD, OH, OR)

1. Practice safety procedures common to the industry/or a work environment.
2. Learn about expectations in the occupation of their choice through realistic work experience.
3. Test occupational career goals.
4. Develop a more mature attitude toward their academic preparation.
5. Relate classroom instruction to the occupational goals.
6. Gain technical skills that cannot be provided in the classroom or lab.
7. Operate equipment which may not be available at Pennsylvania College of Technology.
8. Acquire experiences gained through actual business/customer and employer/employee relationships.
9. Develop qualities such as professionalism and concern for colleagues and clientele with whom they are working.
10. Develop skills (e.g., a resume, interview, etc.) Related to the process of gaining employment.