WNCC INTERNSHIP INFORMATION

According to the Fall 1999 Journal of Career Planning and Employment:

Employers have long valued experiential education programs for testing the abilities and “fit” and increasing the work-readiness of potential college hires. In recent years, as competition for qualified candidates has heated up, more employers are looking to experiential programs as a source of candidates. In fact, respondents to NACE’s 1999 Employers Benchmark Survey ranked “offering internships and co-ops” as the most effective technique for hiring technical talent.

Western Nebraska Community College has the opportunity to design an effective internship program through the Perkins Grant. This program benefits WNCC in the following ways:

❖ Benefits for Students
  ➢ Valuable employment experience – great for resumes
  ➢ Opportunities to explore a career field before graduation
  ➢ Can “earn and learn” – meaningful part-time job
  ➢ Helps in developing confidence, maturity, responsibility, communication skills

❖ Benefits for Employers
  ➢ Provides motivated workers, eager to learn
  ➢ Excellent recruiting tool for full-time employees
  ➢ Can meet temporary needs without long-term commitment
  ➢ Frees full-time staff from routine tasks

❖ Benefits for WNCC
  ➢ Establish and strengthen rapport with the business community
  ➢ Offer faculty an excellent option for educating students in the field
  ➢ Attract and retain students who are excited by the possibilities of an internship experience
  ➢ Increase awareness of WNCC curriculum, become more closely allied with the community
LOGISTICS FOR STUDENTS

➢ For the Student seeking a degree
  ▪ Successfully complete 12 semester credit hours, six of which must be in the student’s field of study
  ▪ Attain a cumulative GPA of at least 2.5
  ▪ Complete English and Speech with at least a C
  ▪ Attend an Internship Orientation session

➢ For the Student seeking a diploma
  ▪ Successfully complete 12 semester credit hours, six of which must be in the student’s field of study
  ▪ Attain a cumulative GPA of at least 2.5
  ▪ Attend an Internship Orientation Session

All students need to apply for the program and their faculty advisor must approve the enrollment in Internship Education. Tuition and fees for Internship Education is the same as for any other credit class you enroll in at WNCC and depends on the number of hours you register for. The transfer of Internship Credits is dependent upon the transferring institution. Students are STRONGLY encouraged to contact the institution to which they are transferring.

The maximum accumulated credit allowed for internships is 6 hours. A student may enroll in 3 credit hours in a semester or 6 during summer. A student must have approximately 60 hours on the job for each hour of academic credit. BASED ON A 15 WEEK SEMESTER:

  12 hours of work per week ====== 3 credits
  24 hours of work per week ====== 6 credits

LOGISTICS FOR FACULTY

➢ Approve registration for internship education
➢ Faculty coordinator in each program area – work with student & employer in developing objectives, trouble shoot if necessary
➢ Attend initial meeting with student and employer, make phone contact with employer at mid-term, attend final meeting with student and employer
➢ Read and grade assignments

LOGISTICS FOR CAREER CENTER

➢ Recruit employers and students to participate in internship program
➢ Process Internship Applications, working with appropriate faculty coordinators
➢ Assist the student, faculty coordinator and employer with internship process
➢ Help the student in developing Performance Objectives
➢ Collect weekly journals and time-sheets
➢ Coordinate all paperwork from Application through Final Report
➢ Trouble shoot, as necessary, with student, faculty coordinator and employer.
SAMPLE INTERNSHIP SYLLABUS

Course Description:

An introduction to the work-related experience combining supervised study and related employment as approved by the supervising instructor.
Prerequisite: Permission of advisor.

Course Objectives:

♦ To place the student in the world of work.

♦ To help the student develop appropriate job skills by interacting with other employees and a supervisor.

♦ To provide a vehicle for the student to apply skills learned in the classroom.

♦ To help the student decide on a career and facilitate their future employment.

♦ To assist the student in gaining problem solving skills and instilling attitudinal skills critical to successful job performance.

GRADING:

Orientation Session 50 Points
Resume 50 points
Performance Objectives 100 points
Students have 1 week from first day of work to discuss objectives with supervisor and have rough draft of objectives approved by faculty coordinator and Career Center Director. Students will arrange a meeting with the faculty coordinator, Career Center Director and the supervisor to discuss and finalize objectives on the work site no later than the second week. Student will type final copy of objectives and submit one copy to supervisor, faculty coordinator and Career Center Director by end of third week.

Supervisor’s Evaluation 100 points
At the end of the semester, students will arrange a meeting with the faculty coordinator and the student’s supervisor for this evaluation. The supervisor will evaluate the student objectively using the following categories: Relations with Others, Attitude-Application to Work, Judgment, Dependability, Ability to Learn, Quality of Work, Attendance, Punctuality, and Overall Performance.

Weekly Journal and Time Sheets up to 100 points
A weekly journal will be kept and should reflect what the student did and learned each workday, and express thoughts and feelings about the work experience. This
journal, along with time sheets, will be submitted to the Career Center by the close of WNCC business every Friday during the Internship term. Forms for both are available in the Career Center.

**Final Report 200 points**
The final report will be graded by the faculty coordinator, a copy must also be given to the Career Center Director on the agreed upon due date. The paper must be double-spaced and typed. The font should be no larger than 12 points. Margins should be 1” on all sides. The first page can have a 2” top margin.

**The Final Report must include the following:**

- **Introduction** (1/2 page minimum)
  - Describe the organization.
  - State the mission, goals, and/or objectives of the organization

- **Narrative** (two pages per credit)
  - Summarize the general responsibilities of your department
  - Describe the major responsibilities and duties you had
  - Describe the problems you faced during your internship and suggest solutions.
  - Describe how the courses you have completed helped you with your job.
  - What you consider the best feature of this job?
  - Were you able to observe what graduates in your field do? If so, please comment.
  - Describe how this experience will help you in making career decisions.
  - Give any other information you want to add.

*600 total points are possible.*

A drop of ONE LETTER GRADE will occur if all paperwork - including the final report - is not properly completed by the dates specified on the Student Letter of Agreement.

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