



## INTERNSHIP ROLES & RESPONSIBILITIES

### STUDENT

- **For in-person internships, students will uphold Governor's and State and County Health Department's current COVID-19 and any other health recommendations for city/county/state where internship is taking place.**
- Meet pre-requisites noted in catalog and have approval by your advisor. Register for the course -- signature from advisor is required.
- Meet with Career Advisor to review application, resume and discuss potential internship sites.
- Apply for and interview with prospective internship sites. If accepted, complete and return a signed Internship Agreement. Note: No hours will be counted until a signed Internship Agreement is received by the Career Advisor.
- Consult with the Internship Site Supervisor and then meet with the Internship Faculty to review and develop specific, measurable and relevant learning objectives, due within the first 20 hours of the internship.
- Adhere to company policies, confidentiality, procedures and follow pre-determined internship schedule for completion of hours by the semester's end.
- Turn in, on time, course assignments including activity logs, time sheets, evaluations and documentation of learning as requested by faculty/instructor.
- Authorize release of school records and other records in connection with the internship in compliance with FERPA.
- Internship might have additional costs and processing for items such as background checks, immunizations, or transportation.
- Follow professional standards of conduct, organizational policies and safety standards. *Violations of professional ethics, insubordination, unexcused absences, breaches of confidentiality, or failure to turn in assignments on a timely basis are cause for termination, removal from the internship site and will result in an "F" grade.*
- Share any concerns with the Internship Instructor and/or Career Advisor.
- Report any accidents to the worksite supervisor immediately; notify FVCC's Business Services office at 756-3821.

Student Initials \_\_\_\_\_ Date \_\_\_\_\_

**INTERNSHIP SITE** : Contact the FVCC Internship Instructor or Career Advisor if any questions or problems arise.

- Provide meaningful mentoring and opportunities for intern learning and practicing their skills.
- Assure that the students will be accepted and assigned work without regard to age, handicap, national origin, race, marital status, parental status, religion, or sex.
  - Provide adequate working space, training, supplies and equipment for student training and learning.
  - Train and orient student to all health and safety practices and organizational policies and procedures, including confidentiality, applicable to the internship. **For in-person internships this includes upholding Governor's and State and County Health Department's current COVID-19 and any other health recommendations for city/county/state where internship is taking place.**
- Complete an internship description that includes learning opportunities, project tasks, and minimum qualifications.
- Read and discuss the responsibilities, legal issues and learning components of internship with the Career Advisor.
- Provide input to student in developing specific learning objectives, then provide assistance and training necessary to help student meet those learning objectives, along with training to learn job specific skills.
- Establish a regular meeting time and meet with intern at least weekly to provide training, direction, and feedback to the student.
- Sign monthly timesheets.
- Participate in an on-site (or virtual if not local) visit from internship Faculty/Instructor and assess student learning by verifying hours and completing and returning a **mid-term** and **final internship provider evaluation** noting accomplishment of learning objectives.
- Observe FVCC Internship Policy: Since students in our internship program earn academic credit and a component of their field experience grade is based upon evaluations by the student's supervisor, we do not allow students to intern for their family's business nor with an organization where a student's family member or significant other ranks above the student's supervisor. It poses a conflict of interest and could influence the intern's experience and grade.

Employer Supervisor Initials \_\_\_\_\_ Date \_\_\_\_\_

### **FVCC FACULTY/INSTRUCTOR**

- Advise and assist the student in the development of clear, concise, measurable learning objectives.
- Provide the student with a course syllabus and grade the student at the end of the term.
- Coordinate the related instruction with the student's curriculum and monitor the student's internship experience through activity logs, journals, or discussions and track hours. Turn in **monthly time sheets** from all students to Career Advisor by 5<sup>th</sup> of the month.
- Meet with the student, in person, at least two times during the term, at least once at the work site (if a remote work site -- videochat).
- Contact the internship site mentor at least twice during the term, one of which must be in person at the internship site.
- Assist students and internship providers in meeting learning objectives and evaluating progress.

Faculty Initials \_\_\_\_\_ Date \_\_\_\_\_

### **FVCC CAREER ADVISOR**

- Provide businesses, faculty and students with information about FVCC Internship opportunities, policies and procedures through written and electronic materials, web pages or in person.
- Discuss opportunities for learning and relevance of job description to major, degree area and intern's career goals with potential internship sites.
- Ensure internship site has adequate resources – work space, training time, and mentoring to enable the student to complete their learning objectives in an environment conducive to learning.
- Review legal guidelines re: compensation, employment status, workers' compensation, and other employment laws with prospective internship sites.

Career Advisor Initials \_\_\_\_\_ Date \_\_\_\_\_