



**Internship Manual**  
and  
**Forms Packet**  
2019-2020



## PREFACE

Western Nebraska Community College (WNCC) recognizes that there are important elements of career preparation which cannot adequately be taught within the confines of the classrooms of the college. WNCC offers credit-bearing internship opportunities through many of its degrees and certificate programs. The goal of the internship is to provide students with the necessary real-life, on-the-job employment experiences to help prepare them for a future in their chosen career.

The WNCC Internship Manual and Forms Packet is provided to assist students, faculty, and employers who will be participating in the internship program to understand the requirements and considerations of internship for credit at WNCC. Although individual departments may need to adapt certain material to meet specific program needs, agreements and evaluation forms are consistent across departments, so that students' outcomes are consistent.

It is our hope that each student's internship experience is rewarding and worthwhile for all involved. Ongoing evaluation of the internship program will be important. Please feel free to contact us with any questions you may have.

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## OVERVIEW OF WNCC INTERNSHIPS

### *Frequently Asked Questions*

#### **What is an internship?**

It is work-based learning that ties academic education to the workplace. Students participate in relatively short-term work placements, paid or unpaid. An internship may or may not be tied to academic credit at WNCC. Internships that are tied to academic credit are guided by learning objectives and evaluated by both the employer and a WNCC faculty sponsor. WNCC does not require a formal evaluation for internships that are not tied to academic credit, and these experiences will not show up on students' transcripts.

#### **What is the difference between an internship and a practicum?**

A practicum requires an in-class component of learning and is always tied to academic credit at WNCC. Practicums are not paid learning experiences. Internships, as stated above, can be paid or unpaid, and may or may not be tied to credit. Also, internships do not require any in-class learning experiences, but may require prior in-class learning experiences.

#### **What is an internship for academic credit?**

WNCC offers internship courses that are tied to various programs of study. For example, ENGR 2500 - Engineering Internship, is the course that is tied to the Engineering program. Internship credit hours will be determined by the student, employer and faculty sponsor based on the terms of the contract. Each credit hour requires the completion of a minimum sixty (60) hours of on-the-job participation within a semester (summer, fall or spring). Maximum credit hours earned for each internship course is three (3) or one hundred-eighty (180) hours. It is possible for students to take more than one internship course in one semester. Internship courses may be repeated, meaning that students can complete more than one internship for credit during their time at WNCC, but the maximum number of credits that can be earned for internships is twelve (12).

#### **How does internship credit apply to a degree program?**

For some programs of study, internship courses are required in order to graduate. For others, internship credits are optional and are tied into the curriculum as a choice, but will count toward core program completion for graduation. For programs of study that do not tie internships into requirements for graduation, but offer internship courses, the courses will count as elective credit only.

## **How are learning objectives and outcomes established for internship courses?**

Learning outcomes are set forth in the internship course syllabi, and are created by the faculty sponsor. These broad outcomes describe the expected discipline-specific result(s) of the internship experience for the student. Learning objectives are created by the student and employer together to define and target worksite-specific learning activities that promote achievement of the overall learning outcomes.

### **Guidelines**

**Assessment:** To effectively assess students' internship experiences at WNCC, the following requirements are to be completed and evaluated by the respective faculty sponsors by the last day of finals week of each semester:

- Employer validation of the number of internship hours completed by the student, which will be documented on the Internship Timesheet and Daily Log form;
- Faculty evaluation of student learning outcomes that are set forth in the course syllabus for the respective internship (faculty evaluation and assessment may vary by program);
- Employer evaluation of the intern's performance during the internship which will be documented on the Intern Evaluation Form. Each evaluation form will be tied to learning objectives that are set forth in the Internship agreement for the respective internship.

Beyond these minimum requirements, assessment of internship experiences is left to the discretion of the faculty sponsors and may include additional assignments or projects.

**Financial Considerations:** Students must pay tuition and any placement-related expenses and/or requirements for credit internships based on the semester hours attempted. Financial Aid may be applied in the same manner as credit hours for traditional courses, as long as the student has eligibility for financial aid.

Students should be prepared to pay for any costs associated with the internship such as travel, meals, tools and/or uniforms and childcare.

**Insurance Coverage:** Western Nebraska Community College does not provide students with insurance coverage for their internship. Students are responsible for providing sufficient health, accident, disability and hospitalization insurance to cover themselves during the internship. It is the student's responsibility to determine whether any insurance is available through the employer or is otherwise required and all students are responsible for ascertaining whether their program site provides Workers Compensation coverage for the student.

If students utilize a personal vehicle during their internship, WNCC provides no insurance for students to operate a personal motor vehicle and also has no liability for injury or property damage which may result from that use. Students must rely solely on their personal vehicle insurance coverage and on any insurance coverage provided by the participating employer.

**Risk of Participation:** WNCC itself does not control the way in which internship sites are structured or operate. In granting credit for this internship experience, the College affirms that, to the best of its knowledge, the experience is an appropriate curricular option for students in WNCC's program of study and worthy of college credit; however, it makes no other assurances, express or implied, about specific arrangements made by students and an internship site nor any travel and living arrangements the student has made. Students are strongly encouraged to make an on-site visit to any internship site under consideration before finalizing their internship agreement.

WNCC does not knowingly approve program opportunities which pose undue risks to their participants. However, any program or travel carries with it potential hazards which are beyond the control of the College, its Board of Governors, officers, agents or employees. As part of this internship program, each participant will be presented with an Internship Waiver & Release of Liability form outlining potential dangers and risks.

**Considerations for International Students:** International students can only work in the U.S. after receiving authorization and with certain restrictions. International students may still need to seek authorization even if an internship is unpaid. It is the student's responsibility to know the rules and regulations of their status to avoid any loss of legal immigration status.

According to U.S. Immigration regulations, 8 Code of Federal Regulations 214.1(e): "A nonimmigrant who is permitted to engage in employment may engage only in such employment as has been authorized. Any unauthorized employment by a nonimmigrant constitutes a failure to maintain status..."

In general, international students on a Student Visa are only allowed to participate in internships that are tied to academic credit and are directly related to their programs of study. It is very important that international students plan their internship experiences well in advance, as an intentional component of their degree programs. Also, as set forth in the Student Visa eligibility requirements, international students must not work more than 20 hours/week total, which includes paid internships and other student employment. For example, if an international student is working 10 hours/week at Bishop Dining Hall, he or she may not work more than 10 additional hours/week at an internship site.

Anyone who anticipates working with an international student for an internship should complete the International Student Intern Consideration Form and submit to the Registrar's Office.

**Course Objectives:** A syllabus and internship agreement packet that include course content, specific outcomes and evaluation procedures must be agreed to by the internship faculty sponsor and the student prior to the start of the internship. Employers will agree to support course outcomes and to complete an Internship Timesheet and Daily Log and Intern Evaluation Form at the end of the internship. Please note that course objectives are not the same as required internship learning objectives.



## INTERNSHIP REQUIREMENTS

### Student Intern:

1. Student must have completed a minimum of twelve (12) credits in program-specific coursework that is related to the internship as determined by the department and Faculty Sponsor. For example, a student completing an internship in biology must have completed a minimum of 12 credits related to biology. *Note: individual academic departments may set forth more rigorous requirements.*
2. Students must have a minimum 2.5 cumulative GPA in program-specific coursework to be eligible to register for credit-bearing internship. Students with a program-specific GPA lower than 2.5 must obtain special approval to register for an internship course from *both* a faculty sponsor and the Career Pathways & Advising (CP&A) Internship Coordinator.
3. Students will meet with their faculty advisor or a faculty sponsor **first** to:
  - Discuss the possibility of an internship and seek faculty approval to enroll in an internship course
  - Obtain and complete the Internship Application
  - Discuss learning objectives associated with the internship
  - Learn about academic requirements associated with the course
  - Set expectations for communication between student, faculty sponsor and employer

The faculty sponsor for the internship must teach for the department in which the internship course is offered, and must agree to sponsor the student internship experience.

4. Students will meet with the CP&A Internship Coordinator **second** (either individually or as a class for required internships) to go over the following:
  - Resume & cover letter (if appropriate)
  - Appropriate work attire
  - Appropriate work communication and time management
  - Interview skills
  - Internship expectations and timelines
  - Thank yous, follow-ups, and general etiquette
  - Complete appropriate paperwork (which will require faculty signature) to enroll in course for internship.

5. The **third** step will be for students will contact the employer associated with the desired internship site to complete any necessary application materials, conduct an interview, and tour the site. If selected for the internship, students must ensure that all qualifications required by the company are met prior to internship start date. Students must also complete the following:
  - All required paperwork by Western Nebraska Community College (WNCC) and the employer, including but not limited to Internship Application, Internship Waiver and Release of Liability form, Internship Agreement, and Intern Feedback Form. This paperwork can be completed electronically via College Central Network (CCN) - <https://www.collegecentral.com/wncc>.
  - Inform employer of any health conditions that may impact the work required.
  - Schedule internship hours to meet the employer's needs as well as WNCC's requirements for credit if participating in the internship for credit program.
  - Work collaboratively with internship faculty and the employer to identify learning objectives, strategies, and learning outcomes relating the internship activities to academic studies.
6. Throughout the internship experience, students must:
  - Complete and retain weekly time and activity logs for submission to internship faculty as required.
  - Work toward fulfillment of learning objectives, complete any assignments, and complete number of required internship hours.
  - Approach responsibilities with dedication, enthusiasm, and maturity. Represent WNCC positively and responsibly.
  - Be aware of and comply with both WNCC Student Code of Conduct and related policies and procedures as well as internship organization policies and procedures. Always bear in mind that WNCC is being represented through the intern. Complete *Intern Feedback Form* at the conclusion of the internship.

### **Career Pathways & Advising Internship Coordinator :**

1. Screen applications, waivers, and all initial forms required to be submitted by student.
2. Assist student with submission of forms online (CCN) and route to appropriate individuals for electronic approval.

3. Assist student with the following:
  - Resume & cover letter (if appropriate)
  - Appropriate work attire
  - Appropriate work communication and time management
  - Interview skills
  - Internship expectations and timelines
  - Thank yous, follow-ups, and general etiquette
4. Retain all required internship documentation within the Career Pathways & Advising Center.
5. Assist faculty sponsors with internship coordination as necessary.

### **Internship Faculty Sponsor:**

1. Determine student eligibility for internship and assist with determination of internship site and relevancy of internship to student program of study.
2. Provide student with the Internship Application form and assist with completion of the form.
3. Refer student to Career Pathways for next steps.
4. Determine eligibility for WNCC internship course and appropriate number of credit hours.
5. Complete all required paperwork by WNCC and the employer. This paperwork can be completed electronically via College Central Network (CCN) - <https://www.collegecentral.com/wncc>.
6. Work with student and employer to identify specific learning objectives, strategies, and learning outcomes relating the internship activities to academic studies.
7. Maintain contact with student, employer, and work-site supervisor.
8. Monitor student activities and progress through regular meetings, which may include on-site visits.
9. Address any questions or concerns of the student and work-site supervisor.
10. Review *Intern Timesheet and Daily Logs*.
11. Review *Intern Evaluation Form*, *Intern Feedback Form*, and any other required project materials.
12. Determine and assign final grade.
13. Assemble final packet containing daily/weekly time sheets, evaluation/feedback forms and all required student work. Send this to CP&A for retention of records.



## **Employer and Work-site Supervisor:**

1. Provide training to the intern regardless of race, color, religion, national origin, sex or gender, sexual orientation, age, disability, marital status, or military veteran status.
2. Assign a work-site supervisor who has the time and ability to assist with intern supervision, training, mentoring, and evaluation.
3. Maintain communication with WNCC faculty sponsor and work-site supervisor throughout the duration of the internship experience.
4. Assist the student and internship faculty in identifying specific learning objectives, and strategies relating the internship activities to academic studies.
  - Two (2) learning objectives are required for each academic credit associated with the internship.
5. Provide the student with the appropriate orientation and training for the internship setting and projects.
6. Provide meaningful assignments and projects, within the constraints of the student's time and abilities, to enhance and complement the student's academic program goals.
7. Address any questions or concerns of the student and/or the internship faculty as they arise.
8. Evaluate the student's internship performance by completing the *Intern Evaluation Form*. Discuss the evaluation with the student.
9. Notify WNCC and the internship faculty of any personnel actions which may affect the student's standing in the internship.



## EMPLOYER GUIDELINES

### On-Site Orientation

It is recommended that all employers conduct an on-site orientation. This is an opportunity to provide information and instruction to the student(s). It is important that students become familiar with your organization and staff, understand their responsibilities, learn about organization policies, and attend any necessary training. The more information that you can cover during the on-site orientation, the more prepared student(s) will be to work at your organization. Please encourage students to ask questions and give them feedback about appropriate behavior at your organization.

The following are some suggestions for what you may want to include in your on-site orientation:

- 1) **Organization Information:** Educate the student(s) about your organization: Whom do you serve? What are the demographics? How are you funded? What is your mission? What is your philosophy? What is your history?
- 2) **Staff:** Who are some of the staff, and what are their positions and responsibilities? Are there any technical terms or language generally used by staff that would be helpful to student(s) to know?
- 3) **Provide a List of Contacts/Numbers:** List people/agencies that will be useful for student(s) in doing their internship.
- 4) **Responsibilities:** What is expected of the student(s)? Describe the role student(s) will play in your organization. How will their performance be evaluated?
- 5) **Policies:** Sign-in/out, dress code, office rules.
- 6) **Training:** If training is needed, what kind and when?
- 7) **Scheduling:** What are your organization's hours of operation? What hours are the student(s) expected to be there? When should student(s) complete their internship? When will you meet with student(s) during the semester to review work they have done independently?

**8) Supervision:** It is important that all internship students have a contact person at the site who will supervise them. The amount of time each student will need supervision will depend on the project or internship activity. Students may be allowed to work independently without specific activities assigned each visit. When structured this way, supervision time can be more effectively utilized for questions and feedback. If the assigned work-site supervisor will not be available for any reason, please make certain that the student has another site representative available if needed.

It is important to remember that students are not volunteers. Students are here to meet internship requirements and enhance their learning of college course material and the workplace. Students are receiving academic credit for learning through their internship efforts. Your assistance in helping interns think about what their experience means to them and how it relates to their coursework is very valuable. Additionally, it is important that interns are assigned meaningful tasks that relate to their learning experience as opposed to menial tasks or “busy work”.

**9) Sign-In Procedure:** Students are required to have a sign-in time log completed every time they come to your organization. We ask students to have their work-site supervisor or someone from your organization sign their weekly timesheet and daily log at the end of each work week, or more frequently at the faculty sponsor’s discretion. The student will use one *Intern Timesheet and Daily Log* form for each week they work at the internship organization. The *Intern Timesheet and Daily Log* forms will then be submitted according to the requirements set forth by individual faculty sponsor. **(The student is responsible for retaining this documentation)**

**10) Identification:** Provide students with identification from your organization or require students to have their WNCC identification available.

NOTE: International students on a student Visa require special consideration regarding paid hours worked and documentation for said work. WNCC Registrar’s Office will provide guidance on a case by case basis.



## INTERNSHIP APPLICATION

### Student Information

**Complete all requested information. Please print.**

This application applies to the following academic session (indicate year in space provided):

FALL \_\_\_\_\_ SPRING \_\_\_\_\_ SUMMER \_\_\_\_\_

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

WNCC ID: \_\_\_\_\_ Email: \_\_\_\_\_

Program-Specific GPA: \_\_\_\_\_

*\* Note: if you need help calculating your GPA for program-specific coursework, contact the Career Pathways & Advising Office at 308-635-6050.*

Cell phone: \_\_\_\_\_ Home phone: \_\_\_\_\_

Local Address: \_\_\_\_\_  
Street address City State Zip code

Perm. Address: \_\_\_\_\_  
Street address City State Zip code

Are you an international student (check one)? YES NO

**Please use this space to explain how this internship will relate to your academic and career goals:**

**Internship Site Information (if known)**

Internship Site Preference: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_  
Street address City State Zip Code

Anticipated hours per week: \_\_\_\_\_

Anticipated total hours for period of internship: \_\_\_\_\_

Give a brief description of anticipated type of work/responsibilities:

Is the internship paid (circle one)? YES NO

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

# FOR WNCC STAFF & FACULTY USE ONLY

Approve

Pending

Disapprove

Reason for Disapproval:

\_\_\_\_\_  
Internship Faculty Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Career Pathways & Advising Internship Coordinator Signature

\_\_\_\_\_  
Date



## INTERNSHIP WAIVER & RELEASE OF LIABILITY

**NOTICE: This release form is a contract with legal consequences. Please read it carefully before signing.**

Student Name (Last, First, MI): \_\_\_\_\_ WNCC ID \_\_\_\_\_

Period of Internship: Semester: \_\_\_\_\_ Academic Year: \_\_\_\_\_

Internship Course: \_\_\_\_\_ Internship Site \_\_\_\_\_

**In consideration for being allowed to participate in an internship as part of my academic program, I hereby acknowledge and agree as follows:**

1. I understand that the Western Community College Area, doing business as Western Nebraska Community College and WNCC (hereinafter collectively "WNCC") does not require me to participate in the internship and I have voluntarily chosen to participate.
2. I understand and acknowledge that there are significant risks to which I may be exposed by participating in this internship, including but not limited to, risks arising from:
  - Commuting to and from the internship site, or while in the course of internship activities;
  - Activities indoors and/or outdoors and working with equipment at the internship site;
  - Acting in an unsupervised capacity while participating in the internship and the internship involves hazards that are unknown and/or unseen.
3. I knowingly and voluntarily assume the risk that unexpected events may occur and result in harm, injury, or even death to me while I am participating in internship work or activities or in connection with transportation to and from the destinations or any associated food or lodging. I hereby and forever release, waive and discharge for myself, my heirs, executors, administrators, legal representatives, assigns, and successors in interest, any and all claims, demands, actions or right of action, of whatever kind or nature, either in law or equity, which I may have or accrue against WNCC, its Board of Governors, administrators, officials, agents, officers, employees, and the suppliers of equipment, materials and services (collectively known as WNCC), as well as those individuals, governments, and/or business entities working with WNCC in the internship programs, (collectively known as placements), for any and all damages which may be sustained by me directly or indirectly in connection with, or arising out of, my participation or association with the class, internship, or travel related to any of the aforementioned activities or events.
4. I release WNCC from liability for any and all claims of negligence I may have or assert against them individually or collectively, with the exception of gross negligence or willful and wanton misconduct. I understand that I am responsible for any medical charges relating to any injury received, as a result of this activity, and it is strongly recommended that I have adequate health and accident insurance coverage prior to starting this internship.
5. I have read and fully understand that this waiver and release of liability is intended to be as broad and inclusive as permitted by the laws of the State of Nebraska and agree that if any part is held invalid, the remaining parts of this waiver and release will continue in full force and effect as intended. I further agree the venue for any legal proceeding shall be in the State of Nebraska.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

**PARENT OR GUARDIAN OF A MINOR:**

I, as parent or guardian of the below named minor, a person under the age of 19 years, hereby give my permission for my child or ward to participate in this internship and further agree, individually and on behalf of my child or ward, to the terms of the above contract for waiver of legal rights.

\_\_\_\_\_  
**Parent or Guardian Signature (if student is under 19)**

\_\_\_\_\_  
**Date**

# EMERGENCY NOTIFICATION

Emergency Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

Secondary Emergency Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

BE IT KNOWN THAT, if neither my emergency contacts nor my physician is available at the above contact numbers, I, the undersigned student, do hereby give and grant consent to the provision of emergency medical treatment to the extent that treatment is necessary in the medical opinion of the doctor rendering the treatment.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Witnessed by:**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent or Guardian Signature (if student is under 19)**

\_\_\_\_\_  
**Date**





## INTERN TIMESHEET AND DAILY LOG

Keep a daily record of your hours and major activities. You and your work-site supervisor must sign this form each week, at a minimum, to verify your hours worked. All timesheet/logs must be submitted to the Faculty Sponsor at the end of every month. Use one sheet for each week.

Intern: \_\_\_\_\_ Site: \_\_\_\_\_

Work-site Supervisor: \_\_\_\_\_

Week of: From \_\_\_ / \_\_\_ / \_\_\_ To \_\_\_ / \_\_\_ / \_\_\_

Date	Time In	Time out	Time in	Time out	Daily hours	Major Activities Initial/Signature

**Total hours for week:** \_\_\_\_\_

Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Work-site Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## INTERN EVALUATION

Intern's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Work-site Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Work-site Supervisor Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Internship Faculty: \_\_\_\_\_ Department: \_\_\_\_\_

Dates of internship: From (mm/dd/yy) \_\_\_\_\_ To (mm/dd/yy) \_\_\_\_\_

**Please evaluate the intern's performance in the following areas:**

	Exceeds Expectations	Meets Expectations	Below Expectations	Not Applicable
a. Willingness to learn				
b. Professional Attitude				
c. Knowledge of Subject				
d. Dependability and Responsibility				
e. Productivity				
f. Ability to Communicate Effectively				
g. Conformance to Organizational Policies and Procedures				
h. Initiative				
i. Organization and Completing Tasks				
j. Cooperation with Co-workers and Supervisors				
k. Punctuality				
l. Resourcefulness and Ability to Problem Solve Independently				

**1. Overall performance of student intern (circle one):**

Unsatisfactory      Fair      Average      Above Average      Excellent

**2. Extent to which student met or exceeded learning objectives associated with internship (circle one):**

Unsatisfactory      Fair      Average      Above Average      Excellent

If you rate the student below average on #2, please explain below:

**3. If you were to write a job recommendation for this intern, what assets, strengths, and job skills would you mention?**

**4. What skills or abilities could use improvement?**

**5. Additional comments on your intern or the internship experience:**

**Work-site Supervisor: Please review and discuss this evaluation with the student.**

**SIGNATURES:**

\_\_\_\_\_  
Work-site Supervisor Signature

\_\_\_\_\_  
Date

*My signature acknowledges that this evaluation has been discussed with me. I do not necessarily agree with the contents.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



## INTERN FEEDBACK FORM

Intern's Name: \_\_\_\_\_ WNCC ID#: \_\_\_\_\_

Work-site Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Internship Organization: \_\_\_\_\_

Work-site Supervisor Contact Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Internship Faculty: \_\_\_\_\_ Department: \_\_\_\_\_

Dates of Internship: From (mm/dd/yy) \_\_\_\_\_ To (mm/dd/yy) \_\_\_\_\_

**Indicate the degree to which you agree or disagree with the following statements:**

	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
a. The orientation and training was sufficient to familiarize me with the organization.					
b. My duties were fully explained and reasonably in line with my learning contract.					
c. The work environment was appropriate for my internship activities/duties.					
d. My work-site supervisor was well organized.					
e. My work-site supervisor gave appropriate feedback.					
f. My work-site supervisor was accepting of my feedback.					
g. My work-site supervisor was supportive and perceptive.					
h. My work-site supervisor set realistic goals in terms of complexity and time restraints.					
i. My classroom experience prepared me for this internship.					

1. **Comments on above responses (optional):**

2. **Overall experience as an intern in this organization (circle one):**

Unsatisfactory      Fair      Average      Above Average      Excellent

3. **Extent to which you feel you met or exceeded learning objectives associated with internship (circle one):**

Unsatisfactory      Fair      Average      Above Average      Excellent

4. **Were your internship role, the organization, and your supervisor what you expected them to be? If not, how did your expectations differ from the reality of the placement?**

5. **Are there improvements/changes you would like to see in this internship placement?**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**\*\*\*\*\*Please return to internship faculty when complete.**

**Do not give to your work-site supervisor.**



## INTERNSHIP AGREEMENT

Student Name:

WNCC ID:

Phone:

Email:

Internship Faculty Name: Email:

Phone:

Term: Fall 20\_\_\_\_ Spring 20\_\_\_\_ Summer 20\_\_\_\_

Student agrees to intern with:

Internship Organization:

Internship Address: City, State, Zip Code:

Work-site Supervisor: Title:

Work-site Supervisor Email:

Phone:

Hours per Week Agreed to:

Total Internship Hours Agreed to:

Academic Credit Hours to be Earned  
(determined by WNCC):

Beginning Date:

Completion Date:

Student Internship Role:

Brief Description of Duties:

**LEARNING OBJECTIVES AND STRATEGIES:** These items are to be completed via the cooperative efforts of the intern and the employer. Input by both parties is crucial, and the completion of this section is necessary for the approval of the internship. You must be specific. The student needs two (2) learning objectives per credit hour earned. It is recommended that students utilize the SMART method to outline learning objectives. See attached template.

**Intern:** I agree with all components of this learning contract; and I will adhere to the objectives, strategies, and evaluation methods of the contract to the best of my ability.

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Signature of Intern

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Date

---

Signature of Internship Faculty

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Date

---

Signature of Career Pathways & Advising Internship Coordinator

---

Date

**Work-site Supervisor:** I have read this learning contract, and I attest that its components meet the expectations for an internship with my organization. I agree to conduct a final evaluation of the intern and to participate in a site visitation if requested.

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Signature of Work-site Supervisor

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Date



## Internship GPA Waiver Form

As set forth in the WNCC Internship Manual, students must have earned a 2.5 program-specific GPA (minimum) at the time of application to participate in an internship for college credit. A program-specific GPA is calculated using only the completed courses that are considered core requirements in a program of study. In the event that this minimum requirement is not met, the faculty sponsor *and* Career Pathways and Advising Internship Coordinator can approve internships on a case by case basis. Please complete this application and return to the Career Pathways and Advising office.

Student Name:

Student ID:

Program of Study:

Current Program-Specific GPA:

Please provide a brief statement explaining other qualifications you may have that should be considered for this internship experience, and/or extenuating circumstances that may have contributed to not meeting the minimum GPA requirement.

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Faculty Sponsor

---

Date

---

Career Pathways and Advising Internship Coordinator

---

Date



## International Student Intern Consideration Form

This form is intended to be turned in to the intern employer for their information. International students have specific restrictions on the amount of paid hours they are allowed to work in a week when school is in session (ie- outside of summer or any breaks during the academic year). This form outlines all paid hours being currently worked by the student. International student paid work hours **must not exceed 20 hours per week total.**

Student Name \_\_\_\_\_

Is this individual a student worker?      Yes              No

If yes, how many hours per week does this individual work? \_\_\_\_\_

If yes, how many additional hours per week would this individual be eligible to work for a paid internship for credit? \_\_\_\_\_

\_\_\_\_\_  
Registrar Signature

\_\_\_\_\_  
Date



## SMART Learning Objectives Template Internship Manual & Forms Packet

Student Name \_\_\_\_\_  
Internship Site \_\_\_\_\_  
Internship Site Supervisor \_\_\_\_\_  
Faculty Sponsor \_\_\_\_\_

### SMART Learning Objectives

The acronym "SMART" stands for Specific, Measurable, Attainable, Relevant, and Timely. The purpose of this form is to provide a format for students and employers to devise two (2) learning objectives per credit hour of internship course. For example, a student who plans to register for three credit hours should work with his/her employer to devise six (6) learning objectives that are relevant to internship site activities during the performance period. The SMART template guides students, employers, and faculty in capturing pertinent information about the actions steps and progress made towards achieving the student's goals as they pertain to this work-based learning experience.

- Objectives should relate to student's specific program of study
- Objectives should relate to internship site work activities
- Objectives should be challenging, but attainable
- All objectives should be written in the SMART format

*SAMPLE: During the Fall 2020 semester, student will learn to assist customers with troubleshooting office software, including Microsoft Word and Excel, over the phone with less than a 3% error rate.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Sponsor Signature

\_\_\_\_\_  
Date

**Learning Objective #1:**

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Specific: What exactly will you accomplish?

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Measurable: How will you know when you have met this objective?

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Achievable: Is achieving this objective realistic with effort and commitment? Have you got the resources to achieve this objective? If not, how will you get them?

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Relevant: How is this learning objective relevant to the internship work activities? How is it relevant to student's program of study?

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Timely: When will you achieve this learning objective?

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**Learning Objective #2:**

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Specific: What exactly will you accomplish?

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Measurable: How will you know when you have met this objective?

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Achievable: Is achieving this objective realistic with effort and commitment? Have you got the resources to achieve this objective? If not, how will you get them?

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Relevant: How is this learning objective relevant to the internship work activities? How is it relevant to student's program of study?

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Timely: When will you achieve this learning objective?

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**Learning Objective #3:**

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Specific: What exactly will you accomplish?

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Measurable: How will you know when you have met this objective?

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Achievable: Is achieving this objective realistic with effort and commitment? Have you got the resources to achieve this objective? If not, how will you get them?

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Relevant: How is this learning objective relevant to the internship work activities? How is it relevant to student's program of study?

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Timely: When will you achieve this learning objective?

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**Learning Objective #4:**

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Specific: What exactly will you accomplish?

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Measurable: How will you know when you have met this objective?

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Achievable: Is achieving this objective realistic with effort and commitment? Have you got the resources to achieve this objective? If not, how will you get them?

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Relevant: How is this learning objective relevant to the internship work activities? How is it relevant to student's program of study?

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Timely: When will you achieve this learning objective?

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**Learning Objective #5:**

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Specific: What exactly will you accomplish?

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Measurable: How will you know when you have met this objective?

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Achievable: Is achieving this objective realistic with effort and commitment? Have you got the resources to achieve this objective? If not, how will you get them?

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Relevant: How is this learning objective relevant to the internship work activities? How is it relevant to student's program of study?

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Timely: When will you achieve this learning objective?

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**Learning Objective #6:**

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Specific: What exactly will you accomplish?

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Measurable: How will you know when you have met this objective?

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Achievable: Is achieving this objective realistic with effort and commitment? Have you got the resources to achieve this objective? If not, how will you get them?

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Relevant: How is this learning objective relevant to the internship work activities? How is it relevant to student's program of study?

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Timely: When will you achieve this learning objective?

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