

**Southern Vermont College**  
***Internship Program Policies and Procedures: STUDENTS***

**PURPOSE:**

To provide the student with the opportunity to earn academic credits through a planned work experience--most typically, to learn more about a career area. The practical experience a student gains at the work site is expected to complement the theoretical knowledge he/she gains in a college classroom. The student is expected to both learn from and contribute to this employment opportunity.

Internships may lead to permanent employment with the sponsoring organization after graduation; or a letter of recommendation and advice on other organizations that may have openings.

**ELIGIBILITY:**

Any student who has transferred or earned 30 credit hours and has at least a 2.0 GPA may seek the approval of his/her faculty advisor to undertake an internship. A student may earn no more than 12 internship credit hours. Eligibility requirements cannot be waived without the Academic Dean's approval. Students must obtain written notice of the waiver to give to their faculty advisors and the internship coordinator.

**CREDIT:**

Variable credit may be earned up a maximum of 6 credit hours per semester. Each credit hour represents a minimum of 50 contact hours of work on site. A typical 15 week semester would require 10 hours of work on site each week, for a total of 150 hours, to earn 3 credit hours. 1 credit = 50 hours, 2 credits = 100 hours, 3 credits = 150 hours.

NOTE: Students will be charged the customary fees for credits attempted.

**GRADES:**

A satisfactory or unsatisfactory grade is awarded for internships. Students must complete both the work component and an academic component assigned by a faculty advisor. Students must also submit the completed Student Evaluation Forms before grades and credits are awarded.

**TIME and PLACE:**

Students may undertake internships during the academic year or during the summer. During the academic year, internship sites may be on the college campus or at local businesses and organizations. During the summer, students may earn internship credit for a summer employment experience if their faculty advisors are able to: (a) determine that sponsoring organizations have bona fide credentials, and (b) establish, by telephone or correspondence with sponsoring organizations, acceptable terms for defining the internship experience and for measuring the degree of learning that will take place.

**APPLYING FOR AN INTERNSHIP:**

*(student -- check each item off as completed)*

- \_\_\_\_\_ 1. Meet with your faculty advisor and visit the Career Services / Internship Program office to obtain help in finding an internship site. You may actively develop your own internship site as well.
- \_\_\_\_\_ 2. Prepare a resume of prior educational and employment experience. If you need help, visit the Career Services/ Internship Program office. Your resume is a required component of the *INTERNSHIP LEARNING CONTRACT*.
- \_\_\_\_\_ 3. Read the attached *INTERNSHIP LEARNING CONTRACT* carefully. All sections must be filled in, resume and job description attached, and all signatures obtained before it is given to the Registrar by Internship Program Coordinator and you are officially registered for the internship.
- \_\_\_\_\_ 4. Meet with the job site supervisor for an \*interview and obtain a job description. If the job site supervisor does not already have an itemized job description to give you, ask the supervisor and/or your faculty advisor to help you prepare a description that lists the responsibilities that you will have on the job (see Job Description form). The job description is a required component of the *INTERNSHIP LEARNING CONTRACT*.
- \_\_\_\_\_ 5. Complete the *Academic Component* section of the *INTERNSHIP LEARNING CONTRACT* with your faculty advisor. Discuss with your faculty advisor what the academic requirement of the internship will be and what resources will be utilized to meet this requirement. **Ask your faculty advisor to help you prepare statements of your learning goals, actions taken to meet them, and how they will be measured for the *INTERNSHIP LEARNING CONTRACT*.**

- \_\_\_\_\_ 6. Return the completed *INTERNSHIP LEARNING CONTRACT* to the Internship Coordinator as soon as possible so that if corrections or additions are needed before it is approved, you will have time to do them.
- \_\_\_\_\_ 7. Deliver the Intern Supervisor Evaluation Report, Internship Program Policies and Procedures (employer copy) and copy of your *INTERNSHIP LEARNING CONTRACT* to your site supervisor. The Intern Supervisor Evaluation Report must be completed at the end of the internship by your supervisor and returned to your Advisor.
- \_\_\_\_\_ 8. As you near the end of your internship, **complete the *Learning Goals Evaluation* form and make sure that the *Intern Supervisor Evaluation Report* has been completed by your site supervisor, your faculty advisor, and the Internship Coordinator.**

**PAPERWORK:**

It is the **student's responsibility** to ensure that all required paperwork is completed and turned in on time.

- The *INTERNSHIP LEARNING CONTRACT* and associated papers must be turned in to the Internship Coordinator no later than the last day of the drop/add period for the term in which credit will be granted.
- **The final evaluation forms must be turned in no later than the last day that grades are due for a semester.**

**Be sure to attach a copy of these two pages to the Learning Contract.**

**Dismissal of Student from an SVC Internship:**

Any student behavior deemed inappropriate will immediately be brought to the student's attention and to the attention of the faculty advisor who will determine the best action to be taken. If any problem is not corrected in a reasonable period of time, the student will be removed from the site. Credit hours will not be awarded unless a full-term experience is completed satisfactorily.

**\*NOTE\***

Interviewing for an internship: Employers are favorably impressed by candidates who...

- arrive on time for an interview and are appropriately dressed;
- have made a point of learning something about their organization;
- are well-organized and prepared with resume and learning contract

**Southern Vermont College**  
***Internship Program Policies and Procedures: FACULTY ADVISORS***

In order to ensure that there is parity in what is required of all interns and in the amount of assistance given them by faculty advisors, please adhere to the following procedures:

POLICIES and LEARNING CONTRACT

- Encourage prospective interns to familiarize themselves with the Internship Program Policies and the *Internship Learning Contract*. If they don't understand what data is required, please provide explanations: i.e., GPA, the internship course number, etc.
- **Assist students in writing several learning goals for the internship including how they will achieve them and how they will be measured.**

INTERNSHIP POSITIONS

- Assist students in finding internship positions and in setting up appointments with sponsoring organizations.
- The Career Development / Internship Office is also a good resource for finding a placement.
- Explain the appropriate protocol required for job interviews.

SPONSORING SITE SUPERVISION

- Make contact with the internship site supervisor(s) appointed by the sponsoring organization(s).
- If the Internship Coordinator has not done so already, **answer any questions the site supervisor may have regarding internship policies and procedures and inform them that the intern will provide them with the *Internship Learning Contract, Policies and Procedures for Sponsoring Organizations* and the *Intern Evaluation form*.**

MONITOR THE INTERN'S PROGRESS DURING THE SEMESTER.

ACADEMIC COMPONENTS

- Design academic components for interns that will include, but not be limited to, their writing weekly journals (developing a portfolio of work samples, research, progress reports, etc.) that can be used to help them write a final summary report. Ideally, interns ought to be able to write articulately about their internship experiences as they relate to their original job descriptions, learning objectives, and resources they found helpful.
- Please hold each intern accountable for completing the academic component.

JOB DESCRIPTION

- In consultation with the site supervisor, determine what specific responsibilities the intern will have on the job.
- Help the intern write an itemized job description and a statement of learning objectives (see "Internship Job Questionnaire" form.)
- Offer suggestions on what experienced personnel, publications, etc. the intern might consult to help gain maximum benefit from the internship.

INTERN EVALUATIONS and FINAL GRADE

- Toward the end of the semester, remind the student to have the site supervisor complete the *Internship Evaluation* forms and forward them to the faculty advisor.
- **Interns should complete a report assessing the degree to which they achieved their learning goals. If goals were not satisfactorily met, an explanation should be provided.**
- Interns are to be awarded a grade of satisfactory or unsatisfactory based on both the job site evaluation and the academic components.
- Complete the faculty advisor section of the evaluation form and submit the form to the Internship Coordinator when you submit your grades to the registrar.

**Southern Vermont College**  
***Internship Program Policies and Procedures: SPONSORING ORGANIZATION***

**Benefits to Organizations that sponsor Student Interns:**

1. Students who choose to become interns are doing so because they are ready to explore and make career choices; they are conscientious and motivated workers who will be assets to the sponsoring organizations.
2. Businesses and organizations are often able to recruit employees from the student interns they sponsor.
3. Businesses and organizations that sponsor student interns demonstrate a commitment to higher education.

**Sponsoring Organization Responsibilities:**

1. Provide Southern Vermont College with a detailed job description (If you don't have one, see SVC's "Internship Job Questionnaire" form).
2. Assign a supervisor to oversee, counsel, and evaluate the student intern as well as conduct supervisory sessions.
3. Interview the prospective intern and read the intern's *Learning Contract*. Be sure to retain a copy of the contract for your files.
4. When the prospective intern is determined satisfactory for the internship, discuss the following with him/her:
  - a) The organization's functions, goals, and policies.
  - b) The jobs for which the intern will be responsible.
  - c) **The learning goals the intern has identified in the *INTERNSHIP LEARNING CONTRACT* and should strive to fulfill; the learning resources and strategies that might help him/her to best achieve the goals.**
  - d) Hours to be worked and appropriate attire for the job.
  - e) The degree of independence the intern will have on the job and the amount of assistance he/she will be given.
  - f) The level of confidentiality the intern must maintain about the nature of his/her work.
  - g) Any other aspects that may be unique to this job or organization.
5. Introduce the intern to the organization's staff.
6. Inform the intern's advisor of his/her progress.
7. Should you have questions or are experiencing difficulties with a student intern, please contact the Faculty Advisor (or the Internship Coordinator) listed on the *Learning Contract*.
8. Evaluate the intern's work and submit the attached ***Internship Evaluation Report*** to his/her faculty advisor listed on the ***Learning Contract*** at the completion of the internship.

**SOUTHERN VERMONT COLLEGE  
INTERNSHIP LEARNING CONTRACT**

INTERN NAME:

DATE:

MAJOR:

GPA:

No. of COLLEGE CREDITS COMPLETED:

No. of INTERNSHIP CREDITS COMPLETED:

INTERNSHIP COURSE NUMBER: 290 or \_\_\_\_\_

FACULTY ADVISOR:

PHONE:

List courses you have completed that are related to the internship:

Course Title:

When Completed:

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**INTERNSHIP DESCRIPTION**

**[Attach job description. If one is not available from site supervisor, then complete "Internship Job Questionnaire" at end of this package.]**

FALL / SPRING / SUMMER YEAR: 20\_\_\_\_  
*[circle one]*

No. of INTERNSHIP CREDITS\* \_\_\_\_\_

1 credit = 50 hours of work per semester

*\* Faculty Advisors: If more than 3 credits are to be awarded, please attach an explanation.*

No. of intern work HOURS PER WEEK:

1. INTERNSHIP JOB TITLE:

2. ORGANIZATION/EMPLOYER:

3. SITE SUPERVISOR *(please print name)*:

Title of Site Supervisor:

4. ADDRESS:

5. TELEPHONE NUMBER:

Site supervisor(s) will complete the Internship Evaluation at completion of the internship and return to the Faculty Advisor listed above.

**NOTE:** If the internship is being used for a course substitution, please name the course and obtain the instructor's signature approving the substitution.

Course title and number:

Instructor's signature \_\_\_\_\_

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**Please attach "Internship Policy & Procedure: Students", your resume, and your job description to this contract.**

Is JOB DESCRIPTION attached? Yes / No – If no, why not? \_\_\_\_\_

Is RESUME attached? Yes / No – If no, why not? \_\_\_\_\_

Is Student Policy & Procedure attached? Yes / No – If no, why not? \_\_\_\_\_

**Southern Vermont College  
INTERNSHIP PROGRAM  
ACADEMIC COMPONENT**

**Student's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

FACULTY ADVISORS: Please describe the academic component assigned to this intern (*this component will be evaluated by the faculty advisor*):

RESOURCES TO BE UTILIZED (*people, publications, etc.*):

**LEARNING GOALS**

**LEARNING GOAL 1:**

ACTIONS TO ACHIEVE GOAL:

MEASUREMENT:

**LEARNING GOAL 2:**

ACTIONS TO ACHIEVE GOAL:

MEASUREMENT:

**LEARNING GOAL 3:**

ACTIONS TO ACHIEVE GOAL:

MEASUREMENT:

*Please follow the above format to identify additional learning goals on additional pages if necessary.*

*continued on next page*

*I, the undersigned intern, fully understand that this is a learning experience and a commitment on my part and that it is my responsibility to fulfill and complete all the necessary requirements and tasks as specified by myself, my employer, my faculty advisor, the Internship Coordinator, and Southern Vermont College.*

*I accept my internship with full understanding of the credits applied for, the grading system, and the time that I must dedicate to the position as stipulated by myself my employer, my faculty advisor, and the Internship Coordinator.*

*I will give my full cooperation to my employer, my faculty advisor, and the Internship Coordinator. It will be my responsibility to communicate with them during my internship and will immediately notify them of any changes or problems that occur in my program.*

*I fully understand my commitment to the Southern Vermont College Internship Program.*

INTERN SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_

**Signatures (Please sign and date):**

SITE  
SUPERVISOR \_\_\_\_\_

FACULTY  
ADVISOR \_\_\_\_\_

INTERNSHIP  
COORDINATOR \_\_\_\_\_

This form must be completed and submitted to the Internship Office no later than the last day of the drop/add period for the term in which credit will be granted.

Southern Vermont College, 982 Mansion Drive, Bennington, VT 05201  
Career Services: 802-447-6369, Fax: 802-447-4695

Date: \_\_\_\_\_

SOUTHERN VERMONT COLLEGE  
**INTERNSHIP JOB QUESTIONNAIRE**

**Company / Agency:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**WHO WILL BE THE ON-SITE SUPERVISOR RESPONSIBLE FOR SUPERVISING & EVALUATING THE INTERN:**

\_\_\_\_\_

**JOB TITLE:** \_\_\_\_\_

**DESCRIBE PROJECT / JOB DUTIES?**

- 1.
- 2.
- 3.

**CHALLENGES OF PROJECT / JOB:**

- 1.
- 2.
- 3.

**TIME FRAME OF INTERNSHIP:**

*start to finish:*

*hours/days per week:*

**SKILLS / QUALIFICATIONS** *(include must have skills & abilities as well as nice-to-have skills & abilities)*

- 1.
- 2.
- 3.

**OTHER COMMENTS:**

## **Internship Evaluation – COVER PAGE**

INTERN NAME: \_\_\_\_\_ SEMESTER: Fall /Spring/Summer Year:20\_\_  
*(circle one)*

### **1. SITE SUPERVISOR SECTION**

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

Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_

This is to certify that \_\_\_\_\_ has completed \_\_\_\_\_ hours of  
*(intern name)* *(number of hours)*

**satisfactory/unsatisfactory** work as required by the internship contract.  
*(circle one)*

Site Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Thank you for your cooperation!*

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### **2. SVC FACULTY ADVISOR SECTION**

FACULTY ADVISOR:

This is to certify that the above named intern has completed all requirements for his/her internship including the academic component and is receiving a **satisfactory/unsatisfactory** grade.  
*(circle one)*

Advisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### **3. SVC INTERNSHIP PROGRAM**

This is to certify that the above intern has **satisfactorily/unsatisfactorily** completed all of the requirements for his/her internship this semester.  
*(circle one)*

Internship Coordinator signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Southern Vermont College**  
**INTERNSHIP SUPERVISOR'S EVALUATION REPORT**

**To the supervisor:** Please complete the following evaluation report and return to the Faculty Advisor at Southern Vermont College. Thank you for your cooperation.

**Name of Student Intern:** \_\_\_\_\_

**Did the intern complete the required number of work hours?    Yes    /    No**

Use the rating below to indicate next to each quality your evaluation of the intern.

5= exceeds expectations

3= acceptable

1= unacceptable

4= meets expectations

2= needs improvement

0= inapplicable

**PERSONAL QUALITIES**

- \_\_\_ punctual
- \_\_\_ consistent attendance
- \_\_\_ industrious
- \_\_\_ self-confident
- \_\_\_ respectful of others
- \_\_\_ neat/clean/appropriate appearance

**PROFESSIONAL QUALITIES**

- \_\_\_ willingness to accept responsibility
- \_\_\_ performs tasks in a timely manner
- \_\_\_ able to follow directions and adhere to procedures and policies
- \_\_\_ seeks help when needed
- \_\_\_ shows initiative
- \_\_\_ demonstrates creativity
- \_\_\_ demonstrates flexibility
- \_\_\_ manages time effectively
- \_\_\_ displays a spirit of cooperation and ability to work with colleagues

**LEADERSHIP QUALITIES**

- \_\_\_ sets appropriate objectives
- \_\_\_ relates well with others
- \_\_\_ resourceful
- \_\_\_ analyzes problems effectively
- \_\_\_ adapts to a variety of situations
- \_\_\_ demonstrates ability to plan, organize & schedule
- \_\_\_ cares for equipment and property
- \_\_\_ alert to health and safety

**COMMUNICATION SKILLS**

- \_\_\_ listens attentively
- \_\_\_ verbally expresses self clearly and appropriately
- \_\_\_ professional writing skills
- \_\_\_ appropriately receives praise and criticism
- \_\_\_ contributes to meetings
- \_\_\_ interacts appropriately with public

**1. What do you consider the intern's most significant strengths?**

*continued*

**INTERNSHIP SUPERVISOR'S EVALUATION REPORT cont'd**

**Intern's Name:** \_\_\_\_\_

**2. How could the intern improve?**

**3. Please comment on the student's general career potential:**

**4. Hypothetically, if your firm had an opening for a person with the background of this intern, would you hire him/her?**

**Yes      No      Why?**

**Please answer the following questions about SVC's Overall Internship Program:**

1. Would you be interested in having another intern for a future semester?    Yes      No  
If yes, please indicate briefly the proposed responsibilities for that intern:

2. Please comment on the overall internship program. What suggestions do you have for improvement?

Site Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_