



## Internship for Credit FAQ for Students

**What Is An Internship?** Internships are supervised on-the-job learning experiences. They are designed to provide the opportunity to apply knowledge gained in the classroom in a work environment. Internships may be paid or unpaid.

**How Long Is An Internship?** A minimum of 48 hours of work is required for each credit hour earned. The length of the internship and the number of hours per week is determined by a combination of the number of credit hours you are earning, the needs of the internship site, and your availability. An internship can be started at any time.

**Are There Prerequisites?** To be eligible for an internship students must have successfully completed approximately 75% of your program's core courses, have an overall grade point of 2.0 or higher, with at least a 2.5 grade point in your program classes.

**How Do I Apply for an Internship?** Complete the Internship Application form in this packet, and then make an appointment with the Internship Coordinator, Lois Brinson, by calling 488-4344 or stopping in the Student Employment Services Office on the Texas Township Campus, Room 1356. Appointments can be set up for either the Arcadia Commons Campus or the Texas Township Campus.

**How Do I Find An Internship Site?** The Internship Office will work with you to locate an appropriate work site for the internship. Current employment can often be used if the duties and responsibilities of the job are directly related to the area of study and can fulfill the learning objectives. If you have found your own Internship site or want to use your current job, have your employer complete the appropriate section of the Company/Intern Agreement. You will be authorized to register for the internship when the completed Company/Intern Agreement has been received by the Internship Coordinator.

If you need assistance in finding an internship site you will need to provide the Internship Coordinator with an unofficial copy of your transcripts, a current resume, and an instructor recommendation (form provided). Once an Internship site has been identified, have the employer complete the appropriate section of the Company/Intern Agreement. You will be authorized to register for the internship when the completed Company/Intern Agreement has been received by the Internship Coordinator.

**How Do I Register for an Internship?** Students can only be authorized to register for an Internship by the Internship Coordinator after the internship site has been identified and a completed Company/Intern Agreement (form provided) is on file in the Internship office. Once authorized, you can register as usual. If arrangements for your internship site are not confirmed before the registration deadline, you will be issued a Permit to Enter form. As a reminder, Internship hours must be completed within the semester to earn credit.

**How Will I Get Credit for My Internship?** Learning Objectives for your internship are identified by you and your internship site supervisor. Before the end of the semester you must submit an overview of your internship experience, including how you fulfilled the learning objectives, projects and tasks you completed and the results, how your work benefited the company, challenges you faced and how you managed them, and a description of your working relationships with others. In addition, the KVCC Internship Coordinator will obtain an evaluation of your work from the internship site supervisor. At the end of the semester, you will receive a CREDIT grade after these documents are received by the Internship Office.



## INTERNSHIP FOR CREDIT INSTRUCTIONS

1. **Complete the Internship Application** and submit it to the Internship Coordinator.
2. **Schedule an appointment** with the Internship Coordinator by calling 488-4344 or emailing [lbrinsonrop@kvcc.edu](mailto:lbrinsonrop@kvcc.edu) .
  - **If you need assistance** in finding an internship site:
    - Bring an unofficial copy of your transcripts to your appointment
    - Submit a current resume
    - Give the Instructor Recommendation to one of your instructors
    - The Internship Coordinator will work with you to find an internship site
  - **If you are employed or have identified an internship site** and believe your current duties and responsibilities are directly related to your area of study:
    - Request a copy of the Learning Objectives specific to your degree or certificate program.
    - Take the Company/Intern Agreement to your employer for signature
    - Work with your supervisor to identify Learning Objectives
    - The Internship Coordinator will verify that your job will meet the internship requirements
3. Both the Learning Objectives and the Company Internship Agreement must be received in the Internship Office before you will be authorized to register for the Internship. Authorization can be given at any time during the semester.

### To Receive Credit:

In order to receive credit for your internship, these documents must be on file in the Internship Office:

1. Learning Objectives on file prior to start of internship.
2. Final Summary Portfolio
  - Written 2-3 page typed overview of your internship experience including challenges you faced and how you overcame them, results of your work, reaction to your performance from other team members, description of business relationships with co-workers, and how your work benefited the company
  - descriptions, samples and examples of the projects and tasks completed during your internship based on your list of learning objectives.
3. Supervisor Evaluation Form (provided to the supervisor by the Internship Coordinator).



## INTERNSHIP APPLICATION

Complete and submit this form to the Internship Coordinator, room 1356, Texas Township Campus.

Name: \_\_\_\_\_

Valley Number: \_\_\_\_\_

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

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

Contact Information: Home: \_\_\_\_\_ Work: \_\_\_\_\_

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

Anticipated graduation semester: \_\_\_\_\_ Degree Program: \_\_\_\_\_

Desired semester for internship? \_\_\_\_\_ Credit hours of internship: \_\_\_\_\_

**If you need assistance in finding an internship site, complete the following:**

Student status (circle one): Full time    Part Time

Are you currently working? No \_\_\_ Yes \_\_\_ If yes, circle one: Full-time    Part-time

Indicate the days of the week and hours you are available for the internship:

\_\_\_\_\_

Would you be able to accept a non-paid internship assignment?    Yes \_\_\_    No \_\_\_

**I authorize the Internship Office to copy and release any information in my internship file.**

**Student signature** \_\_\_\_\_

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

Coordinator Notes:



## RECOMMENDATION FOR INTERNSHIP

### Student Instructions

If you need assistance in finding an internship site, complete the top portion of this Instructor Recommendation form. Take the form to an instructor who can provide feedback on your performance in your classes, and request that they return it to the Internship Office (TTC Room 1356) at their earliest convenience.

Name \_\_\_\_\_ Program Major \_\_\_\_\_

Instructor Name \_\_\_\_\_ Course Title \_\_\_\_\_

### Instructor Instructions

The Internship Office will be assisting the above student in locating an appropriate internship site. To assist us, please complete this recommendation for the student and **return it to Lois Brinson**, Internship Coordinator, TTC room 1356 at your earliest convenience. Thank you.

#### ATTENDANCE:

\_\_\_\_\_ Satisfactory  
\_\_\_\_\_ Unsatisfactory

#### PUNCTUALITY

\_\_\_\_\_ Satisfactory  
\_\_\_\_\_ Unsatisfactory

#### INITIATIVE

\_\_\_\_\_ Meets goals & deadlines  
\_\_\_\_\_ Turns assignments in late  
\_\_\_\_\_ Does extra-credit assignments  
\_\_\_\_\_ Seeks assistance when needed

#### QUANTITY OF WORK

\_\_\_\_\_ Completes all assigned work  
\_\_\_\_\_ Does not complete all assigned work

#### QUALITY OF WORK:

\_\_\_\_\_ Excellent  
\_\_\_\_\_ Average  
\_\_\_\_\_ Poor

#### WILLINGNESS TO LEARN

\_\_\_\_\_ Excellent  
\_\_\_\_\_ Average  
\_\_\_\_\_ Poor

Additional comments that may assist the Internship Coordinator in finding an appropriate site based on this student's abilities:

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Date

**Please return by interoffice mail to Lois Brinson-Ropes, Internship Coordinator, TTC Room 1356**



## Internship FAQ for Employers

**What is an internship?** Internships are supervised on-the-job learning experiences. They are designed to provide students the opportunity to apply the knowledge and skills gained in the classroom in a work environment.

**What are the responsibilities of the internship site?** Internship site companies and organizations are responsible for providing meaningful work experiences for students in their field of study. Tasks and duties assigned should be based on learning objectives that have been identified with the student. The internship site supervisor should provide adequate oversight of the student's work to be able to complete an evaluation of the intern and their work at the end of the semester.

**Are internship positions paid or unpaid?** Internship positions can be paid or unpaid, and the experiences gained are highly valued by students. Please bear in mind however, that many students are working to support themselves or their families while completing their education. They must also pay tuition for the credit hours they are earning for their internship. Although not necessary, compensation is appreciated.

**How long is an internship?** A minimum of 48 hours of work is required for each credit hour the student is earning (typically 2-3 credit hours). The length of an internship and the number of hours per week is determined by a combination of the needs of the internship site, the availability of the student, and the number of credit hours needed by the student. Usually a student fulfills the internship requirement within a 16 week semester. However, an internship can be started at any time.

**What are the benefits to my company or organization?** KVCC students bring the most current technical knowledge and skills to the workplace. They're up-to-date on the newest processes and acceptable practices and bring enthusiasm, fresh ideas, and creativity with them. As an internship site you're helping to develop the local workforce and influencing the educational process. You'll have the opportunity to communicate business and industry needs through the Internship Coordinator as we build partnerships between business and education. Many organizations also take advantage of internships to evaluate potential employees without making a long-term commitment.

**How does a student qualify for an internship?** To be eligible for an internship students must have successfully completed approximately 75% of their program's core courses, have an overall grade point of 2.0 or higher, with at least a 2.5 grade point in their program classes. Pre-screening of applicants for particular skills and knowledge can be requested.

**How can we get involved?** For more information and/or to post an internship, contact the Internship Coordinator at 488-4344. Internship positions can also be posted directly on our website at <http://employment.kvcc.edu>.

### Programs of Study with Internships

Accounting  
Administrative Assistant/Support  
Automotive Technology  
Business Administration  
Chemical Technology  
Computer  
Technician/Programming

General Marketing  
Medical Office Assistant  
Legal Office Assistant  
Drafting/CAD Design  
Electrical Technology  
Heating, Ventilation  
& Air Conditioning

Graphic Design  
Information Processing Specialist  
Machine Tool Technology  
Quality Management  
Welding Technologies  
Web Design/  
Development/Programming



**INTERNSHIP SPONSOR AGREEMENT**

**Intern:** \_\_\_\_\_

1. Agrees to work with the internship site to identify Learning Objectives that reflect his/her degree or certificate program
2. Understands he/she must work 48 hours per credit hour at the internship site to earn the required credit hours.
3. Agrees to register for the designated credit hours for his/her degree or certificate program.
4. Agrees to work the schedule of hours agreed upon with the internship site in order to fulfill the internship requirement.
5. Agrees to perform the tasks assigned by the internship site and to follow company/organization policies and protocols.
6. Agrees to submit a Final Summary Portfolio of the experience to the KVCC Internship Coordinator at the end of the semester.

\_\_\_\_\_  
Intern

\_\_\_\_\_  
Date

**Sponsoring Company/Organization:** \_\_\_\_\_

Contact/Representative: \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Intern Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

1. Agrees that the student's job duties and responsibilities will fulfill the identified Learning Objectives.
2. Agrees to provide a minimum of 48 hours of work per credit hour for the student, who will receive college credit for these internship hours.
3. Agrees to permit the KVCC Internship Coordinator to meet with the intern at the work site if necessary.
4. Agrees to permit the KVCC Internship Coordinator to discuss the intern's progress with the internship site supervisor.
5. Agrees to submit a final evaluation of the intern at the end of the internship (evaluation form provided by KVCC).

\_\_\_\_\_  
Company/Organization Rep

\_\_\_\_\_  
Date

The Internship Coordinator will issue permission for the student to register upon receipt of the required forms and agreements, help coordinate and monitor the progress of the internship, grade the Final Summary Portfolio, and submit the final grade for credit.

If either the intern or the company/organization representative has any questions or comments, please contact the Internship Coordinator at (269) 488-4344 or email [lbrinsonrop@kvcc.edu](mailto:lbrinsonrop@kvcc.edu).

*RETURN TO: KALAMAZOO VALLEY COMMUNITY COLLEGE  
LOIS BRINSON-ROPES, INTERNSHIP COORDINATOR  
PO Box 4070, Texas Township Campus, Room 1356  
Kalamazoo MI 49003-4070*

*PHONE: (269) 488-4344 FAX: (269) 488-4762 EMAIL: [lbrinsonrop@kvcc.edu](mailto:lbrinsonrop@kvcc.edu)*