

INTERNSHIP

Procedures + Forms

Kalamazoo**VALLEY**[™]
community college

FAQ for Students

INTERNSHIP FOR CREDIT

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 being earned, the needs of the internship site, and the student's availability. An internship can be started at any time.

Are there Prerequisites?

To be eligible for an internship, students should 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 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, Monica Koning, by calling 269.488.4344 or stopping by the Faculty Reception desk on the lower east end of the Texas Township Campus. All appointments will be at the Texas Township Campus, located in the faculty wing.

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 instructor recommendation (form in this packet). 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 need instructor permission. 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 a Final Summary 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 Kalamazoo Valley 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.



Instructions

INTERNSHIP FOR CREDIT

1. **Schedule an appointment** with the internship coordinator by calling 269.488.4344.
2. **Complete the Internship Application** and submit it to the internship coordinator.

If you need assistance in finding an internship site:

- Bring an unofficial copy of your transcripts to your appointment
- Submit a current resume
- Ask one of your instructors to complete the Instructor Recommendation
- The Internship Coordinator will assist you with finding 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:

- Take the Company/Intern Agreement to your employer for signature
- Work with your supervisor to identify your learning objectives and complete the form provided
- The internship coordinator will verify that your job will meet the internship requirements

To Receive Credit:

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

1. Learning Objectives
2. Supervisor Evaluation (provided to the supervisor by the internship coordinator).
3. Final Summary



Application INTERNSHIP FOR CREDIT

Complete and submit this form to the faculty reception desk, located downstairs at the TTC.
Attn: Monica Koning, Internship Coordinator or email to intern@kvcc.edu

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: _____

Financial Aid? Yes ___ No ___ Veteran? Yes ___ No ___ Promise? Yes ___ No ___ International? Yes ___ No ___

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

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 _____

Internship coordinator notes:



Instructor Recommendation

INTERNSHIP FOR CREDIT

Student Instructions

If you need assistance in finding an internship site, complete the top portion of this Instructor Recommendation form. Email or 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 or email it to mkoning@kvcc.edu 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 Monica Koning, internship coordinator at your earliest convenience.

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
- Very good
- Average
- Poor

Willingness to learn

- Excellent
- Very Good
- Average
- Poor

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

Instructor Name: _____ Signature: _____ Date: _____

_____ Please return by interoffice mail to Monica Koning, Internship Coordinator, TTC
7461 or email to mkoning@kvcc.edu



Internship Sponsor Agreement

INTERNSHIP FOR CREDIT

Sponsoring Company/Organization:

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Intern Supervisor: _____ Email: _____

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 Kalamazoo Valley internship coordinator to meet with the intern at the work site if necessary.
4. Agrees to permit the Kalamazoo Valley 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 Kalamazoo Valley).
6. The organization agrees that no student will be denied work or subjected to different treatment under this agreement on the grounds of race, color, religion, sex, national origin, or disability, and that it will comply with the provisions of the Civil Rights Act of 1964 and the Regulations of the Department of Health, Education and Welfare which implement that act, and Title IX of the Education Amendments of 1972.

Company/Organization Representative _____ Date: _____

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 of the experience to the Kalamazoo Valley internship coordinator at the end of the semester.

Intern Signature: _____ 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, 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 mkoning@kvcc.edu.

Return To: Kalamazoo Valley Community College
Monica Koning, Internship Coordinator
PO Box 4070
Kalamazoo, MI 49003-4070

Phone: 269.488.4344
Fax: 269.488.4458
Email: mkoning@kvcc.edu

It is the policy of Kalamazoo Valley Community College not to discriminate on the basis of race, religion, color, national origin, sex, disability, height, weight or marital status in its programs, services, employment or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Executive Vice President for Instructional and Student Support Services, 6767 West O Avenue, PO Box 4070, Kalamazoo, MI 49003-4070; 269-488-4434.



Learning Objectives

INTERNSHIP FOR CREDIT

Name of Intern: _____

Working with your internship sponsor/employer, list what you intend to accomplish during your internship/job by listing the major duties or projects assigned. The list should reflect the skills learned in your program of study.

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

To receive credit at the end of the semester, I agree to submit the following:

1. Final Summary

Written overview (minimum of 2-3 pages typed) of your internship experience.

Topics could include:

- Challenges you faced and how you overcame them
- Results of your work
- Reaction to your performance from other team members
- Description of communication skills with coworkers
- How your degree assisted you in your work
- How your work benefited the company

2. Supervisor Evaluation Form (provided to the supervisor by the internship coordinator)

Student Signature _____

Date _____



