



# INTERNSHIP GUIDE FOR EMPLOYERS



**DISCOVER**

**ENGAGE**

**EXPERIENCE**

**CONNECT**



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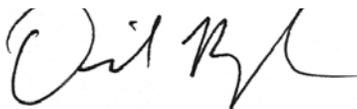
*Dear Community Partner,*

Thank you! If you have received this guide it means that you are considering hosting a student intern at your organization. Having an intern can be an incredibly rewarding and valuable experience. The staff in our Advising and Career Center are ready to provide you with support and guidance in this endeavor. They have designed this guide to help address the most common questions employers have.

The value of an internship for students is well documented. It provides them with “real world” experience that positions them well in their pursuit of employment after college. The internship is no less valuable to the host employer. As a host site, you can realize tangible benefits from hosting students in this capacity. Having an intern can allow you to undertake or complete a project you have long wanted to pursue but found to be outside the capacity of your current staffing model. An internship can also give you the opportunity to “try out” a potential new employee. A significant number of JSC interns end up receiving full-time job offers from their host sites. Being an internship site can also raise your organization profile in the community.

Beyond the very practical benefits noted above, you may also find that an intern can bring new energy and fresh perspectives to your organization. You will have the chance to be a mentor and, in the process, help guide and support a student’s personal and professional development. What could be more gratifying? Thank you again for your interest and participation in this important program. Please let us know of any way we can be of assistance.

Sincerely,



David Bergh, Ed.D.  
Dean of Student Life & College Relations

Please direct any questions about internships at JSC to Ellen Hill, Internship Program Coordinator at [ellen.hill@jsc.edu](mailto:ellen.hill@jsc.edu) or 802-635-1439.

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**NOTE:** Please direct any questions about internships at JSC to Ellen Hill at [ellen.hill@jsc.edu](mailto:ellen.hill@jsc.edu) or 802-635-1439.

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## **INTERNSHIPS MATTER**

Johnson State College has a long and vibrant history placing student interns with businesses, nonprofit organizations and government agencies in Lamoille County and beyond. In the 2014-2015 academic year alone, 188 JSC students interned a total of 45,900 hours, earning 826 college credits in the process. JSC students have interned in Vermont and throughout the U.S., from the Union Bank in nearby Morrisville to Walt Disney World in Florida and the office of Sen. Patrick Leahy in Washington, D.C.

Many employers use internships as extended tryouts for full-time positions; they are an important pipeline to the most coveted jobs. Internships are understood to be intensive learning experiences that have significant academic and practical components. Students are carefully supervised by on-site professionals in cooperation with a member of the Johnson State College faculty.

“Nothing ever becomes real until it is experienced.”

— *John Keats*

## **WHAT IS AN INTERNSHIP?**

An internship is a short-term, supervised opportunity to gain practical experience in a particular field. Some interns are paid by the hour or offer a stipend. Others are unpaid; all offer academic credit. An internship is not the same as a summer or short term job -- worthwhile internships have structured learning goals, provide the student with regular mentorship and offer an experiential learning component that can strengthen the student’s resume. Internships often complement coursework and theory and are available during the academic year, or over the summer.

The term internship has been defined by the National Association of Colleges and Employers (NACE) as a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

Experience is an excellent teacher, and internships are one way to help students explore possible career paths and to gain valuable experience in their field of study. Internships give the student a real advantage when they are ready to look for a full-time job.

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### **Characteristics of an internship:**

- contributes to the student's personal and professional development through challenging work assignments
- is completed before the student graduates from the college although in some cases internships can be completed the summer between the student completing the undergraduate degree and before beginning a graduate degree program
- involves a supervision component that is educational and offers mentoring
- includes career related experiences that complement what is learned in the classroom
- will have ongoing reflection and evaluation
- builds upon the relationship the academic department and college has with employers
- is most successful when the student, the department, the college, and the employer all share responsibility in making it a valuable experience

### **Criteria for Internship Sites:**

- The mission/philosophy of the organization is congruent with the generic goals and mission of the sponsoring academic program
- Organization/business has been operating for at least three years (recommended)
- The organization carries appropriate liability insurance
- The organization is structured – documentation of operating procedures, risk management protocols, staff manuals, promotional materials, etc. are in order
- The organization is reputable – references may be requested and contacted
- The organization is stable – there is not an imminent chance of bankruptcy, failure, etc.
- Preference is given to organizations that have an established internship position – one that involves a variety of learning and service experiences
- Equal Opportunity Employer

### **The Value of an Internship**

The underlying principle of an internship is “shared value”. Students benefit from meaningful on-the-job experience and training in a professional work environment, and in turn, contribute to the host organization by performing meaningful projects and assignments that are of value.

### **Community Partners as Co-Educators**

Johnson State College has a long history placing students in the field, be it for-profit companies, nonprofits or mission-based organizations, or the public sector. JSC emphasizes the quality and investment of community partner relationships. Community organizations offer learning labs and allow students to practice theories and concepts learned in the classroom and apply them to real-world experiences. JSC aims to engage partner agencies, including their leadership and staff, in playing the role of an active co-educator of student interns.

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## OVERVIEW OF THE INTERNSHIP PROCESS AT JSC

Internships are understood to be an intensive learning experience that has significant academic and practical components. Students are carefully supervised by on-site professionals in cooperation with a member of the Johnson State College faculty. Variable academic credits may be earned, up to the maximum of twelve credit hours (note: all programs except Hospitality & Tourism Management [HTM] require 40 hours on site for each academic credit; the requirement for HTM is 80 hours per credit). Students keep a timesheet that is signed off by the site supervisor.

Students explore options for internship sites and determine the “best match” in regards to organization mission/programs/services/mentoring potential and the student’s desired learning outcomes. Once the site is determined, the student takes the lead on completing the internship contract. The job description is completed with the site supervisor and the learning objectives are created with the student and the faculty supervisor.

As an internship site supervisor, you have the chance to be a teacher, to make a difference in the life of a student.

For liability purposes, each sponsoring site is required to sign off on a Cooperative Education Agreement. This Agreement, which is a part of the JSC Internship Contract, outlines general terms, mutual responsibilities, and general liability insurance, including workman’s compensation.

Copies of the contract are made for the student, the site supervisor, and the faculty supervisor so that all parties are aware of the job description specifics, the learning objectives and the academic requirements. Johnson State College asks that site personnel offer support for the student to reach their learning goals, for example, to offer suggestions for readings, to invite students to attend staff meetings, to observe meetings with other agency representatives, or to attend trainings. Our goal is to give the student as much exposure as possible with organizations and other collaborating agencies.

## EVALUATION

Twice during the semester (approximately half way and end of term), the faculty supervisor will send an electronic version of the JSC Internship Evaluation Form to both the site supervisor and the intern (for self-evaluation). The evaluative process is extremely important; therefore, the student will also been instructed to complete a self-evaluation utilizing the same form. Both the supervisor and the student should complete these evaluations independently and then discuss them jointly in an evaluation conference. Please complete this form and return it to the Johnson State College faculty supervisor by the date specified on the internship contract.

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## EXPECTATIONS OF THE INTERNSHIP SITE

The hosting site is expected to identify a qualified, experienced employee to serve as the intern's supervisor. This person must be able to provide on-going guidance and feedback to the student intern about his/her work as well as provide the intern's faculty supervisor with evaluative information about the intern's work. In order to provide effective mentoring, the site supervisor should be someone with experience in the content area of the intern's work or be able to get feedback from other employees working directly with the intern who have this experience.

It is expected that the intern will be gradually introduced to his/her responsibilities with proper guidance and instruction about tasks, policies, and procedures specific to the program. The internship is designed to be a learning-working experience for the student; therefore, interns should be given responsibilities gradually and appropriate for their level of capability to carry them out safely and with the expected quality. The intern will submit all academic work to his/her faculty supervisor; the internship site supervisor has no responsibility for the academic evaluation of such work.

## INTERNSHIP RESPONSIBILITIES

Below is a preview of responsibilities for all parties involved in the internship. These responsibilities are included in the Cooperative Education Agreement portion of the Internship Contract, which the student intern will present to you and for which all parties will need to sign. Cooperating sites should note that proof of liability insurance is required (see Section III., item #6 below).

### **I. Responsibilities of Johnson State College:**

1. Maintain the confidentiality of any information designated by the Site Supervisor.
2. Maintain general liability insurance in an amount not less than one million dollars. The College will provide evidence of such insurance coverage to the Site Supervisor upon request.

### **II. Responsibilities of Johnson State College faculty supervisor:**

1. Assist student in internship site exploration, site selection, and contract negotiation.
2. Certify the student's academic eligibility to participate in an internship assignment.
3. Discuss appropriate internship conduct with his/her intern.
4. Oversee the internship progress which includes scheduling meetings with the student intern, conducting site visits (where appropriate and possible), providing academic supervision of the student, and assessing the student's academic progress.

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5. Maintain communication with the Site Supervisor and/or Site Agency to ensure that the student is progressing satisfactorily.
  6. Submit a grade of P (pass) or NP (no pass) at the end of the internship.
  7. Enforce any additional rules and procedures that are mutually agreed upon in advance in writing between the College and the Site Sponsor.

### **III. Responsibilities of Cooperating Site:**

1. Site Agency will designate an employee to serve as the student's Site Supervisor.
2. Site Agency will make available equipment, supplies, and space necessary for the student to perform his/her duties.
3. Site Agency will provide a safe working environment.
4. Site Agency will not displace regular workers with students secured through internship referral.
5. Site Agency will not discriminate in employment policies or practices on the basis of race, creed, sex, color, national or ethnic origin, marital status, veteran status, religion, sex, sexual orientation, age or qualified handicap.
6. Site Agency will maintain general liability, professional liability, and worker's compensation (where applicable) insurance in the amount of no less than one million dollars.

### **IV. Responsibilities of Site Supervisor:**

1. Site Supervisor will help the student complete the job-description specifics of the internship application, orient the student to the site and its culture, confer regularly with the student and his/her faculty supervisor, serve as the principle agent for providing experiential learning, and monitor progress of the student.
2. Site Supervisor will complete progress reports, if requested, a midterm evaluation, and a final evaluation of the student's work performance, and will submit these evaluations to the Johnson State College faculty supervisor upon request and/or as per the internship contract.
3. Site Supervisor will contact the college's faculty supervisor as early as possible if any issues or concerns arise during the internship.
4. Site Supervisor will allow a faculty representative to visit the worksite to confer with the student and his/her supervisor.
5. Site Supervisor will provide to the College a copy of certification of liability insurance prior to the internship start date unless one has been filed with JSC within the last year.

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## V. Responsibilities of Student Intern

1. Maintain student status and abide by the regulations, policies, and practices of both the internship site and the college.
2. Adhere to the standards of the profession and act accordingly.
3. Strive to learn as much as possible from the Site Supervisor regarding job experience, work attitude, and skill development.
4. Honor the confidentiality of any information about individuals, students, staff, or internship site.
5. Utilize supervision and be open to direction and constructive criticism.
6. Take responsibility for his/her own preparation and readiness to contribute effectively to assigned tasks.
7. Contact the Faculty Supervisor if there are questions or concerns related to the internship.
8. Maintain personal health, accident, disability, and hospitalization insurance coverage as well as professional liability insurance if applicable.
9. Complete a mid-term evaluation and final self-evaluation, or other pre-determined evaluation criteria.
10. Complete all academic requirements agreed upon and as outlined within the internship contract.
11. Consider participating in JSC's annual Open House and Extended Classroom Showcase Event in April.

“A mind that is stretched by a new experience  
can never go back to its old dimensions.”

— *Oliver Wendall Holmes*

## **INTERN COMPENSATION**

Some internships are paid experiences. Some are unpaid. Some interns receive a stipend for transportation costs, meals, etc. It is strongly preferred that organizations pay interns for work performed. Compensation offered for interns will most likely greatly expand the pool of applicants, because, quite frankly, many students cannot afford to work for free. Clearly, students can't put a price on valuable experience. Assess if you can compensate interns, consider whether your budget might accommodate a modest wage for the intern.

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The arrangements for compensation are made between the student and the employer and do not involve Johnson State College. Students may be compensated for their work in the form of wages or a stipend, which might include room and board or other benefits. Students should pursue internship sites that complement their learning objectives and not be pursued solely on compensation. Students do have to pay for internship credits, and if working at a site that is away from campus or home, the student is responsible for associated costs.

## **INTERNSHIP PROGRAMS UNDER THE FAIR LABOR STANDARDS ACT**

The United States Department of Labor requires employers to pay employees at least minimum wage for all hours performed. One exception is if a worker is considered a “learner/trainee”. Unpaid internships will not violate the U.S. Department of Labor’s Fair Labor Standards Act if it is a training program which meets the following criteria:

- The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
- The internship experience is for the benefit of the intern;
- The intern does not displace regular employees, but works under close supervision of existing staff;
- The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
- The intern is not necessarily entitled to a job at the conclusion of the internship; and
- The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

For more information on **EMPLOYER RESOURCES FOR INTERNSHIPS**, please see the Vermont Internships website at [www.vermont.internships.com/employer/resources](http://www.vermont.internships.com/employer/resources)

This site has information on:

- The Basics-Learn to Set Up your Internship Program
- Planning For Your Intern Program
- 12 Steps to Setting Up an Intern Program
- 10 Benefits of Starting an Intern Program
- 10 Tips for a Successful Intern Program
- 10 Internship Characteristics That Attract Exceptional Interns

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## **TERMS OF INTERNSHIP ARRANGEMENT**

The Internship Site or the College reserves the right to terminate the internship experience at any time for just cause. However, consultation between both parties will take place prior to such action. Should termination occur at the Site's request, the Site Supervisor will provide the Johnson State College faculty supervisor with an evaluation of the student's work performance prior to termination and an official letter regarding the reason for termination. The College may request termination of the arrangement for any student not complying with College guidelines and procedures for the Internship program.

Thank you for linking your business to Johnson State College student interns! For more information about internships, please contact: [Ellen Hill, Internship Program Coordinator at 802-635-1439 or \[ellen.hill@jsc.edu\]\(mailto:ellen.hill@jsc.edu\)](#)



## Johnson State College, Johnson, Vermont

### *Internship Contract*

***DIRECTIONS: This contract must be typed. Please type all information requested or type NA (not applicable) if you wish to leave the item blank. Note: a \$45.00 internship fee will be charged to the JSC student account.***

#### **STUDENT INFORMATION:**

Student's Name: enter text Student ID#: enter text

Mark one box with an X: JSC Student?  enter X EDP Student?  Enter X

Local Address: enter text.

Campus Box Number: enter text.

Local Telephone: enter text.

Email Address: enter text.

Home (Permanent) Address: enter text.

Academic Advisor's Name: enter text.

Academic Advisor's Email: enter text.

#### **SITE INFORMATION:**

Site Name: enter text.

Site Address: enter text.

Site Supervisor: enter text.

Supervisor's Title: enter text.

Phone#: enter text.

Email Address: enter text.

#### **INTERNSHIP INFORMATION:**

Starting Date: enter text. End Date: enter text.

Total number of hours: enter text.

*Note: 40 internship hours per credit required for all disciplines except HTM which requires 80 internship hours per credit.*

Term (mark one box with an x): Summer: enter x Fall: enter x Spring: enter x

Discipline (three-letter designator): enter text

Number of credits requested: enter # of credits

Mark one box with an X: (lower level) 2810  enter X (upper level) 4810  enter X  
or the completion of  enter # of hours hours

## Job Description

*(This section of the contract is completed by the student in conjunction with the site supervisor.)*

Job Title	Hours per Week	Wage
enter text.	enter text.	enter text.
enter text.	enter text.	enter text.
enter text.	enter text.	enter text.

**Duties and Responsibilities** (If there is a formal job description, please attach it to this document): enter text.

**Special Projects:** enter text.

**Supervision:** Johnson State College expects that time will be set aside each week for the student and supervisor to meet and discuss issues, share concerns, reveal discoveries, and offer reflection. To whom will the student report and how often?  
enter text.

**How often will the student's work be checked or reviewed?** enter text.

**Evaluation:** What criteria will be utilized to evaluate the student intern? (i.e., What are the work skills, qualities, characteristics, etc. that will be evaluated). You may attach an agency evaluation form if applicable. enter text.

**Job Scope:** With what other employees, departments, and /or community collaboratives will the student interact? enter text.

**Where and when will the student interact with customers or clients?** enter text.

**What are the experience or education requirements for this position?** enter text.

**Professional Development:** What training will the student receive while in this position, (i.e., orientation, on-the-job training, specific training topics)? enter text.

*Please continue to next page to complete the learning objectives.*

## Learning Objectives

*(A minimum of three learning objectives are required; the Learning Objectives portion of the contract is completed by the student in conjunction with the JSC faculty supervisor.)*

<b>Skills and Objectives to Be Achieved</b>	<b>Specific Job Tasks and Responsibilities Related to Achievement of Skills/Objectives</b>
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

## Academic Requirements

### **Due Date**

- |   |  |
|---|--|
| A. Portfolio of Work Samples:                       | Click here to enter text.                        |
| B. Progress Reports:                                | Click here to enter text.                        |
| C. Journal:   | Click here to enter text.                        |
| D. Oral Presentation:                               | Click here to enter text.                        |
| E. Research Paper/Writing Assignment:               | Click here to enter topic of paper and due date. |
| F. Final Synthesis Paper:                           | Click here to enter text.                        |
| G. Timesheet indicating Click here to enter #hours. |  |
| G. (Specify other requirements):                    | Click here to enter text.                        |

*Please continue to next page to complete the Cooperative Education Agreement.*

# JOHNSON STATE COLLEGE INTERNSHIP PROGRAM

## COOPERATIVE EDUCATION AGREEMENT

This is a contract between the student, the site supervisor/site agency, and the faculty supervisor/Johnson State College. The responsibilities of all parties participating in this internship are outlined below. Cooperating sites should note that proof of liability insurance is required (see Part III, Item #6 in bold below).

### I. Responsibilities of Johnson State College:

1. Maintain the confidentiality of any information designated by the Site Supervisor.
2. Maintain general liability insurance in an amount not less than one million dollars. The College will provide evidence of such insurance coverage to the Site Supervisor upon request.

### II. Responsibilities of Johnson State College faculty supervisor:

1. Assist student in internship site exploration, site selection, and contract negotiation.
2. Certify the student's academic eligibility to participate in an internship assignment.
3. Discuss appropriate internship conduct with his/her intern.
4. Oversee the internship progress which includes scheduling meetings with the student intern, conducting site visits (where appropriate and possible), providing academic supervision of the student, and assessing the student's academic progress.
5. Maintain communication with the Site Supervisor and/or Site Agency to ensure that the student is progressing satisfactorily.
6. Submit a grade of P (pass) or NP (no pass) at the end of the internship.
7. Enforce any additional rules and procedures that are mutually agreed upon in advance in writing between the College and the Site Sponsor.

### III. Responsibilities of Cooperating Site:

1. Site Agency will designate an employee to serve as the student's Site Supervisor.
2. Site Agency will make available equipment, supplies, and space necessary for the student to perform his/her duties.
3. Site Agency will provide a safe working environment.
4. Site Agency will not displace regular workers with students secured through internship referral.
5. Site Agency will not discriminate in employment policies or practices on the basis of race, creed, sex, color, national or ethnic origin, marital status, veteran status, religion, sex, sexual orientation, age or qualified handicap.
6. **Site Agency will maintain general liability, professional liability, and worker's compensation (where applicable) insurance in the amount of no less than one million dollars.**

### IV. Responsibilities of Site Supervisor:

1. Site Supervisor will help the student complete the job-description specifics of the internship application, orient the student to the site and its culture, confer regularly with the student and his/her faculty supervisor, serve as the principle agent for providing experiential learning, and monitor progress of the student.
2. Site Supervisor will complete progress reports, if requested, a midterm evaluation, and a final evaluation of the student's work performance, and will submit these evaluations to the Johnson State College faculty supervisor upon request and/or as per the internship contract.
3. Site Supervisor will contact the college's faculty supervisor as early as possible if any issues or concerns arise during the internship.

4. Site Supervisor will allow a faculty representative to visit the worksite to confer with the student and his/her supervisor.
5. Site Supervisor will provide to the College a copy of certification of liability insurance prior to the internship start date unless one has been filed with JSC within the last year.

**V. Responsibilities of Student Intern**

1. Maintain student status and abide by the regulations, policies, and practices of both the internship site and the college.
2. Adhere to the standards of the profession and act accordingly.
3. Strive to learn as much as possible from the Site Supervisor regarding job experience, work attitude, and skill development.
4. Honor the confidentiality of any information about individuals, students, staff, or internship site.
5. Utilize supervision and be open to direction and constructive criticism.
6. Take responsibility for his/her own preparation and readiness to contribute effectively to assigned tasks.
7. Contact the Faculty Supervisor if there are questions or concerns related to the internship.
8. Maintain personal health, accident, disability, and hospitalization insurance coverage as well as professional liability insurance if applicable.
9. Complete a mid-term evaluation and final self-evaluation, or other pre-determined evaluation criteria.
10. Complete all academic requirements agreed upon and as outlined within the internship contract.
11. Consider participating in JSC's annual Open House and Extended Classroom Showcase Event in April.

**Terms of Internship Arrangement**

The Internship Site or the College reserves the right to terminate the internship at any time for just cause. However, consultation between both parties will take place prior to such action. Should termination occur at the Site's request, the Site Supervisor will provide the Johnson State College faculty supervisor with an evaluation of the student's work performance prior to termination and an official letter regarding the reason for termination. The College may request termination of the arrangement for any student not complying with College guidelines and procedures for the Internship program.

*Please continue to the next page to complete the signature page.*

## Approval Signatures

***This application is not valid until all of the following signatures are obtained.  
Signature indicates approval of both the Internship Contract and the Cooperative Educational Agreement.***

**Student Name:** Click here to enter student name

\_\_\_\_\_  
Signature Date

**Site Supervisor Name:** Click here to enter site supervisor name.

\_\_\_\_\_  
Signature Date

**Agency Representative Name and Title (if applicable):**

*Note: this person is verifying certificate of liability insurance.*

Click here to enter name and title of person verifying certificate of liability insurance.

Agency Representative Signature/Date

\_\_\_\_\_  
Signature Date

**Academic Advisor Name (recommended):** Click here to enter academic advisor name.

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

**Faculty Supervisor Name:** Click here to enter faculty supervisor name.

\_\_\_\_\_  
Signature Date

**Department Chair Name:** Click here to enter department chair name.

\_\_\_\_\_  
Signature Date

**Assistant Academic Dean: Jo Ann Lamore**

\_\_\_\_\_  
Signature Date

*(form updated 9/17/2014)*

NOTES:

NOTES:

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Tell Me,  
And I Will Forget;  
Show Me,  
And I May Remember;  
Involve Me,  
And I Will Understand.

— Benjamin Franklin

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