



# INTERNSHIP GUIDE FOR JSC STUDENTS



**DISCOVER**

**ENGAGE**

**EXPERIENCE**

**CONNECT**



## **Congratulations!**

If you are reviewing this guide it means you are exploring the possibility of an internship, one of the most valuable experiences you can undertake as an undergraduate. Staff in our Career & Internship Center are prepared to help you in this endeavor.

As you know, earning a college degree is one the most important steps you can take to ensure that you will be able to land a well-paying job and launch a rewarding career. That said, students who have completed an internship have an additional leg up when they explore career and life opportunities. Internships not only enable you to explore possible career paths, they are a practical and very real way to gain experience, making you a more attractive candidate to employers. In fact, most JSC students who complete an internship say they either received a full-time job at their internship site or obtained a position in large part because of their internship. Internships clearly pay off!

Beyond the immediate, practical advantages of internships, there are less tangible but equally important benefits. Internships help students develop their skills, gain confidence and learn more about themselves and what they want out of life, both personally and professionally.

Internships are a defining experience of your time at Johnson State College. They offer the opportunity to work alongside professionals in the field and gain valuable, real-world experience that speaks volumes on a resume — and they expose to you experiences and people who will support your career journey.

This is exciting stuff. Let's get started!

Sincerely,

A handwritten signature in blue ink that reads "David Bergh". The signature is fluid and cursive, with the first name being more prominent.

David Bergh, Ed.D.

Dean of Student Life & College Relations

# INTERNSHIP GUIDE

## FOR JSC STUDENTS

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Tell me and I forget. Teach me and I remember.  
Involve me and I learn.

— Benjamin Franklin

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## WHAT IS AN INTERNSHIP?

An internship is an intensive, short-term learning experience that has significant academic and practical components. Internships provide practical work experiences and acquaint students with the operations and administrative functions of the internship provider.

An internship is not the same as a summer or short-term job. Worthwhile internships have structured learning goals, provide regular mentorship and offer a high-impact learning component that can strengthen your resume. Internships often complement your coursework and may be completed during the academic year or over the summer.

The underlying principle of an internship is “shared

value.” Students benefit from meaningful, on-the-job experience and training in a professional work environment; they in turn contribute to the host organization by performing meaningful work and completing projects and assignments with real value. JSC strives to engage businesses and organizations that are committed to serve as active “co-educators” of students who are completing an internship under their guidance.

Internship standards vary from department to department, but in all cases student interns are supervised by on-site professionals in cooperation with a JSC faculty member. The site supervisor is the staff member designated to provide guidance and direction to the

student during his/her internship. The faculty supervisor is responsible for monitoring the entire internship experience and providing guidance and support to the student and the site supervisor.

Internships may be paid (by stipend or hourly wage) or unpaid. All successfully completed internships earn academic credit. Students may earn up to 12 credit hours per semester through an internship.

With the exception of the B.A. in Business concentrating in Hospitality & Tourism (HTM), all programs require 40 hours of work for each academic credit you expect to earn through the internship. The requirement for HTM is 80 hours per credit.

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“Nothing ever becomes real until  
it is experienced.”

— John Keats

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# THE INTERNSHIP PROCESS

Follow these steps to secure a meaningful internship that will meet your career and educational goals while earning academic credit at Johnson State College.



Completing her JSC internship at the Vermont State House, Courtney Gabaree (left) played an instrumental role in the passage of a law banning human trafficking. She was invited to be present as the bill into law by then-Governor James Douglas.

## Develop Internship Objectives

- Talk with your faculty advisor, alumni, friends, family members others to generate ideas for potential internships.
- Reflect on your interests, skills and talents as you consider the kind of experience that “fits” you. The Career & Internship Center has a variety of assessment tools that can help.
- Talk with people in the field(s) you are considering. Visit the Career & Internship Center for tips on informational interviewing.
- Obtain permission from your faculty advisor to apply for and receive credit for the internship. Be sure to have a clear understanding of the responsibilities he/she requires of you.

## Prepare Your Resume

- Treat your internship exploration as if you are seeking a job. Start your internship search early.
- Visit the Career & Internship Center for a guide to the job-search process, including resumes, cover letters, interviews and job/internship resources.
- Review your resume draft with JSC’s Coordinator of Career Development, advisors, employers, family members and friends. Ask for feedback.

## Locate Internship Opportunities

There are countless internship opportunities available with local, state and national businesses, organizations and government agencies. The first step is identifying what you want to learn

and where you want to learn it. Here are some steps you can take to identify potential opportunities:

- Review the list of places where other JSC students have interned. (On the portal landing page, select the “Student Links” tab at upper left, then, under “Academics & Classes,” choose “Internships” to navigate to the page with a link to “Past Internship Sites.”)
- Check out current internship postings at [www.jscjobbank.wordpress.com](http://www.jscjobbank.wordpress.com).
- Arrange an informational interview with a professional in the field(s) you are considering. Seek ideas about organizations and businesses that might be interested in interns.
- Let professional organizations, your advisor, employers, instructors, family members and friends know you are seeking an internship. They may have some ideas.
- Research regional and national career-exploration and job-search websites.
- Attend local career fairs.
- Learn more about career possibilities for your major and what recent graduates are doing by exploring “What Can I Do with a Major in...?” on the Career & Internship Center website. (Select “Choosing a Major”.)

## Apply for Internships

- Narrow down the number of possible internship sites and put together a prospect list.

## INTERNSHIP RESOURCES @ JSC

- **The Career & Internship Center:** Located in Dewey Hall, Room 131, the Career & Internship Center provides a variety of resources and support to help you find an internship. Stop by or call 635-1206 to schedule an appointment.
- Internship opportunities posted at [www.jscjobbank.wordpress.com](http://www.jscjobbank.wordpress.com)
- The **Internships link** (under “Student Links”) on the MyJSC Portal
- **Faculty Internship Contacts:** Most academic departments have internship coordinators, and all departments have faculty internship supervisors. Contact the Administrative Assistant in the appropriate academic department to connect with the current faculty supervisor.

- Call each prospective internship site (the contact person typically is the director of human resources) or send a resume with an accompanying cover letter. Be sure to note your major at JSC, how many on-site hours you are seeking, your objective for the internship, and the benefit you can provide to the business or organization. *Note:* All programs except the Hospitality & Tourism Management (HTM) concentration in the Business major require 40 hours on site for each credit you expect to earn through the internship; the requirement for HTM is 80 hours per credit.
- Research the organizations to which you are applying and begin thinking about your desired learning objectives.
- Revise your resume and cover letter as needed to target it to the organization and position you are seeking.
- Obtain a copy of the internship contract from the MyJSC Portal.
- Research the organization as much as possible prior to the interview.
- Review the Interviewing Guide in the Career Guide (found in the Career & Internship Center) and on the MyJSC Portal.
- Practice answering potential questions — out loud, in the car, with a friend or arrange a mock interview with JSC’s Coordinator of Career Development.
- Send a thank you letter within 24 hours of your interview.

### Choose Your Site

- What organizations or businesses are poised to take you on as an intern?
- Which site will offer you the type of learning experience you want?
- What staff and site supervisor seem most prepared to provide the mentorship you need in order to achieve your goals?

### Create an Internship Contract

- Once the internship is granted (and before registering for internship credits), create the job description portion of the internship contract with the site supervisor and learn what will be expected of you as an intern.

### Prepare for the Interview

- Know your skills and learning objectives and be sure you can verbalize why you are interested in the internship position.

- The site supervisor must obtain the agency representative’s signature for the Cooperative Educational Agreement section of the Internship Contract and submit it to the Academic Dean’s office.

This agreement details the responsibilities of all parties participating in the internship (site supervisor, faculty supervisor, and student) and verifies that the cooperating site will provide a certificate of liability insurance.

- Meet with the Faculty Supervisor to complete the learning objectives, academic requirements, and evaluation criteria.

### Finalize Your Contract

- Obtain signatures from your site supervisor, faculty supervisor, academic advisor and department chair.
- Deliver the contract to the Academic Dean’s office in Martinetti Hall for final approval. Once approved by the Dean’s Office, the contract will be forwarded to Registrar’s Office, which will register you for the academic credits you plan to earn through your internship.
- Finalize payment of the \$45 internship fee with the Business Office in Martinetti Hall.

### Complete Your Internship!

- Make sure you complete all academic requirements, including your mid-term and final evaluations and your final reflective paper
- Network, gain job experience, learn new skills and have fun!

# THE ROLES & RESPONSIBILITIES OF THE STUDENT INTERN, THE FACULTY SUPERVISOR & THE SITE SUPERVISOR

## Roles & Responsibilities of the Student Intern

- Maintain student status and abide by the regulations, policies, and practices of both the internship site and the college.
- Adhere to the standards of the profession and act accordingly.
- Strive to learn as much as possible from the Site Supervisor regarding job experience, work attitude, and skill development.
- Honor the confidentiality of any information about individuals, students, staff, or internship site.
- Utilize supervision and be open to direction and constructive criticism.
- Take responsibility for his/her own preparation and readiness to contribute effectively to assigned tasks.

### GET THE MOST OUT OF YOUR INTERNSHIP

The internship experience itself is intended to be a “capstone” experience — one that requires substantial commitment and effort on the part of the student. The tried-and-true saying that “you get out of it what you put into it” directly applies to internships. An internship is your opportunity demonstrate to potential employers your ability to apply the skills and knowledge you have been mastered.

Remember, this is a learning experience. Take advantage of all opportunities to expand on what you already know and can do.

- Contact the Faculty Supervisor if there are questions or concerns related to the internship.
- Maintain personal health, accident, disability, and hospitalization insurance coverage as well as professional liability insurance if applicable.
- Complete a mid-term evaluation and final self-evaluation or other pre-arranged evaluation.
- Complete all academic requirements agreed upon and as outlined within the internship contract.
- Plan to participate in JSC’s annual Open House and Extended Classroom Showcase in April.

## Roles & Responsibilities of the Site Supervisor

- Site Agency will designate an employee to serve as the student’s Site Supervisor, to help the student complete the job-description specifics of the internship application, to orient the student to the site and its culture, to confer regularly with the student and his/her faculty supervisor, to serve as the principle agent for providing experiential learning, and to monitor progress of the student.
- 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.
- Site Supervisor will contact the Faculty Supervisor as early as

possible if any issues or concerns arise during the internship.

- Site Supervisor and Site Agency will allow a faculty representative to visit the worksite to confer with the student and his/her supervisor.
- Site Supervisor will provide to the College a copy of certification of liability insurance prior to the internship start date.

## Roles & Responsibilities of the Faculty Supervisor

- Assist student in internship site exploration, site selection and contract negotiation.
- Certify the student’s academic eligibility to participate in an internship assignment.
- Discuss appropriate internship conduct with his/her intern.
- 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.
- Maintain communication with the Site Supervisor and/or Site Agency to ensure that the student is progressing satisfactorily.
- Submit a grade of P (pass) or NP (no pass) after all internship requirements have been met.
- Enforce any additional rules and procedures that are mutually agreed upon in advance in writing between Johnson State College and the Site Agency.

# MAKING THE MOST OF YOUR INTERNSHIP

## Dress for Success

Whether you're paid for your internship or not, you are considered an employee of the organization. Your everyday attire should adhere to the dress code of the workplace.

See how others are dressed, and dress accordingly. If you are unsure of the dress code, ask. In addition, be mindful of your hair, makeup and accessories. Many people are scent-sensitive, so apply perfume lightly or not at all.

## Cell Phones

While at the internship site, your cell phone should be put away and/or silenced; let personal messages go to voicemail. It is never appropriate to take personal calls at work except in emergencies or during breaks. The same applies to texting.

## Communication

Be aware of communication protocols at your internship site. Ask your supervisor the best way to communicate with staff. If you will be late or are ill and cannot come to work, know how to communicate that and to whom.

If you find that your internship placement is not working out, contact your faculty supervisor as soon as possible so corrective action can be taken.

## Be Positive & Proactive

Review this list of positive and negative intern traits provided by employers as reported in *Internship Success: Real-World, Step-by-Step Advice on Getting the Most Out of Internships* by M.E. Green (NTC/ Contemporary Publishing Co., Chicago, 1997). Model the positive traits to the best of your ability!

Positive Traits of Interns	Negative Traits of Interns
Asks a lot of questions	Fails to ask relevant questions
Follows directions well	Follows own agenda
Understands some "go-fer" work is a part of the job	Objects to routine work
Displays enthusiasm	Lacks energy and enthusiasm
Actively looks for things to do	Fails to display initiative
Follows rules and regulations	Disregards office rules and policies
Socializes appropriately with staff	Has poor interpersonal skills
Exhibits punctuality and dependability	Displays irresponsibility and lack of punctuality
Works to understand the organization	Jumps in too soon without knowing the organization
Checks out all projects with the supervisor	Fails to keep supervisor informed about activities

## THE VALUE OF INTERNSHIPS TO STUDENTS

- Gain work experience and confidence
- Apply classroom theory to real-life situations
- Earn academic credit
- Learn more about a chosen industry or field
- Explore career direction
- Learn career-related skills (marketing, human resources, communications, finance, customer service, event planning, etc.)
- Increase employability
- Learn about the business/organizational culture
- Make valuable professional contacts
- Establish a relationship with a mentor
- Sharpen communication skills
- Clarify values and set priorities

## THE VALUE OF INTERNSHIPS TO HOSTS

- Opportunity to complete a much-needed project or assignment
- A chance to "try out" potential employees
- Opportunity to bring new energy and perspectives into organization
- Increased visibility of the company/ organization



# EVALUATING YOUR INTERNSHIP

Evaluations are an important part of every internship experience. You are expected to complete a midterm and end-of-term self-evaluation. Your site supervisor will be asked to evaluate you. Give open and honest feedback and offer specific suggestions for improving your experience. These evaluations are sent to your faculty supervisor at JSC and placed in your internship file. It is recommended to use these completed evaluation forms when meeting with your site supervisor to review progress.



## Reflection

Much of what we learn comes not from doing, but from thinking about what we do. Reflecting on your work — by writing, speaking, listening, reading, drawing, etc. — can have a positive impact on the way you feel about the internship. Reflecting involves looking back on your experience, thinking critically about it, and learning from it. It may encompass your feelings, observations and ideas about any aspect of your internship.

## The Benefits of Reflection

- It gives meaning to the experience (was the goal accomplished, how did we do, how is this part of a larger effort, etc.).
- It provides an opportunity to establish individual and team expectations.
- It can help interns understand the limitations and opportunities of the business/organization.
- It can create a sense of accomplishment (especially important when there are limited external rewards).
- It can create a habit of appreciating ourselves.
- It can lead to better performance by helping you discover ways to improve your work.

- It can relieve tension, re-energize and provide renewal (especially important when work is emotionally challenging).
- It can create a sense of closure.
- It fosters lifelong learning skills, e.g., the ability to learn from positive and negative experiences.
- It provides a “reality check,” guarding against inaccurate perceptions/biases.
- It encourages high-level thinking, as they look for root causes of complex issues.

## Writing a Weekly Journal

Keeping a weekly journal will help you see your growth in knowledge and skills of leadership, problem solving and decision-making. Many of your faculty supervisors will have you keep journals throughout your internship experience. There are no set questions to answer in your journaling, but the suggestions that follow (adapted in part from “Weekly Internship Journal Blog Prompts” by the Chicago Programs), may help guide your thinking.

Start each entry with the date, time spent at the site, and the activities you performed. Don’t rush through this process; it’s

important to give careful thought and reflection to your experience.

## Journal Prompts: The Site Environment

*Office Politics:* What have you experienced with respect to the written or unwritten rules about protocols, hierarchy, and/or communication at the site?

*Diversity:* What types of diversity do you see in the personnel and the client base? How have you observed/experienced individuals from different demographic groups (male/female, different ages, sexual orientation, race, etc.) interacting with each other?

*Funding:* What funding sources does the organization have to maintain operations? (You may need to interview someone for this answer.) In your opinion, are there ample resources to fund future projects and a plan to secure these funds?

*Sector:* Depending on the sector (for-profit, nonprofit or government) of your internship site, how do you think the organization’s structure affects its ability to accomplish its goals? (Consider layers of management, board of directors, volunteers, etc.)



JSC sophomore Kelly Shaw spent the fall 2015 semester in Washington, D.C., working as an intern in the Congressional office of Vermont Senator Bernie Sanders.

*Mission:* Compare and contrast the mission statement of the organization with what you observe in the day-to-day operations. Do they actually accomplish their mission?

### **Journal Prompts: Interpersonal Relationships**

*Culture/Collegiality:* How would you describe the culture within your organization (ways in which co-workers interact or don't interact), and how does this fit with your "ideal" employer? What insights have you gained about the people with whom you work?

*Building your Network:* How have you or others in this organization effectively utilized relationship building/networking? In what ways might you strengthen your connections with co-workers for your future benefit?

*Collaboration:* Describe how the organization collaborates with other groups in the area. Write about a person who is interesting or challenging to work with, and explain why.

*Mentoring:* In what ways have you experienced or witnessed formal or informal mentoring within the organization?

### **Journal Prompts: Tasks**

*Time:* How structured and guided is your time? How effective or ineffective does that make you?

*Career Path:* If you wanted to follow in the career path of someone at your internship site, what would you need to do to make this happen? (Tip: Ask the person for advice and use this in your response.) If applicable, what is the process for gaining

employment in this organization? How often are openings available? What is the salary range? What are advancement opportunities? Do you enjoy this type of organization or work? Consider why this organization meets or fails to meet your career objectives.

*Workload:* How does the organization distribute work among the staff? How equitable do you believe that distribution is?

*Responsibilities:* What types of tasks are you discovering that you enjoy or excel at? Which ones are less attractive or fulfilling to you?

### **Journal Prompts: Looking Back at Your Overall Internship Experience**

Write about the best thing that happened — something said or done, or a feeling, insight or goal accomplished. What is the easiest part of your work? What was most difficult. What do you feel was your main contribution?

How did your experience at Johnson State College prepare you for your internship? How did you apply your liberal arts education at JSC to your internship?

What about your internship leaves a bad taste in your mouth? (Use this opportunity to vent privately.)

If you were the boss, what would you change, and why?

What about your internship was most surprising to you (i.e., what did you least expect going into the experience) and what lesson or lessons can you draw from this?

# JOHNSON STATE COLLEGE INTERNSHIP FEES & POLICIES

**Fees:** All interns pay a \$45 internship fee to Johnson State College. When your internship is registered by the Registrar's Office, your account will be billed at that time.

Unlike internships completed during the fall and spring semesters, which usually are covered by the student's full-time tuition, students completing internships during the summer must pay for summer tuition credits in addition to the internship fee.

**Grading:** Internships are graded on a Pass/Fail (P/F) basis only. Students are expected to achieve a satisfactory level of performance throughout the semester. A grade will be assigned by the faculty supervisor, taking into account the evaluations and recommendations of the site supervisor, the quality of written reports and, if required, the internship portfolio.

**Holidays & Breaks:** Internship students are required to adhere to the holiday schedule of the internship provider. Interns are typically expected to work during college breaks, but this can be negotiated with the site supervisor.

## Written Reports

Written reports are required of all interns. Students should confer with the faculty supervisor for specific requirements, which may include reflective journals, academic research, and SWOT (strengths, weaknesses, opportunities and

threats) analyses. In addition, a student may be required to compile a portfolio containing materials collected during his or her internship.

**Student Dismissal:** Any student behavior deemed inappropriate by the site supervisor will immediately be brought to the student's attention and to the attention of the faculty supervisor. The student intern, the site supervisor and the faculty supervisor will determine the course of action. If an issue is not corrected within the agreed-upon time, the student will be removed from the site, and the faculty supervisor will determine the student's capacity to continue with his or her internship. Credit hours are awarded only if a full-term experience is satisfactorily completed.

**Compensation:** In the case of paid internships, the arrangement for compensation

is strictly between the student and the employer. Johnson State College does not get involved. 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 are urged to pursue internships that meet their learning objectives and note base a decision solely on compensation.

It is strongly preferred that interns are paid. If the business or organization is unable to offer a paid internship, consider asking for a stipend to help cover expenses related to the internship, such as transportation and meals.

## These forms can be found on the MyJSC Portal:

- Internship Contract
- Midterm and Final Evaluation
- Evaluation of Faculty Supervisor
- Evaluation of Site Supervisor
- Evaluation of Site
- Internship Timesheet





**JSC Student Intern:** Please remove this letter from the Internship Contract and give it to your site supervisor before completing the Internship Contract.

Dear Site Supervisor:

On behalf of Johnson State College, I would like to acknowledge your willingness to be an internship supervisor for one or more JSC student. The Johnson State College mission reflects that we are committed to providing an education to our students that crosses academic and other boundaries; creating opportunities for students to extend their classroom learning to the field, the laboratory, the studio, the community, and the local and wider world. Your participation in internships helps us meet this goal and provide wonderful hands-on learning experiences for our students.

You will receive an Internship Contract to complete with the JSC student interning with you. We ask that you review the contract carefully and assist the student in completing the sections that pertain to the site, the internship dates and credits, and the job description (duties and responsibilities of the intern, as well as details about supervision, evaluation, and training opportunities). The student's faculty supervisor will work with the student to complete the sections relative to learning objectives and academic requirements. Once you have completed your parts and reviewed the responsibilities outlined within the Cooperative Education Agreement (CEA) section of the contract, please sign the contract. The student will obtain the remaining signatures. After I have approved the Internship Contract, it will be forwarded to the Registrar's Office so that the student gets registered for the credits.

Note in the CEA section that internship sites are required to submit to the College a copy of their certificate of liability insurance. **We request that the site supervisor take responsibility for ensuring that a copy of the agency's certificate of liability insurance is sent to the JSC Academic Dean's Office at Jo.Lamore@jsc.edu.** If your site's liability insurance does not cover student interns, then please notify the student as soon as possible. The student may continue with the internship, but he/she must submit a note to me indicating his/her awareness of lack of coverage and the desire to complete the internship regardless. All parties will receive a scanned copy of the approved contract (and links to student and employer internship guides). The Internship Contract must be approved by all parties before the student begins the internship.

If you have questions or concerns about this internship, please share them with the faculty supervisor listed on the Internship Contract, or you may contact me in the Academic Dean's Office. In closing, we appreciate and value your role in internship experiences for our students.

Sincerely,

*Jo Ann Lamore*

Jo Ann Lamore, Assistant Academic Dean  
Johnson State College 337 College Hill, Johnson, VT 05656



## 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. Students must have an approved internship contract on file before beginning their internship and be registered for the internship credits.

### STUDENT INFORMATION:

Student's Name: enter text

Student ID#: enter text

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

Local Address: enter text.

Campus Box Number: enter text.

Local Telephone: enter text.

Email Address: enter text.

Home (Permanent) Address: enter text.

Current GPA: enter text.

(minimum of 2.5, faculty supervisor initials to verify GPA: faculty initials here )

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:

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

Academic Discipline (three-letter designator): enter text.

Credit level requested: (lower level) 2810  (upper level) 4810

Number of credits requested:  and the completion of  of hours

Note: usually 3–12 credits, 40 hours on-site per credit required; maximum of 12 credits for internships; grading is pass/no pass only). 40 internship hours per credit required for all disciplines except HTM which requires 80 internship hours per credit.

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

### 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.)

Skills and Objectives to Be Achieved	Specific Job Tasks and Responsibilities Related to Achievement of Skills/Objectives
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. Research Paper/Writing Assignment: Click here to enter topic of paper and due date. | Click here to enter text.                              |
| B. Progress Reports:   | Click here to enter text.                              |
| C. Reflective Journals:  | Click here to enter text.                              |
| D. Portfolio of Work Samples:  | Click here to enter text.                              |
| E. Oral Presentation:  | Click here to enter text.                              |
| F. Evaluations: Mid-term evaluation due:<br>End-of-term evaluation due:                | Click here to enter text.<br>Click here to enter text. |
| G. Final Synthesis Paper:  | Click here to enter text.                              |
| H. Timesheet indicating Click here to enter #hours.                                    | Click here to enter text.                              |
| I. (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. Student must submit the completed/signed internship contract to the Academic Dean's Office for final approval before beginning their internship. Once approved, the Academic Dean's Office will forward the internship contract to the Advising & Registration Center for registration of the internship credits.
2. Maintain student status and abide by the regulations, policies, and practices of both the internship site and the college.
3. Adhere to the standards of the profession and act accordingly.
4. Strive to learn as much as possible from the Site Supervisor regarding job experience, work attitude, and skill development.
5. Honor the confidentiality of any information about individuals, students, staff, or internship site.
6. Utilize supervision and be open to direction and constructive criticism.
7. Take responsibility for his/her own preparation and readiness to contribute effectively to assigned tasks.
8. Contact the Faculty Supervisor if there are questions or concerns related to the internship.
9. Maintain personal health, accident, disability, and hospitalization insurance coverage as well as professional liability insurance if applicable.
10. Complete a mid-term evaluation and final self-evaluation, or other pre-determined evaluation criteria.
11. Complete all academic requirements agreed upon and as outlined within the internship contract.
12. 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

All internship forms noted in this manual are available for download on the MyJSC Portal  
(*Documents and Forms > Information for Undergraduates > Internships*).

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

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

— *Oliver Wendall Holmes*

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