

# INTERNSHIP COURSE GUIDELINES TEMPLATE

## DESCRIPTION

This is an individualized internship course that provides the student with supervised professional experience utilizing skills acquired in the program of study. The student will work with a qualified work site supervisor on approved projects related to his or her degree in a professional environment. The work site supervisor will evaluate the student's performance, and the student will submit report(s), examples of projects completed, or other assignments as required by the instructor, as appropriate, during the internship experience for evaluation by the college instructor. If this course is taken for credit more than once, the student must, on the second and subsequent (if applicable) enrollment(s), develop in concert with the work site supervisor and college instructor a unique set of objectives and assessments. ***Instructor permission is required.***

***Note: If you are completing an internship at your regular job, the internship must be above and beyond your normal duties. This might include a special project or some new additional duties that are not part of your normally assigned work. The internship must result in NEW skills and knowledge.***

## MATERIALS

No textbooks are required; however, some projects may require library, Internet or other research resources.

## COURSE REQUIREMENTS

1. Successfully complete commitments to the employer/work site supervisor.
  - Requirements to be defined by the student and work site supervisor, but approved by the NWFSC major area instructor.
  - Measured by progress reports and final statement of employer.
2. Successfully complete goals statement and all progress reports.
  - Measured by NWFSC major area instructor.
3. Successfully complete the final course report or project.
  - Measured by NWFSC major area instructor.

## GRADING (suggested)

Requirement	Points
Timely submission of all course forms: <ul style="list-style-type: none"><li>• Information and Goals Statement</li><li>• Work Site Supervisor Commitment Form</li><li>• Job Description Form</li><li>• Progress Reports</li><li>• Work Site Supervisor Final Assessment</li></ul>	
Completion of Student Progress reports <ul style="list-style-type: none"><li>• <input checked="" type="checkbox"/> Progress Reports required (Refer to Internship Agreement)</li></ul>	
Work Site Supervisor Final Assessment Form	
Final report, project, or presentation	
Total possible	

**Grading Scale (Instructors are to input point grading scale.)**

Grade	Points
A	_____
B	_____
C	_____
D	_____
F	_____

**GENERAL COURSE POLICIES**

1. Students who stop attending class or are not able to pass the course due to attendance expectations stated in the syllabus may receive a failing grade of “FA.” An “FA” grade is a failing grade in GPA calculations and may impact the receipt of federal aid in subsequent courses.
2. All work must be the independent work of the student. Cheating or plagiarism of any kind may result in a grade of “F” for the assignment and/or for the entire course. Students should review the “Student Rights and Responsibilities” section of the current NWFSC catalog.
3. Incomplete grades are RARELY warranted. Students should read the section in the College Catalog entitled “Incomplete Grades” regarding the granting of Incomplete grades.

Incomplete grades will only be considered if:

- a. The student has successfully completed a majority of the course (i.e., a C or better on more than half the coursework) AND
- b. An extenuating, documented circumstance has occurred (Example: job change requiring relocation out of state for an extended period of time) AND
- c. I feel that the student’s individual situation warrants this alternative AND
- d. Other factors relevant to the situation may be considered in order to make a fair and equitable decision.

**STUDENT SUPPORT SERVICES**

**ASC/Math Lab**

The college offers free tutoring to students:

<http://www.nwfsc.edu/Academics/AcademicSupport/FreeTutoring.cfm>

The Academic Success Center (ASC) is located in the Activities Center on the Niceville Campus. The ASC provides free learning support services such as tutoring, ESOL, and writing assistance for all NWFSC students. Individual and group tutoring is available in a wide range of subjects on a walk-in-basis and by appointment. For more information, call the Academic Success Center at (850) 729-5389.

Math Labs are located in the Math Building L, Room L-131, on the Niceville Campus and in Building 7, Room 702 on the Fort Walton Beach Campus and Room 131 at the Crestview Center. The math labs are open to all students and provide free walk-in tutoring for all mathematics courses. For lab hours, students may call the Math Department at (850) 729-5377 or visit our website at <http://faculty.nwfsc.edu/web/math/mathlab>.

Smarthinking is an online, real-time tutoring offered free to students, who may access this service via RaiderNet.

**Students with Disabilities**

If you have disabilities for which accommodations may be appropriate to assist you in this class, please contact the Office of Disability Support Services on the Niceville Campus, or call 850-729-6079 (TTY 1-800-955-8771 or Voice 1-800-955-8770).

***BE SURE TO CONTACT THE INSTRUCTOR AS SOON AS POSSIBLE IF YOU HAVE ANY QUESTIONS/ISSUES/PROBLEMS WITH THE COURSE!!***

## ACTIVITIES AND REQUIRED FORMS

### 1. INTERNSHIP INFORMATION FORM

After consulting with the instructor, the student will submit the Internship Information and Goals Statement (See Attachment I). The student's goals will be incorporated into the final project. These goals should be directly related to the subject of the internship and the student's specific job description/requirements. Usually, the number of goals will range from 3-5. Students should keep in mind that due to the "real work environment" of the internship, goals may not be completely met in order for the student to receive credit for the goal.

### 2. WORK SITE SUPERVISOR COMMITMENT FORM AND JOB DESCRIPTION

The student will be required to submit the Work Site Supervisor Commitment Form (See Attachment II). The NWFSC instructor will assist the student in explaining course requirements and negotiating the internship requirements, if necessary.

The Job Description Form (See Attachment III) is used to describe the general duties required of the student during the internship and to provide a basis for any required special projects.

### 3. PROGRESS REPORTS

During the course of the internship, the student is required to submit at least **X** progress reports (See Attachment IV). Note that these are worth **X** of the final grade. The actual number of reports is determined as part of the Internship Agreement (See Attachment V). The reports may be typed or handwritten, as specified. The reports should give the instructor information on the student's experiences, progress on goals, student learning, and any potential roadblocks to success of the project.

**Note: Worksite Supervisor's signature required on each progress report.**

### 4. FINAL REPORT OR PROJECT

The final report or project will be different for each student. The specifics of the final project are part of the Internship Agreement (See Attachment V). A typical final report or project would include:

- a. Summary of goal completion and success
- b. Summary of goal success
- c. Description of how the internship met the original job description/duties
- d. Statement of how the internship might be described on a resume
- e. Description of an unexpected benefit of the internship
- f. Lessons learned summary from the student

**Attachment I**  
**INTERNSHIP INFORMATION AND GOALS STATEMENT**

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

Term: \_\_\_\_\_ Course Reference Number: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Location/Work site: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Work Site Supervisor Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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

**INTERNSHIP GOALS**  
(Additional pages may be attached)

College Instructor  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Attachment II**  
**NWFSC INTERNSHIP WORK SITE SUPERVISOR COMMITMENT FORM**

\_\_\_\_\_, an NWFSC student, has been appointed or will serve as student intern at the following work site:

Location/Work site: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The internship will begin on \_\_\_\_\_

The internship will end on \_\_\_\_\_

As work site supervisor, I agree to help the individual develop a job description or special project, to mentor and guide the individual, and to provide a final assessment or evaluation of the individual's progress, learning, growth, and development at the end of the internship period.

For further information on internships please consult NWFSC's internship guidelines, <http://www.nwfsc.edu/Students/StudentAffairs/CareerServices/Internships.cfm>, including Department of Labor information.

Work Site Supervisor name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Signature: \_\_\_\_\_

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

**Attachment III  
NWFSC INTERNSHIP JOB DESCRIPTION**

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

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

Term: \_\_\_\_\_

Course Ref. Number: \_\_\_\_\_

Location/Work site: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated Hours (per week) for the internship: \_\_\_\_\_

Description of Intern's General Duties (attach separate pages as needed):

Special Projects for Internships at place of employment (may not include existing job duties):  
***Note: If you are completing an internship at your regular job, the internship must be above and beyond your normal duties. This might include a special project or some new additional duties that are not part of your normally assigned work. The internship must result in NEW skills and knowledge.***

Work Site Supervisor

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

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Attachment IV**  
**NWFSC INTERNSHIP PROGRESS REPORT**

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

Progress Report #: \_\_\_\_\_ From: \_\_\_\_\_ to \_\_\_\_\_

1. Number of hours spent on Internship during this period: \_\_\_\_\_
2. Did you complete all assigned work from your work site supervisor during this period? If not, why not?
  
3. Briefly describe your accomplishments during this time period.
  
  
4. Did you meet or surpass any of the internship goals during this period?
  
  
5. Describe any special experiences or new skills acquired.
  
  
6. Do you feel that you are still on schedule to complete the internship? If not, describe the situation here and contact your college instructor immediately.

Work Site Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Attachment V**  
**INTERNSHIP AGREEMENT**

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

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

Existing Job       Temporary Placement       Campus/Faculty-Based

Work-site description:

Potential job description:

Work Site Supervisor:  
College Instructor:

Other considerations:

Minimum hours required for internship:

1 credit hour – 45 contact hours
2 credit hours – 90 contact hours
3 credit hours – 135 contact hours

1. Forms required:

- Internship Information and Goals Statement
- Work Site Supervisor Commitment Form
- Internship Job Description Form
- Internship Progress Reports
- Work Site Supervisor Final Assessment Form **Due Date:** \_\_\_\_\_
- Other

2. Progress Reports:                      Number Required: (**X** minimum)

Due Dates:

1.	4.
2.	5.
3.	6.

3. Other Requirements:

4. Final Report, Project, Presentation, etc.:

The typical assignment should contain, but is not limited to:

- a. summary of goal completion and success
- b. summary of goal success
- c. description of how the internship met the original job description/duties
- d. statement of how the internship might be described on a resume
- e. description of an unexpected benefit of the internship
- f. lessons learned summary from the student

DUE DATE: \_\_\_\_\_

5. Description and Proposed contents of Final Report, Project, Presentation, etc.:

College Instructor

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

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Attachment VI**  
**NWFSC INTERNSHIP WORK SITE SUPERVISOR FINAL ASSESSMENT**

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

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

Term: \_\_\_\_\_

Course Reference Number: \_\_\_\_\_

Please give your assessment of your intern for the term. Your assessment can include, but is not limited to:

1. Was the intern professional and respectful?
2. Was the intern punctual?
3. If necessary, did the intern ask for assistance?
4. Did the intern complete assignments in a timely fashion?
5. Is there anything else you would like to add?
6. Would you consider participating in the NWFSC internship program again?

Work Site Supervisor name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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