

Instructions to be reviewed by Student & Internship Supervisor

The student is required to complete a minimum of three credit hours of internship to earn an Associate of Applied Science Degree. Up to three additional credit hours of internship credit that may be added as elective requirements with approval. The total number of internship credits may not exceed six hours.

The student must document 50 work hours per credit.

Work Hours Documented	Credits Earned	<i>required</i>
150	3	
200	4	
250	5	
300	6	

The Internship is a demonstration of skills

The purpose of the internship is to allow the student to demonstrate his or her skills in an occupational setting. The internship is considered a capstone course of the A.A.S. degree program. Completion of the internship indicates to the college that the student has achieved a satisfactory level of skills to be successful in their degree field.

Required Student Documentation

The student is required to keep a journal of internship activities. The journal (bullet format is acceptable) describes the daily or weekly activities and how these activities relate to the degree.

If daily or weekly activities are repeated throughout the entire internship, the student is not required to restate the same activities over and over again. It is anticipated that every day/week on the job is different, and that something new (and or different) will occur that can be documented.

In addition to the weekly activities performed, the student must also document the number of hours worked. These hours must be initiated by the internship supervisor.

Example 1 of Journal Entry

*Week of February 6-10, 2006 – 6 hours (*NOTE-Internship Supervisor must initial hours)*

- Typed letters – Use MS Office Applications
- Filed documents – Understand standard office procedures & ethical practices in office environment
- Answered telephones – Demonstrate customer service skills

Example 2 of Journal Entry

*Week of February 6-10, 2006 – 6 hours (*NOTE-Internship Supervisor must initial hours)*

- Monitored and secured facility & grounds – Understand criminal justice practices and procedures
- Participated in ride-along program w/police officer(s) – Understand criminal and civil law and procedures
- Maintain log of activities – Use of clear and concise written communication skills

Expected Student Behavior

The student must demonstrate behavior consistent with legal and ethical practices consistent with the work environment. The internship supervisor is required to address the legal and ethical practices demonstrated by the student during the internship activity.

Required Supervisor Documentation

At the end of the semester, the internship supervisor is required to write a letter/email to the college internship instructor that includes the following:

1. The student's performance of assigned duties and tasks outlined in the internship agreement.
2. Legal and ethical practices demonstrated by the student during the internship activity.
3. A recommended letter grade to be recorded as a final grade for the internship.

Following are the basic criteria for recommending a grade.

- A Demonstrated superior performance in all functions of the internship; exhibited professional behavior; showed initiative; displayed the characteristics of a proficient student of business/information technology; inquired about processes and showed enthusiasm
- B Demonstrated excellent performance in all functions of the job; showed resourcefulness; displayed the characteristics of a trained student of business/information technology; acted professionally and appeared genuinely interested
- C Demonstrated average knowledge of the job, followed directions; and acted responsibly

Should the internship supervisor recommend a grade below "C", a meeting will be scheduled with the college internship instructor, the student and the internship supervisor to discuss deficiencies.

Note to student about registration of Internship on BRIDGE

- The internship is variable credit.
- Enter the CRN of the internship course in BRIDGE on the registration screen, then click SUBMIT and CONFIRM.
- The credit hours for the internship will default to "1" credit hour.
- The student must select and click CHANGE COURSE OPTIONS on the Registration screen in BRIDGE to adjust the credit hours for the internship course.
- In most cases, the student will adjust the internship credit to "3" credit hours (the minimum required for graduation).
- The student may be eligible to earn up to 6 credit hours through the internship. The 6 credit hours may be earned in one semester or over several semesters. Total internship credit hours may not exceed 6.