



Community College of Denver Center for Career & Technical Education

Internship Handbook

Student | Chair | Faculty Advisor | Employer

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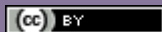


COMMUNITY COLLEGE OF DENVER

Career Development Center

Auraria Campus | Cherry Creek Building | Suite 111 | Denver, Colorado
303.352.3306 | [CCD.EDU/CAREER](http://ccd.edu/career)

If you have any questions, contact the CHAMP Grant / Internship Coordinator
Matthew Sweeney | matthew.sweeney@ccd.edu | 303.352.3144



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INTERNSHIPS AT COMMUNITY COLLEGE OF DENVER

Paid internships offer our students the opportunity to earn college credit and to gain practical on-the-job work experience under the ongoing supervision of an experienced employer/mentor, and with a CCD college faculty member. In addition, paid internships give students an increased opportunity to secure full-time employment after graduation.

To participate in our internship program, CCD students must have:

- completed sufficient academic preparation in your program major,
- maintained a minimum cumulative grade point average of 2.0,
- completed the internship application with a CCD faculty recommendation (This form is included in this Internship Handbook),
- completed a valid background check with the chosen employer, and
- obtained an internship job placement prior to course enrollment.

Students, please meet with your faculty advisor within your program area to identify potential internship partners, verify your eligibility, and to complete the application forms during the semester before you enroll in an internship course. If you need assistance securing an internship, please contact the CCD Career Development Center. Transferability of internship credit

Is at the discretion of the institution to which the credits are being transferred. Students should consult with an academic advisor for information on transferability.

NOTE: CCD Internships require a ratio of 30-45 contact hours for each semester credit based on the program.

APPLY FOR AN INTERNSHIP

To apply for an internship, you must have already been accepted to the College and completed the usual admission and registration processes.

There are two documents required for creating and registering for an internship. These two documents are included in this Handbook.

1. *Internship Agreement (CTE-9)*
2. *Internship Learning Objectives*

Directions for Completion & Distribution

1. *Students & CCD Faculty Advisor:* Complete the Internship Agreement form and the Internship Learning Objectives, including signatures.
2. *CCD Faculty Advisor:* Bring a copy of these completed forms to the Dean's office.
3. *CCD Faculty Advisor:* Distribute copies of the forms as follows:
 - Original copy plus one photo-copy to the student
 - One copy to the employer
 - One copy to the academic department chair
 - One copy for the faculty advisor to keep on file

Internship Agreement

Name: _____			
_____	_____	_____	_____
First	M.I.	Last	
S#: S _____	Phone #: _____	Cell #: _____	
Address: _____			
_____	_____	_____	_____
Street	City	State	Zip Code
Email: _____			@student.cccs.edu
Program of Study: _____		Course Name and #: _____	
Internship Site Manager: _____		Internship Site: _____	
Your official CCD email account is the only email CCD will accept for correspondence.			

Internship Paid: Yes No Salary Stipend **Start Date:** _____

The Internship Agreement, signed by all parties, is the assurance for all concerned that the minimum requirements have been defined, allowing the student to begin the program. A student exhibiting unsafe or unprofessional behavior or less than entry-level skills may be removed from the internship or placed on probation at the discretion of the site supervisor and faculty advisor. All parties agree that the College's liability for claims for injuries or property is set by State of Colorado statutes and the State Constitution.

Student Agrees to the Following:

- Follow all of the internship site's policies, safety guidelines, and conduct rules.
- Report to work promptly & regularly and will notify internship site supervisor at once if illness or emergencies prevent the student from reporting to the internship site on a particular work day.
- Attend special seminars or related classes (as specified) and perform all assignments.
- Notify the CCD Internship Coordinator and/or Faculty Advisor immediately if he/she is dismissed from the internship, or, to communicate any changes in the nature of the internship.
- Contact the CCD Internship Coordinator or Faculty Advisor with any address or phone number changes.
- Failure to meet internship requirements will result in internship probation or possible dismissal from CCD.

Internship Site Supervisor Agrees to the Following:

- Instruct the student as to rules, regulations, and duties of the professional job. Provide adequate supervision and to help his/her progress on the job toward meeting learning objectives.
- Provide performance ratings evaluations in the middle and at the end of the internship; evaluations that may be used in the determination of a course grade for the student.
- Confer with the CCD Career Development Center staff or Faculty Advisor regarding any problems with the student's performance or professionalism. Allow CCD faculty or CDC staff visits.
- Accept and assign the student to responsibilities and treat him/her without regard to race, ethnicity, national origin, sex, gender, age, or disability.
- Provide adequate **Worker's Compensation & Liability Coverage** for paid interns.

INTERNSHIP TIMELINE

The following functions need to be completed before you start and during your internship.

BEFORE BEGINNING THE INTERNSHIP

Student

- Review this Internship Handbook with your faculty advisor.
- Create Learning Objectives using the attached form.
- Review the internship documents with the internship site supervisor and discuss your Learning Objectives.
- Arrange a meeting with the faculty advisor and finalize your Learning Objectives.
- Request signatures from the internship site supervisor and your CCD faculty advisor on the Training Agreement and Learning Objectives forms.
- Turn in required documentation.
 - Training Agreement
 - Learning Objectives
 - Workers' Compensation Form
 - Planned Internship Schedule
- Register and pay for internship credit.

You are ready to begin your CCD Internship!

Internship Site Supervisor & CCD Faculty Advisor

- Assist student with developing the Learning Objectives.
- Review and sign the Training Agreement and the Learning Objectives forms.

DURING THE INTERNSHIP

Student

- Turn in time sheets every other week to your faculty advisor.

Internship Site Supervisor

- Sign daily time sheets.

CCD Faculty Advisor

- Visit the student at the internship location. When there are time constraints, a phone call may be substituted for an onsite visit.
- The CCD Internship Coordinator may visit a site prior to or during the Internship placement as a substitute for a faculty site visit.

END OF THE INTERNSHIP

Student

- Give the Student Performance Evaluation to the internship site supervisor for completion or you have supervisor fill out online.
- Complete the Student Evaluation and turn it in to the CCD faculty advisor.
- Complete a final report or project as determined by your learning objectives.

Internship Site Supervisor

- Complete the Student Performance Evaluation and submit it to the faculty advisor directly or fill out online and Career Development Center staff will submit to the faculty advisor.

CCD Faculty Advisor

- Review all evaluations and grade final report/project.
- Fill out Student Performance Evaluation (link from CCD Career Development Center web site)
- Submit grade in the Banner System to the CCD Registrar.

INTERNSHIP LEARNING OBJECTIVES

Student's Name: _____

PART 1. CCD LEARNING OBJECTIVES & INSTITUTIONAL OUTCOMES

A CCD Intern is a Complex Thinker

Will explore & evaluate multiple sources of information and synthesize to solve problems, will extract meaning from texts, instructions, experiences, and other relevant sources to construct new problem-solving approaches, based on their insights for making relevant connections between classroom & out of classroom learning.

A CCD Intern is an Effective & Ethical User of Technology

Will exhibit technological literacy and skills to use technology, will demonstrate responsible application of intellectual property and privacy; student will use technology ethically & effectively to communicate, solve problems and to complete important tasks; will remain current with technological innovations.

A CCD Intern is an Effective Communicator

Will convey meaning by writing & speaking coherently and effectively in ways that others will understand, will write and speak after reflection; will influence others through writing, speaking, or artistic expression that is appropriate for the context and the audience, will listen attentively to others and respond appropriately; will understand and apply conventions of effective written and oral communications in academic, public and professional discourse.

A CCD Intern is Globally Aware

Will consider the interconnectedness of our community and world, will understand how cultural differences impact personal & community participation, will be aware of the social, environmental and economic impacts of their actions, and will evaluate how technology links individuals and communities; will be aware of social, environmental, technological and economic impacts of their actions.

A CCD Intern is Personally Responsible

Will incorporate ethical reasoning into action, will explore and articulate the values of professionalism in personal decision-making, by exemplifying dependability, honesty, trustworthiness, accepting personal responsibility for their choices and actions; will exhibit self-reliant behaviors to include managing time effectively, accepting supervision and direction as needed, perseverance, valuing the contributions of others, and holding themselves accountable for obligations.

A CCD Intern is a Numeric Thinker

Will select relevant data and will use several methods such as algebraic, geometric and statistical reasoning to solve problems; will interpret and draw inferences from data and mathematical models; will represent mathematical information symbolically, graphically, numerically, and verbally.

PART 2. SPECIFIC LEARNING OBJECTIVES RELATED TO YOUR CCD INTERNSHIP

Learning objectives are statements specifying what you will be able to know, be able to do, or be able to demonstrate once you have completed the Internship. Express your objectives in the form of knowledge, skills, attitudes or values. Remember to include the following four parts for each learning objective:

1. What tasks/projects are you going to accomplish?
2. What are the steps involved in accomplishing the tasks/projects?
3. When will you have the tasks/projects completed?
4. How will you measure the achieved objectives?

Students: Please attach at least 3-4 learning objectives to this form, gather needed signatures and turn in to the CCD Faculty Advisor.

The parties signing below have reviewed and approved the CCD Learning Objectives/Outcomes & Specific Learning Objectives.

Student *Date*

Internship Site Supervisor *Date*

CDC Faculty Advisor *Date*

CCD Career Development Center Staff *Date*

INFORMATION ABOUT WORKERS' COMPENSATION

WHAT IS THE PURPOSE OF WORKERS' COMPENSATION?

Workers' Compensation provides a no fault, sole remedy in cases of on-the-job injury at no cost to employee. It aims to return the injured employee to work as soon as possible.

WHO IS COVERED BY WORKERS' COMPENSATION?

Employees are workers covered by the Workers' Compensation Insurance paid by the employer.

Student interns who receive remuneration (hourly wage, stipend, tuition reimbursement, etc.) from their employer are employees and shall be covered by the employer's Workers' Compensation.

Unpaid Student Interns are covered by the educational institution's Workers' Compensation insurance program when the internship meets ALL OF the following conditions:

- Internship (job) placement is located off campus.
- Student is registered in an Internship course at the college.
- Internship (job) placement is paid or remunerated by the employer.
- Internship course is a requirement, option, or a substitute of the Student's academic program.
- Written training agreement between the college and the internship supervisor.

Volunteers are not covered by the Workers' Compensation Act except for emergency response volunteers specifically designated in the Act.

IN CASE OF INJURY OR ACCIDENT

In the event of injury or accident, the following is the sequence of events for student interns under the Workers' Compensation Act

- **Medical Treatment:** First, seek emergency treatment if necessary.
- **Injury/Accident Report:** Student interns should contact CCD's Human Resources Office immediately to report the injury or accident and request an injury report, including information, criteria, and procedures. This information must also be given to the employer.

Student Evaluation of Internship

Name: _____			
_____	_____	_____	_____
First	M.I.	Last	
S#: S _____		Phone #: _____	Semester: _____ Year _____
Address: _____			
_____	_____	_____	_____
Street	City	State	Zip Code
Email: _____			@student.ccs.edu
Internship Site Manager: _____		Internship Site: _____	
Your official CCD email account is the only email CCD will accept for correspondence.			

Directions: Please take a few moments to reflect on your internship experience. This information will help us evaluate our placement of CCD intern students in the future.

1. How satisfied were you with the training you received at your internship site?

- Very Satisfied Satisfied Not Satisfied (please explain)

2. Please rate the facilities at your internship site.

- Very Good
 Good
 Fair
 Needs Significant Improvement

3. Please rate your internship site supervisor's willingness to spend time with you.

- Very Good
 Good
 Fair
 Needs Significant Improvement

4. Please rate your internship site supervisor's willingness to explain concepts/procedures that were difficult for you.

- Very Good
 Good
 Fair
 Needs Significant Improvement

5. Please rate your internship site supervisor's willingness to provide you with constructive feedback.

- Very Good
 Good
 Fair
 Needs Significant Improvement

Student Evaluation of Internship

6. Please rate your overall internship experience.

- Outstanding
 Very Good
 Average
 Unsatisfactory

7. Please comment on what you enjoyed most about your internship experience.

8. Please comment on what you liked least about your internship experience and how it could have been improved.

9. Do you feel that the training you received will be helpful in your career? Why or why not?

10. Please comment on how Community College of Denver can improve its internship program.

11. Did the Career Development Center provide guidance and/or help you in your obtaining this internship?

- Yes No

12. Do you feel your internship experience helped prepare you to enter the job market? Yes No, **please explain.**

13. What did you gain from your experience at this site in the way of skills, attitudes, work habits, knowledge, etc.?

14. Was assistance readily available from the Career Development Center?

- I did not require assistance Yes No, **please explain.**

Student Performance Evaluation

Name of student intern: _____ Date of internship: _____

Internship site: _____ Site supervisors name: _____

TO THE INTERNSHIP SITE SUPERVISOR: On a scale from 1 to 5, rate the Intern's demonstrated work performance on the following skills that apply.

Interpersonal Skills

Ability to get along with others

1 2 3 4 5

Unsatisfactory

Average

Outstanding

Cooperative in team setting

1 2 3 4 5

Unsatisfactory

Average

Outstanding

Ability to receive constructive criticism

1 2 3 4 5

Unsatisfactory

Average

Outstanding

Communication Skills

Exercises effective verbal and written reporting skills

1 2 3 4 5

Unsatisfactory

Average

Outstanding

Displays appropriate electronic communication

1 2 3 4 5

Unsatisfactory

Average

Outstanding

Asks questions pertaining to job tasks

1 2 3 4 5

Unsatisfactory

Average

Outstanding

Follows instructions

1 2 3 4 5

Unsatisfactory

Average

Outstanding

Were the Intern's communications (email, telephone, in person) professional and respectful of the Career Development Center Office staff?

- Yes
- No
- Needs Improvement (please explain)

Was initiative shown in finding an Internship and/or in following up on Internship referrals?

- Yes
- Some
- Not Applicable
- Needs Improvement (please explain)

Did the Intern discuss concerns with the Internship Coordinator prior to terminating internship?

- Yes
- No
- Not Applicable

CCD Internship Coordinator: _____
Print Name Signature Date

Internship Time Sheet

Name: _____		
First	M.I.	Last
S#: S _____	Phone #: _____	
Email: _____@student.cccs.edu		
Your official CCD email account is the only email CCD will accept for correspondence.		

A timesheet must be completed, signed, & submitted every two weeks to the CCD Faculty Advisor. The student intern can start counting hours once registered & enrolled in the Internship Program.

Log: Write 1 - 2 sentences about your on-the-job experiences each week.

Week of: ____/____/____

Week of: ____/____/____

Hours worked each day for the week of:

____/____/____

(Round to nearest half hour)

Day of the Week	Hours Worked
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
Total Hours:	

Hours worked each day for the week of:

____/____/____

(Round to nearest half hour)

Day of the Week	Hours Worked
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
Total Hours:	

Total Hours For Both Weeks: _____

Student: _____

Print Name

Signature

Date

Internship Site Supervisor: _____

Print Name

Signature

Date



Student Volunteer Internship Agreement

Please Print

I _____, have agreed to volunteer as an intern at _____ in the _____ department from _____ (begin date) to approximately _____ (end date). I understand that I will not be paid for my internship services, that I am not covered under Worker's Compensation, and that I cannot file for medical benefits in case an accident occurs while performing the duties of my internship experience.

Student: _____
Print Name Signature Date

Questions? Contact Matthew Sweeney, CHAMP Grant/Internship Coordinator at 303.352.3144

Download these forms at ccd.edu/studentforms | Center for Career & Technical Education