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Community College of Denver Center for Career & Technical Education

Internship Handbook

Student | Chair | Faculty Advisor | Employer



Career Development Center

Auraria Campus | Cherry Creek Building | Suite 111 | Denver, Colorado 303.352.3306 | CCD.EDU/CAREER

If you have any questions, contact the CHAMP Grant / Internship Coordinator Matthew Sweeney <u>matthew.sweeney@ccd.edu</u> 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 (CCTE-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

Center for Career and Technical Education Cherry Creek-Suite 201 Campus Box 900 P.O. Box 173363 Denver, CO 80217 Fax (303) 556-6319

Phone (303) 556-2487



Internship Agreement

Name:					
	First		M.I.	Last	
\$#: S		Phone #:		Cell #:	
Address:					
For all	Street		City	State	Zip Code @student.cccs.edu
				ame and #:	
nternship Site Mana	nger:		Internship	o Site:	
	Your official	CCD email account is the	he onlv email CCD w	ill accept for correspondence.	
nternship 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 Agreement

CCD Career Development Center Agrees to the Following:

- Review and visit the employer / internship sites to determine academic appropriateness.
- Provide staff to work with the internship site supervisor if needed.
- Connect student to CCD Human Resources to follow the proper process regarding Worker's Compensation if student is in an unpaid internship (we encourage all CCD internships to be PAID Internships).

CCD Faculty Advisor Agrees to the Following:

- Establish learning object vies with the student. Visit the student at the internship site.
- Issue the student a final grade. Clarify feedback on final internship evaluations, if needed.

Student:			
Print Name	Sign	ature	Date
CCTE Chair/Faculty Advisor:			
	Print Name	Signature	Date
CCD CDC Representative:			
	Print Name	Signature	Date
Internship Site Supervisor:			
	Print Name	Signature	Date

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.

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Student Internship Enrollment Agreement

ENROLLMENT PROCESS

Phone (303) 556-2487

I must register for a CCD internship course; I will be at the end of my academic program and I will complete all the internship requirements listed below before I can count any credit hours toward my CCD internship goals.

INTERNSHIP DOCUMENTS

I am authorized to start my internship only when the following documentation is submitted to my CCD Faculty Advisor or the Career Development Center:

- Faculty Recommendation
- Workers' Compensation-if applicable for unpaid
- Training Agreement and Learning Objectives Forms
- · Outline of Learning Objectives
- Internship Schedule

INTERNSHIP REQUIREMENTS

Time sheets will be submitted to the CCD Faculty Advisor every two weeks. No call/no show will lead to an automatic failure in the CCD internship course.

Please Print Student Name				
l,	have reviewed the CCD int	ternship documents with I	my faculty	advisor and I understand
both the enrollment process an	d the internship requireme	ents. By signing here, I ack	nowledge I	understand and agree to
these conditions.				
Student:				
Print Name	Sig	gnature	Date	
CCTE Chair/Faculty Advisor:				
	Print Name	Signature		Date

INTERNSHIP LEARNING OBJECTIVES

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 problemsolving 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.

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Student Evaluation of Internship

	First		M.I.	Last	
S#: S		Phone #:		Semester:	Year
Address:					
	Street		City	State	Zip Code
imail:					@student.cccs.edu
nternship Site Mai	nager:		Interns	nip Site:	
	Your officia	l CCD email accou	nt is the only email C	CD will accept for correspond	ence.
acement of CCD	intern students in the	future.		ence. This information w	II help us evaluate our
How satisfied Very Satis	were you with the train	ning you receiv Satisfied	-	<u> </u>	d (please explain)
Diagon rata th	- facilities at	en alaina aika			
Very Good	e facilities at your inter	rnsnip site.			
Good	ı				
☐ Good					
_	nificant Improvement				
_	nificant Improvement ur internship site supe	rvicor'e willings	acc to coord time	with you	
	•	I VISOI S WIIIIIIgi	iess to spend time	e with you.	
Very Good	ı				
☐ Good					
☐ Fair					
•	nificant Improvement				
_		rvisor's willingr	iess to explain cor	ncepts/procedures that w	vere difficult for you.
☐ Very Good	t				
Good					
Fair					
☐ Needs Sig	nificant Improvement				
Please rate yo	ur internship site supe	rvisor's willingr	ess to provide yo	u with constructive feed!	oack.
☐ Very Good	_				
	a				
Good	u				
Good Fair	u				

Student Evaluation of Internship

6.	Please rate your overall internship experience.
	☐ Outstanding
	☐ Very Good
	☐ Average ☐ Unsatisfactory
7	
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 Evaluation of Internship

15. Was assistance readily available from the Inter	nship Coord	dinator?		
I did not require assistance	Yes	No, please explain.		
	10.0			
16. Other comments (you are invited to attach add	litional shee	ets, if needed, for your remar	KS):	
I have used as plan to use the following CCD/CDC	`intornahin	comicae (places check all tha	t apply).	
I have used, or plan to use, the following CCD/CDC	, internship	services (please check all tha	с арріу):	
Online Job Listings http://ccd.edu/career				
Resume assistance				
Interview assistance				
Online career resources: CCD Career Con	rections			
THE STUDENT IS RESPONSIBLE FOR COMPLETING	THIS FORM	AND RETURNING IT TO THE C	CD INTERNSHIP COORDI	NATOR AS SOO
AS THE INTERNSHIP HOURS ARE COMPLETED.	THIS TOTAL	AND REPORTING IT TO THE C	CD INTERNOSTIII COORDI	VATOR AS SOO
A final integrable and a will not be incorded with a second		-II CCD into making an accident	-1-	
A final internship grade will not be issued until cor	npletion of a	all CCD internship requiremen	nts.	
G. de d				
Student: Print Name		 Signature	Date	
· · · · · · · · · · · · · · · · · · ·		J.B. Matare	Butte	
Places are the Mark are Superior Octobrilla				
Please email to: Matthew.Sweeney@ccd.edu				
Or mail to:				
Center for Career and Technical Education				
Attn: Matthew Sweeney				
Cherry Creek-Suite 201				
Campus Box 900				
P.O. Box 173363				
Denver, CO 80217				

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Phone (303) 556-2487



Student Performance Evaluation

Name of student intern:	Date of int	ernship:	
Internship site:	Site superv	visors name:	
TO THE INTERNSHIP SITE SUPERVIOL on the following skills that apply.	ISOR: On a scale from 1 to 5, rate the In	itern's demonstra	ated work performance
Interpersonal Skills			
Ability to get along with other 1 2	s 3	O 4	<u></u>
Unsatisfactory	Average		Outstanding
Cooperative in team setting 1 2	3	<u> </u>	<u></u>
Unsatisfactory	Average		Outstanding
Ability to receive constructive 1 2	e criticism 3	O 4	<u></u>
Unsatisfactory	Average		Outstanding
Communication Skills			
Exercises effective verbal and 2	written reporting skills 3	O 4	<u></u>
Unsatisfactory	Average		Outstanding
Displays appropriate electron	ic communication	() 4	<u></u>
Unsatisfactory	Average	 	Outstanding
Asks questions pertaining to jo	ob tasks 3	O 4	<u></u>
Unsatisfactory	Average		Outstanding
Follows instructions 1 2	3	O 4	<u></u>
Unsatisfactory	Average		Outstanding

Student Performance Evaluation

Work Ethic Traits Responsibility and dependability Unsatisfactory Average Outstanding Meets attendance requirements Unsatisfactory Average Outstanding Presents a neat appearance 3 Unsatisfactory Outstanding Average Manages time effectively 3 Unsatisfactory **Average** Outstanding **Problem Solving Skills** Able to recognize problems 3 Unsatisfactory **Average** Outstanding Takes initiative to deal with problems on the job 3 Unsatisfactory Average Outstanding **Evaluates activities** 3 Unsatisfactory Average Outstanding Uses results to develop new ideas 3 Unsatisfactory **Average** Outstanding Job/Technical Skills Unsatisfactory Outstanding **Average Overall Evaluation of Student's Work** Unsatisfactory **Average** Outstanding

Student Performance Evaluation

Denver, CO 80217
P.O. Box 173363
Campus Box 900
Cherry Creek-Suite 201
Attn: Matthew Sweeney
Or mail to: Center for Career and Technical Education
Please email to: Matthew.Sweeney@ccd.edu
Note to Internship Site Supervisor:
The Intern is responsible for giving this form to the Internship Site Supervisor for completion.
Print Name Signature Date
Internship Site Supervisor:
Additional Comments:
If a position were to become available within your organization, would you consider this CCD Intern student as a potential candidate? \square Yes \square No (Please explain)
Is this student prepared to work effectively in his/her chosen field?
Is this student propared to work offectively in his /her sheep field? Ves No (Please explain)
☐ Yes ☐ No (If not, please explain which skills/courses would better prepare our students)
are necessary for this student to succeed in this industry?

CHAMP Grant / Internship Coordinator, Matthew Sweeney: 303.352.3144

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General Guidelines for Internship Final Report

	First		M.I.	Las	ι
S#: S		_	Phone #:		
Email:	Your off	icial CCD email accour	nt is the only email CCD will	accept for correspond	@student.cccs.edu ence.
•	evaluation offers th w through with pro		•	opportunity to r	eflect on an Intern's
ease indicate s	emester: 🗌 Sprin	g 20	Summer 20)	☐ Fall 20
ourse Name an	d Number:				
☐ Very Satisfie☐ Satisfied☐ Not Satisfied	d (please explain)				with the Internship Office
w timely was to Very Prompt Prompt	he Intern at returning				
as the Intern pr Always Most of the	ompt in turning in tir	mesheets and ot	her required docum	entation?	
] Needs Impro	ovement (please expl	ain)			

		professional and respectful of the C	areer
Development Center Office st	aff?		
Yes			
□ No			
☐ Needs Improvement (ple	ase explain)		
	g an Internship and/or in following	up on Internship referrals?	
Yes			
Some			
☐ Not Applicable			
☐ Needs Improvement (ple	ase explain)		
Did the Intern discuss concern	is with the Internship Coordinator	prior to terminating internship?	
☐ Yes			
□ No			
☐ Not Applicable			
CCD Internship Coordinator:			
• -	Print Name	Signature	Date

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Internship Time Sheet

Name:			
First	M.I.	La	st
\$#: S	Phone #:		
Email:Y	our official CCD email account is the or	nly email CCD will accept for correspor	@student.cccs.edu
timesheet must be completed, sign ounting hours once registered & enr			The student intern can sta
Log: Write	e 1 - 2 sentences about your o	on-the-job experiences eacl	n week.
Veek of:/			
/eek of://			
Hours worked each day for the v		ked each day for the week o // nearest half hour)	f:
Day of the Week Hours Work	Day of the	Week Hours Worked	
Monday	Monday		
Tuesday	Tuesday		
Wednesday	Wednesda	У	
Thursday	Thursday		
Friday	Friday		Total Hours
Saturday	Saturday		For Both Weeks:
Sunday	Sunday		
Total Hours:	Total Ho	urs:	
cudent:			
Print Name	Signatu	ıre	Date
nternship Site Supervisor:			
	Print Name	Signature	Date

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Student Volunteer Internship Agreement

Please Print			
I		eer as an intern at (begin date) to approximately	
	ill not be paid for my internship	o services, that I am not covered under Work n accident occurs while performing the dutie	er's Compensation,
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