

# Internship Handbook

**Guidelines and Policies for Students and Employers**



# MACC INTERNSHIP QUICK FACTS

**Who:** MACC students with a minimum of 30 credit hours in a Career and Technical program of study, 2.5 GPA and/or approval from the Dean of Workforce Development and Technical Education or the Director of Career and Technical Programs.

**What:** Internship opportunities for variable credit hours (2-6 credit hours) with area businesses and industry employers. Students must complete a minimum of 45 contact hours per credit hour per semester. The internship can be paid or unpaid.

Work should be related to a student's area of study but should be structured to benefit both student and employer. A student may receive internship credit for his/her current employment. However, documentation must be supplied that shows the student's job as an intern will be expanded to include new duties in addition to those the student already performs as an employee.

Students will be supervised by the business/industry sponsor and report to their Internship Coordinator. Their Internship Coordinator is a faculty member or director/coordinator at MACC who oversees the internship experience.

**When:** Internships can be completed during the fall, spring or summer semester.

**Where:** Internships are flexible to include all areas that are related to a student's area of study (accounting, administration, electrical, manufacturing, agriculture, or other area).

**Why:** This course is designed to provide students real-life work experiences through on-the-job training with a field-related cooperating employer in the student's declared major.

**How:** If you are interested in a CTE Internship, talk with your academic advisor, the Director of Career and Technical Programs or the Director of CTE Data and Student Success.

## BENEFITS OF AN INTERNSHIP

### To the Student:

- Motives internship to develop positive work habits.
- Relates education to the world of work.
- Permits testing of career choices in an actual work situation.
- Increases employability and possibly starting salary.
- Strengthens employee/supervisor communication skills.

### To the Employer:

- Identifies prospective employees.
- Reduces costs of employee recruitment and training.
- Provides a means for interaction with Moberly Area Community College.

### To MACC:

- Provides opportunity for feedback on intern skills.
- Assists in response to specific training needs.
- Provides a means for interaction with employers.

## General Program Guidelines

1. The intern work assignment must relate to the student's declared Career and Technical Education degree or certificate program. (Job shadowing might also be an option before completing an internship. Talk with faculty members or a director if this would be of interest.)
2. A student must work 45 internship hours per credit hour.
3. A student who is already employed in an occupation related to his/her field of study may receive internship credit for that position. However, the employer and intern must be able to provide documentation that the intern will perform job duties beyond the normal scope of responsibility for his/her regular position.
4. Approval to enroll must be obtained from the CTE Program Coordinator, the Director of Career and Technical Programs or the Dean of Workforce Development and Technical Education.
5. The intern is required to meet with the Internship Coordinator as scheduled, to complete and submit all intern forms, and to submit the required assignments in a timely manner.
6. Changes in work assignments during the semester are discouraged, but should one be necessary, it must be approved by the Internship Coordinator prior to the change. An unapproved change could result in loss of college credit for the internship experience.
7. All internship assignments and responsibilities must be completed within the designated semester before a grade will be awarded.
8. The student is expected to take part in employer/employee events in the work place as would any regular employee of that business.
9. The student will establish beginning and ending dates of work and hours per week of work with the employer/supervisor and report both to the Internship Coordinator prior to the beginning of the experience.



# STUDENT INFORMATION

## **Securing an Internship**

Students are responsible to find an internship site. Once they have secured an internship, students should contact their Internship Coordinator (ask a faculty member or advisor to identify who that would be) to request access to the pre-internship Canvas shell. All information and forms can be found in the pre-internship shell as well as in this packet. Students who are still interviewing for internships can also be added to the shell. Additional helpful resources, such as videos about improving interview skills, can be found in the Canvas shell.

Internship credit can range from two to six credit hours. Students must work 45 hours for each credit hour enrolled.

## **Required Meetings**

Interns must obtain the approval of the Internship Coordinator and the employer/supervisor prior to enrolling in the class. Due to the planning this course requires, the timeline should be closely adhered to and all assignments should be submitted when due.

## **Intern/Internship Coordinator Office Visits**

Office visits are scheduled by the Internship Coordinator and the intern to submit forms, to discuss progress, to turn in required assignments, and to discuss evaluations by the employer/supervisor and grading by the Internship Coordinator. Some interns may require more office visits than others.

## **Intern Meetings with Employer/Supervisor**

If the student is already working in a job, the Internship Coordinator will assist in the completion of the requirements for the degree or certificate program in which the student is enrolled. The student should explain the program and its benefits to the employer/supervisor and then request the employer/supervisor's cooperation. There should be some agreement that the job description will expand to include new duties in addition to those the student has already been performing.

Employers who have agreed to provide an internship experience usually require an application and/or an interview to determine if the internship experience will be mutually beneficial. Students are expected to follow policies and guidelines of the employer, and to be a good representative of MACC while at the workplace.

## Suggested Internship Program Calendar

See Pre-Internship Canvas shell for more details.

### Grading

The final grade for the internship will be roughly based on the following:

1. Evaluation from Employer/Supervisor
2. Final paper or presentation. All writing assignments or presentations will be evaluated on both content, quality, and mechanics.
3. Weekly discussion threads. Weekly discussion threads will help students reflect upon their work experience and will facilitate learning more about the company or organization where they are working as well as better understanding the industry they are entering.
4. Documentation and consultation with the Internship Coordinator, time sheets, attitude, effort, cooperation, and timely submission of all requirements including a weekly time sheet.
5. Individual Internship Coordinators may adjust point values and assignments.

#### Sample Grade Components

25% of grade = Final Supervisor Evaluation \*  
25% of grade = Student Paper or Presentation  
25% of grade = Weekly Discussion Threads  
15% of grade = Time Sheets  
10% of grade = Student Self Evaluations

#### Grading Scale

90% or above = A  
80 – 89% = B  
70 - 79% = C  
60 - 69% = D  
0-59% = F

\* Mid-term evaluations may also be completed. If so, grade percentages will be adjusted.

### Forms

Students will need to complete the following forms:

Before the internship starts:

1. Form A – Internship Program Data Form
2. Form B – Internship Program Student Agreement
3. Form D – Internship Program Provisional Credit Hour Acceptance Form (also signed by Employer)
4. Internship Proposal (also signed by Internship Coordinator)

During internship:

1. Form E – Internship Program Time Sheet (other forms can be used if the employer has something the student can share with the Internship Coordinator)
2. Form H – Mid-Term Intern Self-Evaluation (if used by the Internship Coordinator)
3. Form I – Final Intern Self-Evaluation

## **General Reminders**

- The Internship Coordinator is a resource person to answer questions related to the Internship Program and is available throughout the semester to discuss internship and/or academic issues and concerns.
- Failure to keep scheduled appointments with the Internship Coordinator or to turn in required forms and time sheets may result in being withdrawn from the Internship Program.
- If the intern has an address or phone number change during the internship, it is the intern's responsibility to notify both the Internship Coordinator and the Employer/Supervisor of the change.
- The intern should follow the employer's standard procedure for notifying the employer/supervisor of absence from work. The intern should also always notify the Internship Coordinator. The absence should be recorded on the weekly time sheet along with the reason and the method by which the intern will make up the time.
- The intern should make every effort to treat the internship experience as if it were an actual job, acting professionally and working to the best of his/her abilities at all times. While at the job site, you are not only representing yourself, but also your faculty members, and MACC.
- If students need assistance with career preparation, including help with documents (resume, cover letter, job application form, etc.), appropriate business clothing, or other needs relating to an interview or internship, they can contact the Director of CTE Data and Student Success.



# EMPLOYER INFORMATION

## **General guidelines for Employers of MACC interns**

1. Internships can be paid or unpaid, and can take place during the summer, fall, or spring semester.
2. Internships are usually two credit hours, but can be anywhere from two to six credit hours. Students must work 45 hours per credit hour in order to complete the requirement for credit.
3. Students are responsible to follow the policies and guideline of the employer. Employers are asked to contact the Internship Coordinator if any issues arise.
4. The Internship Coordinator at MACC will contact the Employer once the student has arranged the internship. This initial contact will confirm that the work is appropriate for a student's area of study. The Internship Coordinator will also contact the employer one to two times throughout the semester to ensure the internship is going smoothly.
5. Employers are requested to sign off on weekly timesheets the student must turn in.
6. If a student is already working at the place of employment, in order for the work to count toward an internship, additional duties must be assigned. The Internship Coordinator would work with the employer to ensure the additional duties fit within a student's scope of study.
7. Employers might be asked to complete a mid-term evaluation for the student. Final evaluations are required.
8. Employers are asked to review and complete the following forms:
  - a. Form C – Internship Program Employer/Supervisor Agreement
  - b. Form D – Internship Program Provisional Credit Hour Acceptance Form (also signed by student)
  - c. Form F – Mid-Term Supervisor Evaluation (half way through internship)
  - d. Form G – Final Supervisor Evaluation (at end of internship)

**Form A**  
**Moberly Area Community College**  
**Internship Program Data Form**



*(This form is to be completed by the intern and submitted to the Internship Coordinator along with the Independent Study Proposal form as part of the registration process for an internship.)*

<b>Intern's Name</b>			
<b>Intern's Street Address</b>			
<b>Intern's City/State/Zip</b>			
<b>Intern's Telephone Number</b>	<b>Home</b>	<b>Cell</b>	<b>Work</b>
<b>MACC Advisor</b>			
<b>Internship Coordinator</b>			
<b>Internship Position</b>			
<b>Internship Employer</b>			
<b>Internship Duties</b>			
<b>Internship Semester</b>	Check appropriate box: <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring Year:		
<b>Internship Employer/Supervisor</b>			
<b>Internship Employer's Address</b>			
<b>Internship Employer's Phone Number</b>			

**MACC Class Schedule:**

Monday: \_\_\_\_\_  
 Tuesday: \_\_\_\_\_  
 Wednesday: \_\_\_\_\_  
 Thursday: \_\_\_\_\_  
 Friday: \_\_\_\_\_

**Internship Work Schedule:**

Monday: \_\_\_\_\_  
 Tuesday: \_\_\_\_\_  
 Wednesday: \_\_\_\_\_  
 Thursday: \_\_\_\_\_  
 Friday: \_\_\_\_\_

**Form B**  
**Moberly Area Community College**  
**Internship Program Student Agreement**

*(This form is to be completed by the intern and submitted to the Internship Coordinator prior to the start of or no later than the end of the first week of the internship.)*

As a condition for acceptance into the Moberly Area Community College Internship Program, I agree to the following:

1. To be regular and prompt in attendance in college classes, meetings with the Internship Coordinator, and at the internship site. If I am late or absent from work, I will follow the procedure of the work place for notifying my Employer/Supervisor, and I will notify the Internship Coordinator as well.
2. I understand the meaning of the Provisional Credit Hour Acceptance Form.
3. I understand that if during the semester, I quit the internship without consulting the Internship Coordinator, I will not receive the college credits for the internship.
4. If I report contradicting information to the Employer/Supervisor and the Internship Coordinator, I realize I could be withdrawn from the program.
5. In the work place, I will dress and groom myself according to the acceptable standards for that work place.
6. I will follow all rules and regulations of the work place. I understand that while I am at work I will not receive visitors, use the phone for personal calls, or knowingly behave in any manner unacceptable to my Employer/Supervisor. I will follow the work place's policy on the use of personal cell phones and/or other electronic devices during work hours. I understand the necessity of maintaining strict confidentiality.
7. I will work in such a manner that will reflect positively on myself, Moberly Area Community College, and my employer and will perform all duties honestly and ethically.
8. I understand that I am to complete assignments and turn them in to the Internship Coordinator when they are due.
9. I know that if my conduct or work is not satisfactory that my internship can be discontinued which could result in a failing grade for the course.
10. I have read and understand the grading criteria and procedures and agree to those standards.

**Form B (Continued)**  
**Moberly Area Community College**  
**Internship Program Student Agreement**

In signing this document, I indicate that I have read the Internship Handbook for Career and Technical Programs. I have also read and fully understand the written agreement between MACC and the participating agency.

Please check which one applies:

- For Paid Internship:** I fully understand that any remuneration for my internship is being provided by the employer/work site.
  
- For Un-paid Internship:** I fully understand that I am volunteering in a temporary capacity with the participating business, and I will not be receiving remuneration for my work experience beyond the college credit.

My signature further indicates that I fully understand the expectations of all concerned in the Internship Program, and that I voluntarily desire to participate in the Internship Program as it is so written.

I have read the preceding statements and agree with them.

\_\_\_\_\_  
Intern

\_\_\_\_\_  
Internship Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Form C**  
**Moberly Area Community College**  
**Internship Program Employer/Supervisor Agreement**



*(This form is to be completed by the employer/supervisor and submitted to the intern no later than the end of the first week of the internship. The intern will submit this form to the Internship Coordinator.)*

As an employer/supervisor for the MACC Internship Program, I agree to the following:

1. To provide the intern a minimum of 45 total clock hours per credit hour within the current semester and verify hours by signing weekly timesheets.
2. To permit the Internship Coordinator to make two contacts with the work place per semester. A personal visit or phone call may be used.
3. To work with the Internship Coordinator in making any major adjustments or changes in the job requirements (i.e. change of job title, change in work hours, etc.).
4. To inform the Internship Coordinator whether or not the intern is carrying out training on the job in such a manner that will reflect positively upon the employer, the Internship Program, and MACC.
5. To notify the Internship Coordinator in case of excessive absence on the part of the intern.
6. If the intern's work or conduct is not satisfactory, the internship may be discontinued.
7. To complete an evaluation sheet at mid-term and at the end of the semester for each intern.
8. To encourage the intern to be appropriately dressed and groomed for the work place.
9. To help and encourage the intern in his/her professional growth and development.
10. The cooperating employer/supervisor agrees not to discriminate against interns on the basis of sex, handicap, race, creed, color, religion, national origin, age, marital or parental status in making available opportunities in the Internship Program.

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Employer/Supervisor

Date

**Form D**  
**Moberly Area Community College**  
**Internship Program Provisional Credit Hour Acceptance**  
**Form**



*(This form is to be completed by the both the intern and the employer/supervisor and submitted to the Internship Coordinator no later than the end of the first week of the internship.)*

College credit is given for the Internship Program for a minimum of two college credits up to six college credits based on working a minimum of 45 total clock hours per credit hour.

<b>Number of College Credits</b>	<b>Total Clock Hours Required</b>
2 college credit hours	90 clock hours
3 college credit hours	135 clock hours
4 college credit hours	180 clock hours
5 college credit hours	225 clock hours
6 college credit hours	270 clock hours

I understand that in order to receive \_\_\_\_\_ college credits for the Internship Program, I must  
(# of credits)  
 work a minimum of \_\_\_\_\_ total clock hours within the current semester.  
(total clock hours from table)

\_\_\_\_\_  
 Student

\_\_\_\_\_  
 Date

I understand that in order for the intern to receive college credit for the Internship Program, I must provide the minimum number of clock hours per credit hour within the current semester as stated above.

\_\_\_\_\_  
 Employer/Supervisor

\_\_\_\_\_  
 Date

**Form E**  
**Moberly Area Community College**  
**Internship Program Time Sheet**

*Copy this form and turn in weekly to Internship Coordinator.*

<b>Name</b>	
<b>Facility</b>	

<b>Start Date</b>	
<b>End Date</b>	

Hours for Week	Start Time	Lunch	End Time	Total Hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
			<b>Weekly Total</b>	

<b>Days Tardy or Absent and Reason:</b>
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<b>Summarize Duties Performed:</b>
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\_\_\_\_\_  
 Intern

\_\_\_\_\_  
 Employer/Supervisor

**Form F**  
**Moberly Area Community College**  
**Internship Program Mid-Term Supervisor Evaluation**



<b>Intern</b>	
<b>Work Site</b>	
<b>Internship Start Date</b>	<b>Mid-Term Evaluation End Date</b>

Evaluation from the supervisor at the work site is a major portion of the intern’s grade. The numerical ranking of the intern on each point equates to a 4.0 grading scale (1 is equivalent to an “F” and 5 is equivalent to an “A”). If there are items listed below that are not relevant for the intern’s work situation, please mark them with N/A for not applicable.

- 1 Failed to meet minimum requirements
- 2 Marginal performance
- 3 Average performance
- 4 Above average performance
- 5 Outstanding performance

<b>Ranking</b>	<b>Quality</b>	<b>Rating Considerations</b>
	Dependability	On time for work, regular work attendance, follows procedure if late or unable to attend work.
	Cooperation	Works willingly, works with others, accepts direction.
	Initiative	Shows interest in learning within the work environment, willing to assist others, willing to take on new projects.
	Knowledge and Skills	Demonstrates appropriate knowledge/skill level for an entry-level person working in a similar position.
	Accuracy	Produces work accurately in accordance to quality standards, proofreads written assignments.
	Productivity	Work production, both quantity <u>and</u> quality, is at appropriate level for position.
	Professionalism	Accepts criticism, follows chain of command, demonstrates professional behavior and ethics.
	Interpersonal Skills	Interacts well with co-workers, supervisors, and customers and/or clients.
	Appearance	Dresses appropriately for work place and practices acceptable hygiene.
	Employability	Employable in this setting and would consider hiring if an opening existed.

**Please respond to the following:**

What suggestions can you offer to help the intern be a better employee?

In your opinion, are there areas in which Moberly Area Community College could provide the intern with additional training that would increase the intern's value as an employee?

I grant permission to the Internship Coordinator to disclose the Mid-Term Supervisor Evaluation to the intern. Please check box.  Yes  No

\_\_\_\_\_  
Employer/Supervisor

\_\_\_\_\_  
Date

**Form G**  
**Moberly Area Community College**  
**Internship Program Final Supervisor Evaluation**



<b>Intern</b>		
<b>Work Site</b>		
<b>Internship Start Date</b>		<b>Final-Term Evaluation End Date</b>

The Final Supervisor Evaluation represents 50% of the intern’s final grade. The numerical ranking of the intern on each point equates to a 4.0 grading scale (1 is equivalent to an “F” and 5 is equivalent to an “A”). If there are items listed below that are not relevant for the intern’s work situation, please mark them with N/A for not applicable.

- 1 Failed to meet minimum requirements
- 2 Marginal performance
- 3 Average performance
- 4 Above average performance
- 5 Outstanding performance

<b>Ranking</b>	<b>Quality</b>	<b>Rating Considerations</b>
	Dependability	On time for work, regular work attendance, follows procedure if late or unable to attend work.
	Cooperation	Works willingly, works with others, accepts direction.
	Initiative	Shows interest in learning within the work environment, willing to assist others, willing to take on new projects.
	Knowledge and Skills	Demonstrates appropriate knowledge/skill level for an entry-level person working in a similar position.
	Accuracy	Produces work accurately in accordance to quality standards, proofreads written assignments.
	Productivity	Work production, both quantity <u>and</u> quality, is at appropriate level for position.
	Professionalism	Accepts criticism, follows chain of command, demonstrates professional behavior and ethics.
	Interpersonal Skills	Interacts well with co-workers, supervisors, and customers and/or clients.
	Appearance	Dresses appropriately for work place and practices acceptable hygiene.
	Employability	Employable in this setting and would consider hiring if an opening existed.

**Please respond to the following:**

What suggestions can you offer to help the intern be a better employee?

In your opinion, are there areas in which Moberly Area Community College could provide the intern with additional training that would increase the intern's value as an employee?

I grant permission to the Internship Coordinator to disclose the Final Supervisor Evaluation to the intern. Please check box.  Yes  No

\_\_\_\_\_  
Employer/Supervisor

\_\_\_\_\_  
Date

**Form H**  
**Moberly Area Community College**  
**Internship Program Mid-Term Intern Self-evaluation**



<b>Intern</b>		
<b>Work Site</b>		
<b>Internship Start Date</b>		<b>Mid-Term Evaluation End Date</b>

Please reflect on your job performance during your internship experience using the following items. The numerical ranking of each item equates to a 4.0 grading scale (1 is equivalent to an “F” and 5 is equivalent to an “A”). If there are items listed below that are not relevant for your work situation, please mark them with N/A for not applicable. The completion of this self-evaluation will count toward your final grade.

- 1 Failed to meet minimum requirements
- 2 Marginal performance
- 3 Average performance
- 4 Above average performance
- 5 Outstanding performance

<b>Ranking</b>	<b>Quality</b>	<b>Rating Considerations</b>
	Dependability	On time for work, regular work attendance, follows procedure if late or unable to attend work.
	Cooperation	Works willingly, works with others, accepts direction.
	Initiative	Shows interest in learning within the work environment, willing to assist others, willing to take on new projects.
	Knowledge and Skills	Demonstrates appropriate knowledge/skill level for an entry-level person working in a similar position.
	Accuracy	Produces work accurately in accordance to quality standards, proofreads written assignments.
	Productivity	Work production, both quantity <u>and</u> quality, is at appropriate level for position.
	Professionalism	Accepts criticism, follows chain of command, demonstrates professional behavior and ethics.
	Interpersonal Skills	Interacts well with co-workers, supervisors, and customers and/or clients.

	Appearance	Dresses appropriately for work place and practices acceptable hygiene.
	Employability	Employable in this setting and would consider hiring if an opening existed.

**Please respond to the following:**

What areas of improvement can you suggest to help you become a better employee?

In your opinion, are there areas in which Moberly Area Community College could provide additional training that would increase your value as an employee?

**Form I**  
**Moberly Area Community College**  
**Internship Program Final Intern Self-evaluation**



<b>Intern</b>		
<b>Work Site</b>		
<b>Internship Start Date</b>		<b>Final-Term Evaluation End Date</b>

Please reflect on your job performance during your internship experience using the following items. The numerical ranking of each item equates to a 4.0 grading scale (1 is equivalent to an “F” and 5 is equivalent to an “A”). If there are items listed below that are not relevant for your work situation, please mark them with N/A for not applicable. The completion of this self-evaluation will count toward your final grade.

- 1 Failed to meet minimum requirements
- 2 Marginal performance
- 3 Average performance
- 4 Above average performance
- 5 Outstanding performance

<b>Ranking</b>	<b>Quality</b>	<b>Rating Considerations</b>
	Dependability	On time for work, regular work attendance, follows procedure if late or unable to attend work.
	Cooperation	Works willingly, works with others, accepts direction.
	Initiative	Shows interest in learning within the work environment, willing to assist others, willing to take on new projects.
	Knowledge and Skills	Demonstrates appropriate knowledge/skill level for an entry-level person working in a similar position.
	Accuracy	Produces work accurately in accordance to quality standards, proofreads written assignments.
	Productivity	Work production, both quantity <u>and</u> quality, is at appropriate level for position.
	Professionalism	Accepts criticism, follows chain of command, demonstrates professional behavior and ethics.
	Interpersonal Skills	Interacts well with co-workers, supervisors, and customers and/or clients.

	Appearance	Dresses appropriately for work place and practices acceptable hygiene.
	Employability	Employable in this setting and would consider hiring if an opening existed.

**Please respond to the following:**

What areas of improvement can you suggest to help you become a better employee?

In your opinion, are there areas in which Moberly Area Community College could provide additional training that would increase your value as an employee?

## Form I (Continued)

Moberly Area Community College

### Internship Program Final Intern Self-evaluation

Please answer all questions objectively and honestly. Your evaluation will provide valuable information for the improvement of the internship program. Please use the rating scales listed below:

- 1 Failed to meet expectations
- 2 Marginally helpful
- 3 Average
- 4 Good
- 5 Excellent

Ranking	Statement
	Rate the overall internship experience.
	During the internship, I was able to experience all aspects of the position.
	Internship duties and responsibilities were clearly defined.
	Work hours were utilized in a beneficial way.
	The employer/supervisor was supportive of my efforts.
	My relationship with the employer/supervisor was compatible and agreeable.
	Other employees in the workplace were willing to help with my training.
	The chain of command in the work place was clearly defined and easy to follow.
	My college classes adequately prepared me for the internship position.
	The Internship Coordinator was available for help when needed.
	The internship experience was relevant to my career goals.
	I feel more confident about job expectations since completing the internship.
	My college training gave me the knowledge to accurately assess whether or not the work site operated according to accepted industry policy and procedures.
	The internship experience furthered my professional growth and development.

**Please answer the questions below briefly.**

Please list the classroom skills used most often during the internship.
Describe the value of the internship to you both personally and professionally.
What skills were learned or further developed during the internship experience?
Do you think the internship was more or less beneficial than traditional classroom instruction? Please explain.
What suggestions do you have to improve the internship program?
Would you recommend this work site to another student? If no, why not?
Please provide any additional comments or information not discussed previously that you wish to share.

\_\_\_\_\_  
Intern

\_\_\_\_\_  
Date



