



**Eastern West Virginia**  
Community & Technical College

## **Internship General Information**

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- It is ultimately the responsibility of the student to secure an internship
- Internship can be paid or unpaid
- Students should be placed in an internship outside of his/her current place of employment or at least in a different job capacity to assure application of new skills. Credits will only be granted if experiences are outside the scope of the student's current job
- The student must be in his/her final semester (completed 75% of the program)
- The student must have a GPA of at least 2.00
- All intern students are required to complete a minimum of 40 work hours per one credit hour (120 hours for three credits hours)

### **Internship Prerequisite**

- All internships must have prior approval from the Academic Director, Dean of Workforce, or designee
- The student must complete the internship application form which is provided by the Academic Director, Dean of Workforce, or designee
- Students should indicate the dates and hours of planned work at the internship
- Students must submit a one page statement of career goals and explanation of how this internship will help the student reach those goals by describing the scope of work, objectives, and the internship provider's expectations. This description must be discussed with the instructor before start of the internship
- The student should write at least three to four paragraphs detailing responsibilities and duties at the internship
- All interns should attend one orientation session prior to start of the internship
- Once approved by the Academic Director, Dean of Workforce, or designee, the intern can start the internship

### **Internship Assignments**

- Students should write two pages of weekly report to incorporate accomplished practices and to validate learning of program skills/outcomes. These reports should be submitted to the internship evaluator on a weekly basis and they should reflect what the students learn in relation to program skills/outcomes
- The intern must submit a two page summary of the activities when the internship is completed before a grade is assigned for the experience
- All interns should submit a sample resume and cover letter at the end of the internship



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## Application for Internship

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Check the intended semester:

Fall    Spring    Summer    Year: \_\_\_\_\_

Course name and number:

Degree Program:

Student's name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone number(s) home \_\_\_\_\_ work \_\_\_\_\_

Student's ID number \_\_\_\_\_ E-mail \_\_\_\_\_

Describe the type of organization in which you would like to complete the internship:

List your intended supervisor and site for your internship experience.

Supervisor: \_\_\_\_\_

Position and title: \_\_\_\_\_

Institution: \_\_\_\_\_

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

City, State, Zip Code: \_\_\_\_\_

Phone number (\_\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

Attach the following to this application:

1. A list of all courses completed prior to beginning this internship.
2. A statement of your career goals and explanation of how this internship will help you reach those goals.
3. Write at least three to four paragraphs detailing responsibilities and duties at the internship
4. Confidentiality agreement

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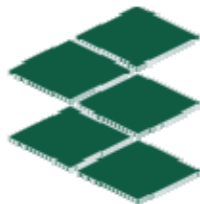
Signature of Student

Date

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Signature of Academic Program Director / Dean of Workforce or Designee

Date



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**Confidentiality Agreement Form**

**Student Name:**

By signing this agreement I realize that it is my responsibility to help and support my internship provider and to perform my duties in a professional and confidential manner. I further acknowledge that any confidential information gained through the internship will be kept confidential, regarding the business of the firm, institution, or agency. It is my responsibility to maintain high personal standards and a willingness to learn on the job.

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Student's Signature

Date



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## Employer Evaluation of Student Intern

Student's name \_\_\_\_\_ Organization: \_\_\_\_\_

Internship dates (begin/end):  
\_\_\_\_\_

# of hours worked:  
\_\_\_\_\_

Please rate the intern in each category:

	Outstanding	Good	Average	Marginal	Unsatisfactory
Relationship with others on the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge in the field of study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to learn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude-Application to work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment/Personal attributes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer service skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance and punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communications skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional remarks: \_\_\_\_\_

\_\_\_\_\_

Has this report been discussed with the student?  Yes  No

Supervisor's name and title \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

Signature (type or print) \_\_\_\_\_ Date \_\_\_\_\_

