Internship and Cooperative Education for AS or PSAV Career & Technical Program Majors
Check Sheet

Student’s Name _____________________________________________
Name of Career & Technical Program ___________________________

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>Learning Agreement</td>
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</tr>
<tr>
<td>Internship Site Host (business or organization) Signed Agreement</td>
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<tr>
<td>Copy of Unofficial Transcript</td>
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<tr>
<td>Assignment</td>
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<tr>
<td>Student Registers for Course</td>
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<tr>
<td>Student Internship Site Review</td>
<td></td>
<td></td>
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<tr>
<td>(To be completed no later than one week before designated ending date of internship)</td>
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<tr>
<td>Intern Performance Evaluation</td>
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<tr>
<td>(To be completed no later than one week before designated ending date of internship)</td>
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Internship Process:

- Student must be declared in a Career & Technical Program major that offers an internship as part of the degree requirement or option.
- Student contacts the Program Instructor, a Program Specialist or EFSC Career Services Center to determine if appropriate course work has been completed and student is prepared for an internship. Instructor must agree to be the "instructor of record" for the internship.
- Student works to find the appropriate business or organization (also referred to as "internship site host") that will sponsor an internship. If student cannot find an appropriate business or organization then the Career Services Center or a Career & Technical Programs Specialist is available to support this effort.
- Student meets with Instructor to establish internship goals.
- Instructor works with appropriate EFSC personnel to build course section in Banner.
- Student submits forms to the Instructor of Record and copies to the Specialist or Career Services Center assigned to the program.

Submitted by (name of EFSC staff or faculty):               Date
Internship or Cooperative Education

Student Information

Personal Information

Last Name: [Redacted]  First Name: [Redacted]

Student B#:

Address:

City:  State:  Zip:

E-mail :

Home Phone:

Major:  Instructor:

Emergency Contact Information

Last Name:  First Name:

Address:

City:  State:  Zip:

Home Phone:  Alternate Phone:

Relationship:

Internship Site Host (Business or Agency) Information

Site Host Name (Business or Agency):

Address:

Phone Number:

E-mail:

Site Host Internship Supervisor:

Comments:

Signature:
Internship and Cooperative Education
Learning Agreement

Definition: Paid or unpaid work-based learning experience that brings practical application to learning beyond the classroom which includes both soft and technical skills.

Requirements to participate:

- Student must be declared in a Career & Technical Program major that offers an internship as part of the degree requirement or option
- A percentage of a program must be completed and instructor approval required. Percentage of program completion varies. Please check with the instructor or Career Services Center or Career & Technical Programs Specialist.
- Good academic standing
- All prep courses must be completed
- Internship or Co-op assignment must be in the field of study
- Internship or Co-op application which includes:
  1. A Learning Agreement signed by the student, instructor, and internship site host (business or organization) which includes measurable performance objectives and a list of on-the-job and related learning experiences, including a work environment which reflects equipment, skills and tasks relevant to the occupation the student has chosen as a career goal.
  2. Attach unofficial transcript to Learning Agreement.
- All documentation must be complete prior to registration
- Student must register for the Internship or Co-op course and pay the tuition prior to beginning the Internship or Co-op

Responsibility of Internship/Cooperative Education Student:

- Attend all interview appointments and new internship training sessions. Give adequate notice to the EFSC contacts (i.e. Career Services Center or Career & Technical Programs Specialist) and instructor and internship site host (business or organization) if you are unable to attend these sessions.
- Make a decision on an internship site host’s offer for placement within two business days
- Once placed, remain on the internship position for the duration of the Internship/Co-op training period.
- Adhere to the internship host’s (business or organization) policies and procedures
- Meet EFSC academic, performance and conduct standards
- Notify the instructor, Career Services Center or Career & Technical Programs Specialist and internship site host (business or organization) immediately of changes in student status
- Excessive absences or tardiness may serve as a basis for termination from the internship and Internship/Co-op resulting in failing grade
- The following must be submitted to the instructor before a grade can be assigned:
  1. All required assignments
  2. Student Worksite Review
  3. Employee Performance Evaluation
Responsibility of Internship Site Host (Business or Organization)

- Designate a staff member from your business or organization to maintain contact with the instructor of record. Contact with the designated college personnel in the Career Services Center or Career & Technical Programs Specialist is encouraged but not required.
- Complete the appropriate EFSC Internship forms to provide the EFSC faculty member (instructor of record) with responsibilities assigned to the intern.
- Establish work schedules consistent with the college’s academic calendar that enable students to complete the Internship/Co-op.
- Orient the student to the internship site host’s (business or organization) mission, vision, policies and procedures.
- Provide relevant work and adequate supervision to meet learning objectives, ensuring professional development in accordance with the established schedule.
- Notify the instructor and Career Services Center or Career & Technical Programs Specialist of any changes in student’s employment status or work duties. Job functions must remain consistent with the student’s field of study.
- Internship Performance Evaluation must be completed at the end of the work assignment and no later than one week before the end of the term.

Responsibility of Eastern Florida State College:

Instructor:
- Work with internship site host (business or organization) to establish Internship or Co-op opportunities for students
- Work with students to complete Internship/Co-op forms and verify information
- Identify learning objectives for the student and employer
- Notify Department Chair of Internship/Co-op course and set up the Internship or Co-op course in Banner
- Monitor student work and academic experience
- Notify Career & Technical Programs Specialist and employer of any changes in the student’s eligibility status
- Ensure grade is posted at the completion of assignment
- Submit all Internship/Co-op forms/records to the assigned specialist from the Career Services Center or the assigned Career & Technical Programs Specialist

Career Services Center or Career & Technical Programs Specialist:
- Inform prospective candidates and instructors of internship opportunities
- Maintain all Internship/Co-op records and forms on file
- Work with internship site host (business or organization) to identify Internship or Co-op opportunities for students
- Work with internship site host (business or organization) to complete Internship/Co-op forms and verify information

Contact Information:
- Instructor
- Specialist
  (Career Services Center or Career & Technical Programs or other)
Internship and Cooperative Education Learning Agreement

The Learning Agreement should be formulated by the instructor in concert with the student and the internship site host (business or organization).

Learning Objectives:
These learning objectives should be specific, measurable and personal within the student’s ability to accomplish, in accord with the student’s curriculum and judged worthy and appropriate by the instructor.

Learning Assessment:
The student will demonstrate that they have achieved the learning objectives identified above by:

Beginning Date:

Ending Date:

Term and year of Internship
FALL
SPRING
SUMMER
This Learning Agreement establishes the mutual understanding and respective responsibilities of Eastern Florida State College, the internship site host (business or organization) and student for the Internship and Cooperative (Co-op) Education Program. Modifications to the terms of this agreement can only be made with written consent from all parties.

Student Printed Name:

Signature: ___________________________ Date:

Instructor Printed Name and Title:

Signature: ___________________________ Date:

Internship Site Host (Business or Organization) Representative
Printed Name and Title:

Signature: ___________________________ Date:

Career Services Center or Career & Technical Programs Specialist
Printed Name:

Signature: ___________________________ Date:

Internship Site Host (business or organization) Performance Evaluation to be completed at the end of the assignment by the supervisor.

Student Worksite Review to be completed at the end of the assignment.

Original signed Internship forms to be routed to the assigned college contact (Career Services Center or Career & Technical Programs Specialist)

Copy 1 of complete Internship forms for Internship Instructor ________________ (to be routed by the assigned college contact)

Copy 2 for Student’s records
# Internship Site HOST Performance Evaluation

## STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Student B#</th>
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</thead>
<tbody>
<tr>
<td>Job Title</td>
<td>Date</td>
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<tr>
<td>Department</td>
<td>Supervisor</td>
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</table>

## Review Period

to

## Performance Areas

<table>
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<tr>
<th>Performance Areas</th>
<th>1 = Poor</th>
<th>2 = Fair</th>
<th>3 = Satisfactory</th>
<th>4 = Good</th>
<th>5 = Excellent</th>
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<tbody>
<tr>
<td>Job Knowledge</td>
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<td>Comments</td>
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<tr>
<td>Work Quality</td>
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<tr>
<td>Comments</td>
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<tr>
<td>Attendance/Punctuality</td>
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<td>Comments</td>
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<tr>
<td>Attitude</td>
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<td>Comments</td>
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<tr>
<td>Communication/Listening Skills</td>
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<tr>
<td>Comments</td>
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<tr>
<td>Dependability</td>
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<td>Comments</td>
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</table>

### Would you offer this student a position upon graduation if a position was available?
- Yes [ ]
- No [ ]

### Based on your observation of the student, were they adequately prepared for this job? Consider educational and skill preparation, as well as work experience?
- Yes [ ]
- No [ ]

## Comments

## Verification of Review

Assessment of the work performance will be a joint effort by the internship site host, the student, instructor and the assigned college contact (Career Services Center or Career & Technical Specialist). Course grade will be assigned by the instructor.

**Signatures:**

<table>
<thead>
<tr>
<th>Site Host /SUPERVISOR</th>
<th>Date</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Student</th>
<th>Date</th>
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</tbody>
</table>
# Internship and Cooperative Education

## Student Worksite Review

### STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Student B#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
<td>Date</td>
</tr>
<tr>
<td>Program of Study</td>
<td>Employer</td>
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</tbody>
</table>

### PERFORMANCE AREAS

<table>
<thead>
<tr>
<th></th>
<th>1 = Poor</th>
<th>2 = Fair</th>
<th>3 = Satisfactory</th>
<th>4 = Good</th>
<th>5 = Excellent</th>
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<tbody>
<tr>
<td>Quality of on-site supervision</td>
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<td>Comments</td>
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<tr>
<td>Technical skills from major were utilized and developed</td>
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<tr>
<td>Comments</td>
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<tr>
<td>Quality of direction from supervisor</td>
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<tr>
<td>Comments</td>
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<tr>
<td>Preparation for the real world of work</td>
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<tr>
<td>Comments</td>
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<td></td>
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<tr>
<td>Overall quality of internship</td>
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<tr>
<td>Comments</td>
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<tr>
<td>Would you recommend your internship location to another student?</td>
<td>Yes</td>
<td>No</td>
<td></td>
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<tr>
<td>Why or why not?</td>
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### Verification of student Worksite Review

*Signature:*

<table>
<thead>
<tr>
<th>Student</th>
<th>Date</th>
</tr>
</thead>
</table>