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

Name of Student _____________________________________________

Student e-mail and telephone number _____________________________________

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

Internship Process:

- Student must be declared in a Career & Technical Program major that offers an internship course as part of the degree requirement or option.

- Student contacts a Career & Technical Program Specialist to determine if appropriate course work has been completed and student is prepared for an internship. Provide copy of unofficial transcripts and resume.

- 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 must agree to serve as the “instructor of record” for the internship course.

- Instructor works with appropriate EFSC personnel to build the internship course section in Banner system.

- Student submits all original forms to the Instructor of Record. Instructor is to provide copies of the internship forms to the Specialist or Career Services Center assigned to the program. This is to include final evaluation by host site and student.

Check Sheet reviewed by: (name of EFSC staff or faculty): Date
INFORMATION

STUDENT / Personal Information

Last Name: First Name:
Student B#:
Address:
City: State: Zip:
E-mail:
Home Phone:
Major: Instructor:

STUDENT / 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:

Term and year of Internship
Fall _____ or Spring _____ or Summer _____
Internship and Cooperative Education
Responsibilities & Learning Agreement

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

Under the Fair Labor Standards Act, the following six criteria must be applied:

1. The Internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment.
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

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 GPA
- All core 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 for the internship course
- Student must register for the Internship or Co-op course and pay the tuition prior to beginning the Internship or Co-op
- Student must schedule an appointment with the Career Planning and Development Center to create a professional resume, and practice interview skills and review professional protocol for interns. Register and create a student account on College Central Network www.collegecentral.com/easternflorida
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, procedures and code of conduct.
- 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 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:
- Communicate with internship site host (business or organization) to identify the host site supervisor and establish method of how the supervisor will communicate with the instructor on student’s progress throughout the term
- Work with students to complete Internship/Co-op forms and verify information
- Identify learning objectives for the student to target while at the host site
- Notify Department Chair of internship course to be built and scheduled in Banner system
- Monitor student work and academic experience throughout the term
• Notify Career Center Coordinator or Career & Technical Programs Specialist and employer of any changes in the student’s eligibility status
• Ensure grade is posted at the completion of assignment
• Maintain original records of internship forms
• Provide copies of all internship forms/records to the assigned specialist from the Career Services Center or the assigned Career & Technical Programs Specialist. This is to include final evaluation by host site and student.

**EFSC Career Services Center or Career & Technical Programs Specialist:**
• Review internship process with prospective students and determine initial qualifications to participate in an internship
• Contact prospective host site as identified by the student to determine if the host site is appropriate for the technical program internship. Inform student if host site has been approved.
• Provide student with resources to prepare for internship search (i.e. Career Center services such as resume writing, job interview preparation, registration on College Central Network)
• Keep copies of internship forms *(as provided by the Instructor of Record)*
• Be aware of internship site host opportunities by local businesses and organization to include postings on College Central Network

**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).

Program degree: ____________________________ CCC ☐ AS ☐ BAS ☐

Number of Hours: (________)

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 ______ or SPRING _______ or 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 by student* indicates the student has read all parts of the Internship form and is in agreement to the terms of the learning agreement as well as understands the internship is unpaid, unless specifically designated by the host site and the student is not considered an employee of the host site unless also specifically identified by the host site.

**Student Signature:** ________________________________  Date: ______

**Instructor** Printed Name & 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 accepted by Instructor of Record.

**Copy 1** of completed Internship forms for CTP Specialist or Career Center contact
__________ (Instructor of Record is to route completed forms to this contact)

**Copy 2** for Student’s records (Instructor of Record to provide student with completed forms)
## Internship Site HOST Performance Evaluation

### STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Student B#</th>
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<table>
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<tr>
<th>Job Title</th>
<th>Date</th>
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<tr>
<th>Department</th>
<th>Supervisor</th>
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<tr>
<th>Review Period</th>
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### Performance Areas of student Intern

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<tr>
<th>Job Knowledge</th>
<th>1 = Poor</th>
<th>2 = Fair</th>
<th>3 = Satisfactory</th>
<th>4 = Good</th>
<th>5 = Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments</td>
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<tr>
<th>Work Quality</th>
<th>1 = Poor</th>
<th>2 = Fair</th>
<th>3 = Satisfactory</th>
<th>4 = Good</th>
<th>5 = Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments</td>
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<tr>
<th>Attendance/Punctuality</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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</thead>
<tbody>
<tr>
<td>Comments</td>
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<tr>
<th>Attitude</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>Comments</td>
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<thead>
<tr>
<th>Communication/Listening Skills</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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<td>Comments</td>
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<tr>
<th>Dependability</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>
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<td>Comments</td>
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Would you consider offering this student an employment position upon graduation if a position was available? Yes ____ or No ____

Based upon your observations of the student, were they adequately prepared for the internship? Consider educational and skill preparation as well as work experience. Yes ____ or No ____

### Comments

### Verification of Review:

Assessment of the work performance will be a joint effort by the internship site host, the student and the instructor. Course grade will be assigned by the instructor.

Signature of review per the **Site Host Supervisor** ________________________________ Date ________

Signature of review per the Student __________________________________________ Date ________
# Internship and Cooperative Education

## Student Worksite Review

### STUDENT INFORMATION

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

1 = Poor  2 = Fair  3 = Satisfactory  4 = Good  5 = Excellent

<table>
<thead>
<tr>
<th>Area</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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<tbody>
<tr>
<td>Quality of on-site supervision</td>
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<tr>
<td>Technical skills from major were utilized and developed</td>
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<tr>
<td>Quality of direction from supervisor</td>
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<td>Preparation for the real world of work</td>
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<tr>
<td>Overall quality of internship</td>
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Comments:

Would you recommend your internship location to another student? Yes [ ] No [ ]

Why or why not?

### Verification of student Worksite Review

**Signature:**

<table>
<thead>
<tr>
<th>Student</th>
<th>Date</th>
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Form Updated March 6, 2015