



Internship Program 2010-2011

Introduction:

Internships in conjunction with the Business and Computer Information Systems Department (BCIS) are made possible by a strong partnership between the student, the employer, and NWACC. A structured, educational program combines classroom learning with productive work experience in a field related to academic or career goals. In order for a student to participate in a BCIS internship in which NWACC will award academic credit, students must be currently enrolled in a BCIS program, and the student must be degree-seeking. Non-degree seeking students are not eligible to participate in the BCIS Internship Program. All internships must be supervised and employers must provide the necessary equipment needed for students to perform the job duties.

Internships are offered "as available," and it is strongly encouraged that students seek their own internships. The BCIS Division will have several internship opportunities; however, it is not possible for these opportunities to meet the needs of every student seeking an internship. Since these internships are offered for credit as part of a degree program, there are certain qualifications and expectations that must be met by both the intern and the employer. Internships are awarded on a highly competitive basis, and it is the responsibility of the Internship Program to recommend well rounded, prepared, and committed students to local employers; employers are also expected to meet the educational needs and goals of the NWACC student population.

Expectations:

Students must:

- Be in Good Academic Standing
- Have Completed 24 Hours of Coursework
- Have a 2.5 or Better GPA
- Be Able to Work 120 Hours During the Semester in any Combination of Full or Part Time
- Have a Letter of Recommendation From an Instructor
- Attend Mandatory Internship Training and Briefing Meetings During the Semester
- Complete Assigned Task by the End of the Semester and Submit Appropriate Portfolio to Receive Credit

Employers must:

- Complete an Internship Interest Form
- Identify a Project or Assignment for an Intern to Complete
- Complete a Site Visit with the Internship Coordinator Before the Intern Selection Process
- Provide the Intern with Appropriate Work Space in Which to do Their Job
- Guarantee that Filing and Other Office Tasks cannot Make Up More than 25% of the Intern's Expected Duties
- Be Willing to Fill Out a Pre and Post Internship Survey
- Provide the Intern with 120 Work Hours During the Semester in any Combination of Full or Part Time
- Facilitate the Learning Process by Assigning a Mentor or Manager

Structure:

Grades will be awarded at the end of the semester and will be a compilation of the mandatory pre-internship meetings, intern briefings, a portfolio, a presentation, and an employer assessment. Students will be required to present a portfolio which will include their pre and post assessment of the internship along with project specific reports, documents, data, etc. Students will also submit an 1800 word paper in their portfolio detailing what they have learned and experienced while completing their internship. Important components of this report could be new skills learned, professional networking opportunities, the work itself, the working environment, etc. The student will turn this portfolio into a 20 minute PowerPoint presentation which they will present to the Internship Coordinator and an appropriate audience to include but not limited to department chairs, Deans, BCIS faculty, and other NWACC Administrators.

The employer will also conduct a post interview and assessment that will contribute to the intern's grade. This assessment will be used not only to measure the intern's performance but to also identify potential problems or opportunities within the Internship Program. Once the portfolio and presentation is combined with the employer assessment, a grade will be awarded to the student. This grade will fulfill degree requirements and will become part of a student's permanent transcript at NWACC.

Selection:

Employers must submit a detailed job description to the Internship Coordinator detailing the project or special assignment for which the intern will be responsible as well as the necessary skills to complete the task(s) successfully. From that point, the Internship Coordinator will disseminate the opening to students who are members of the internship program and collect resumes from interested students. The top three candidates will be passed along to the Employer for final interviews and selection. The work schedule will be agreed upon by the employer and intern without interference from any NWACC representative.

Letter of Intent

2010-2011 NWACC Internship Program

Employer _____

Contact Person _____

Phone _____ Email _____

Number of Interns _____

Semester _____ Ongoing _____

By agreeing to accept an intern, you are agreeing to meet the ***Employer Expectations*** as mentioned in the preceding pages of this agreement. Likewise, NWACC agrees that any Intern sent to the Employer will have met the ***Student Expectations*** portion of the agreement and will have been vetted by the Institution before recommendation for the internship.

Employer Representative

Signature _____

Print _____

NWACC Representative

Signature _____

Print _____

Job Description

**Please take a moment to elaborate on the job/special project that you would like for an intern to complete. Please detail any specific skills that you require and any major physical work that must be done. If you would like previous experience within a certain field of study or employment, please note that as well. Be as specific as possible.