

Internship Program — Employer Workbook

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Welcome and Introduction

Thank you for your interest in the FCC Internship Program! The purpose of Internship Program is to combine classroom learning with employment in a position relating to a student's chosen field of study. Internships provide learning experiences not available in the classroom setting, as well as opportunities to explore career paths, acquire entry-level career experience, and develop workplace competencies that employers value when hiring new employees.

By hosting student interns, you play a vital role in the student learning process. We appreciate all you do to support our students during their internship experiences, and we hope you will find this handbook a helpful tool for navigating the internship process.

What is an internship?

An internship is a planned work experience that provides an opportunity for students to gain entry-level career competencies in a field directly related to his or her area of college study. Internships offer students an opportunity to apply the knowledge they have gained in the classroom in the workplace, earn academic credit, and gain valuable resume building experience.

Employer Benefits

Internships also offer employers a wide range of benefits, including the following:

- Additional assistance with work tasks
- An opportunity to give back to the community by developing a student for the next generation of your profession
- An opportunity to try out a potential future employee for your company/organization
- An opportunity to build a partnership with FCC Career Programs, which educates current and prospective employees and improve courses and degree programs as a result of offering your feedback

Employer Recruitment Services

Our Online Career Center Job Board is available to post your current positions and view applications. We encourage you to post any position for which you are recruiting at the College on College Central Network.

To identify prospective internship or job opportunities employers should:

1. Send an internship job description (along with contact information) to the FCC Internship & Apprenticeship Coordinator via email at cmilan@frederick.edu. The internship job description should be similar in format to those used for permanent employment and must include an overall description of the job opportunity, as well as specific duties and tasks to be performed in the internship. Once your job description has been received, it will be distributed to the appropriate FCC Program Manager for review and approval.
2. Upon Program Manager approval, Employers will create an account on FCC's online Career Center website by visiting Online Career Center Job Board. Click on "Create Account" and complete steps to register.
3. Once your registration is reviewed and approved you will receive an email which includes a link to activate your account.
4. Approved employers may post jobs and search applicant résumés.

On-Campus recruitment is available during the fall and spring semesters. Employers can visit FCC to meet directly with students in the Recruiter's Corner located in the Student Center. Please contact Career Services to reserve a recruiting date for your company. This venue will provide you with a branding opportunity and presence at the College. We will advertise your visit through College emails and flyers as well as post your date on the Campus Events Calendar. We will also advertise your visit

on our social media channels if it is scheduled in advance. Please contact Ann Scholl-Fiedler to schedule your date and time.

Employer Benefits

Advertising your positions and recruiting on campus provide the following benefits:

- By listing your position on College Central Network you may also advertise full-time, permanent positions, as well as part-time jobs. When these positions are approved, we send targeted emails to students who meet the academic major requirements. Positions are also shared with Academic Program Managers and posted on social media channels.
- Scheduling an on-campus recruitment date provides exposure of your organization to a large number of students. Studies have shown that a presence on campus increases brand recognition and larger number of hires.
- You will be invited to career fairs and industry specific networking events throughout the year to increase your brand and outreach throughout the college community.

Internship Eligibility

In order to earn academic credit for internships at FCC, students must meet the following eligibility requirements:

5. Students must be in one of the eligible FCC programs
6. Students must have a minimum 2.0 grade point average
7. Students must be approaching their last 15 credits in their college program
8. Students must satisfy 25% residence requirement

Verification of Internship Eligibility

The Internship & Apprenticeship Coordinator will verify each student's internship eligibility prior to scheduling his/her internship orientation session. Students must meet all of the eligibility requirements before they will be permitted to register for the INTR course. If you have any questions about student internship eligibility, please contact the Internship & Apprenticeship Coordinator, at 301-624-2724.

Non-Credit Internships

Students who do not meet the eligibility requirements described above are encouraged to contact the FCC Career and Transfer Center (301-624-2795) for more information on non-credit internship opportunities.

Approved Internship Programs

Employers may offer internships for students enrolled in one of the following programs:

- American Sign Language
- Architectural Computer Aided Design
- Audio Production
- Bioprocessing Technology
- Business Management
- Computer Graphics
- Computer Studies
- Construction Management and Supervision
- Criminal Justice
- Culinary Arts and Supervision
- Cybersecurity
- Digital Media Design/TV Production

- Early Childhood Development
- Emergency Management
- Fitness/Personal Trainer
- Game and Simulation Development
- Health and Exercise Sciences
- Human Services: Gerontology
- Human Services: Addictions
- Information Technology Option I: Information Technology Specialist
- Information Technology Option II: Network Engineer
- Medical Assistant
- Paralegal

Employers that wish to offer an internship in a program area not listed above may contact FCC Career Services at 301-624-2795 for information on posting internship opportunities for students not seeking academic credit.

Internship Course Overview

Students pursuing an internship for academic credit at FCC are required to enroll in one of three sections of the INTR credit course (INTR101, INTR102, or INTR103) according to their college program requirements. The INTR101 course offers one academic credit, while INTR102 offers two credits, and INTR103 offers three credits.

Credit / Hour Requirements

Course Number	Credits	Hours Per Semester	Approximate Hours Per Week (15-week semester)
INTR101	1	45	3
INTR102	2	90	6
INTR103	3	135	9

NOTE: Approximate Hours Per Week is based on a 15-week schedule and to be used as a general guide only. Students can arrange their own weekly internship schedules with approval of the Worksite Supervisor and Faculty Internship Advisor.

The minimum number of internship hours a student is required to complete is determined by the section of the INTR course for which he/she is registered. The chart provided above lists the minimum number of internship hours that students must complete for INTR101, INTR102 and INTR103 by the end of the academic semester or session (ex: 15-week, 13-week, 10-week, etc.) for which they are registered.

Makeup of Missed Internship Hours

Students are required to complete the minimum number of internship hours required for their INTR course by the end of the academic semester or session. Any time missed to due illness or absence **MUST** be made up.

Internship Placements

FCC students are responsible for arranging their own internships, however, there are several resources available to assist them with this process. These resources include the following:

Faculty Internship Advisors

Faculty Internship Advisors can serve as an important resource for potential internship leads.

FCC Career Services

Career Services offers job search assistance and career counseling to FCC students. Students can also access job and internship listings available through College Central Network, the online website link is: <https://www.collegecentral.com/frederick/>

Tasks / Assignments

The homework assignments are at the center of a student's internship experience and assists them in achieving their goals for the internship, as well as in their future careers. The assignments contain the following components:

Assignment 1 — Learning Outcomes

A. Core Learning Outcomes

The Core Learning Outcomes are predetermined goals which must be achieved by student interns enrolled in all academic programs. All student interns are responsible for demonstrating their achievement of these outcomes. The Core Learning Outcomes are:

9. Apply appropriate workplace behaviors in a professional setting.
10. Demonstrate content knowledge appropriate to job assignment.
11. Exhibit evidence of increased content knowledge gained through practical experience.
12. Describe the nature and function of the organization in which the internship experience takes place.
13. Explain how the internship placement site fits into their broader career field.
14. Evaluate the internship experience in terms of their personal, educational and career needs.

B. Specific Learning Outcomes

The Specific Learning Outcomes are goals that relate specifically to the student's academic program and are designed specifically for his or her internship assignment. The student should collaborate with his/her Faculty Internship Advisor and Worksite Supervisor to develop the Specific Learning Outcomes prior to beginning the internship.

Once the Specific Learning Outcomes have been developed, students should list them in the Learning Contract. The completed Learning Contract should be signed by the student, the Worksite Supervisor, and the Faculty Internship Advisor.

Assignment 2 — Weekly Log of Work Activities

Throughout the internship, students are expected to complete and submit copies of the Weekly Log of Work Activities Form to their Faculty Internship Advisor. Students must submit one form for each week they are working in the internship.

Assignment 3 — Summary Project

Students are required to submit a Summary Project at the end of their internship. The student must either complete the Summary Project as described, or an alternative project assigned by the Faculty Internship Advisor. In the Summary Project the student will be asked to do the following:

- Present detailed evidence of his/her achievement of the Core Learning Outcomes and the Specific Learning Outcomes
- Evaluate his/her internship experience

The standard Summary Project is a 5-8 page paper, although students are encouraged to include copies of products they have produced or contributed to during their internship. The Summary Project will be used by the Faculty Internship Advisor to assess the extent to which the student has demonstrated achievement of the Core and Specific Learning Outcomes. Faculty Internship Advisors may suggest alternative formats for the Summary Project.

Assignment 4 — Performance Appraisals

Near the end of the internship, students are required to download and provide a copy of the Internship Performance Appraisal and Employer Satisfaction Survey Form (designed for their specific academic program) to their Worksite Supervisors. Once the worksite supervisor has completed the form, he/she is asked to sign it and review with the student. Students are responsible for returning the fully signed form to their Faculty Internship Advisors at the end of the academic session.

The Internship Performance Appraisal and Employer Satisfaction Survey Form can be downloaded and printed from the Internship Program website at <http://www.frederick.edu/current-students/internship-program/evaluation.aspx>

Internship Roles

Throughout the internship process, Faculty Internship Advisors, Program Managers, Internship Employers, and the Internship & Apprenticeship Coordinator collaborate to ensure that each student's internship experience is valuable and productive. Listed below are descriptions of the tasks and responsibilities associated with each person's role in the Internship Program.

Employer

- Makes interest known in finding interns.
- Determines if an internship is paid or unpaid.
- Considers all qualified students.
- Coordinates with the Faculty Internship Advisor about placement, assigned work activities, and learning experiences.
- Signs the FCC Memorandum of Understanding (MOU) form.
- Provides meaningful work assignments that complement the student's college program.
- Assists student with identifying skills and knowledge they should be able to demonstrate by the end of the internship.
- Provides student with an orientation to the work setting and tasks.
- Educates student beyond their assigned tasks, including knowledge of the industry, the organization, work processes, and issues affecting the business, such as labor, health, government regulation, and community.
- Evaluates the student's performance at least twice – informally in the middle and formally at the end of the internship by completing the Internship Performance Appraisal Form.
- Complete the Internship Employer Satisfaction Survey Form at the conclusion of a student's internship. Students are required to provide a copy of the survey form to their Worksite supervisor near the end of their internship.
- Responsible for any personnel matters related to the student's volunteer or paid employment.
- Notifies Faculty Internship Advisor of problems or personnel actions which affect the student.
- Provides safe and healthful working conditions.
- Agrees to hold FCC harmless of any injury, illness, or damages resulting directly or indirectly from the student's internship activities.

Student Intern

- Identifies and secures the organization providing the internship (may be assisted by the Program Manager, Faculty Internship Advisor, or Career Services).
- Signs and return the FCC Memorandum of Understanding Form to the Internship & Apprenticeship Coordinator.
- Registers for college credit after accepting internship employment.

- Coordinates with the Faculty Internship Advisor and the Worksite Supervisor to identify and establish specific work performance and learning objectives.
- Continues enrollment in an approved certificate or degree program at FCC while participating in a college approved internship.
- Maintains a minimum 2.0 grade point average during the internship.
- Completes Weekly Log of Work Activities Form and submits it to their Faculty Internship Advisor each week.
- Demonstrates responsibility, dedication, enthusiasm, and maturity.
- Learns how to do assigned work tasks, as well as learn about the organization, its work processes, and the general industry.
- Meets with Faculty Internship Advisor at the beginning, one-third of the way into the internship, half-way, and near the close of the internship, as well as other times as requested or needed.
- Submits a Final Summary Project, Weekly Log of Work Activities Forms, and all required assignments to the Faculty Internship Advisor.

Program Manager or Faculty Internship Advisor

- Approves student's placement in a specific internship experience.
- Assigns a Faculty Internship Advisor to the student (if needed).
- Signs the FCC Memorandum of Understanding (MOU) form.
- Meets with the student intern at the beginning, one-third of the way into the internship, half-way through the internship, and near the close of the internship experience, as well as other times as requested or needed.
- Monitors the student intern's progress in the internship.
- Addresses concerns of the student and employer.
- Reviews student's internship assignments (Learning Outcomes, Weekly Log of Work Activities, Summary Project, and Internship Performance Appraisal form) and determines his/her final grade.

Internship & Apprenticeship Coordinator

- Publicizes and answers questions about the FCC Internship Program.
- Determines the student's eligibility for an internship.
- Evaluates and changes the program based on assessments by employers, Faculty Internship Advisors, Program Managers, students, etc.

Frequently Asked Questions

Q: Do I need to pay a student intern?

The employer decides whether an intern is paid or not. Internships at FCC are considered an integral part of certain college programs; therefore, internships are required or offered to students as an educational experience. Students learn by doing and their work should benefit employers. Employers are expected to educate interns beyond just supervision. Some employers find that offering pay is an enticement to prospective interns.

Q: Do I treat the intern as a student or employee?

The answer is both. Employers should expect interns to accept and perform work, work every assigned day, be on time, and follow other requirements of employees. Employers should also expect interns to ask many questions and seek opportunities to learn beyond their assigned duties. For example, employers invite interns to meetings or arrange job shadowing so they can learn about the organization, its work processes, and the general industry.

Q: Who do I contact at FCC if there is a problem?

Recruiting issues: Contact the Internship & Apprenticeship Coordinator at 301-624-2724.

Issues pertaining to an intern: Contact the intern's Faculty Advisor; if unknown, contact the Internship & Apprenticeship Coordinator at 301-624-2724.

Q: Am I expected to hire the intern after graduation?

Employers have no obligation to hire interns. Your primary obligation is to further develop a student's skills and provide opportunities for gaining experience that complement the student's college program. Some employers benefit from internships by being able to evaluate potential employees' first-hand. Many interns are of course interested in employment after graduation.

Forms

All forms can be accessed via the Internship Program website: <https://www.frederick.edu/current-students/internship-program.aspx>