



Experiential Learning Program

Student Packet

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I. Experiential Learning Program Philosophy

Experiential learning is a process involving student learning through active participation in the workplace and/or community. The process is a *win win* for you, the student intern, and for the employer as it provides you the opportunity to apply the skills and concepts learned in the classroom and provides employers with a qualified, talented and motivated student worker that will bring new perspectives into the workplace.

Germanna Community College (GCC) recognizes the value of the extended classroom in preparing you to carefully examine and explore your educational and career interests under the direct guidance of professionals. This type of learning allows for you to begin to evaluate your mastery of theories and simultaneously gain confidence in your own ability to perform in a work setting. Experiential learning also allows you to explore options that will clarify personal and professional goals.

Through community organization experiential learning partnerships, your education will be enriched through interaction with fellow employees and managers. In engaging in the daily challenges and complexities of a professional work environment, you will discover many more variables than found in the classroom. By learning to handle these with maturity and competence, you will acquire practical experience and an increased sense of confidence in your abilities and career choices. This mutually valuable partnership between you and the organization will allow for you to engage in the workplace and community, develop a professional network and add to your knowledge, skills and abilities.

II. Student Internship Application Process & Eligibility

- Student must have completed 30 academic credits, be in good academic standing and have one faculty recommendation. Some exceptions may apply.
- Student completes Experiential Learning Program Orientation and submits one faculty recommendation to Internship Counselor.
- Student completes 4 Step Application Worksheet with Career Services.
- Intern Student applies for the internship by submitting resume/application to organization and completes interview process.
- Student, Site Supervisor and Internship Counselor meet to complete Site Responsibilities, discuss Intern Learning Plan and other requirements.
- Intern completes Assumption of Risk form.

- Student completes student agreement and discusses coordinated internship syllabus with faculty sponsor.
- Student must complete a minimum of 126 hours of work based learning over the 16 week semester and complete assignments as per syllabus and/or faculty sponsor.

III. Assumption of Risk Firm

- All of Germanna's students are covered under our general liability policy. A copy of this policy can be obtained from our office of the VP of Administrative Services. In addition to this general liability policy, we mandate that all students complete an **Assumption of Risk** form that remains on file in the Internship Counselor's office and with campus security.

IV. What is expected of the Student Intern?

- Your work based learning experience should be a pleasant learning experience where you will be able to meet your learning goals, apply classroom knowledge, enhance your interpersonal skills, explore a career and build your professional network. As a student representative of GCC, you are expected to always maintain a high level of professionalism while interning.
 - Develop your intern learning plan with the Internship Counselor, your faculty advisor and your intern site supervisor.
 - You are expected to remain with your chosen intern employer throughout the scheduled time. Communicate any concerns with your Internship Counselor and your site supervisor.
 - You must always adhere to the employer's rules and regulations as you are both an employee and a student.
 - Personal appearance is extremely important. Always dress in business attire that is appropriate for your intern work setting.
 - Always be punctual. You are expected to arrive on time and work your scheduled number of hours and days.
 - Always communicate illness or personal absences to supervisor in advance by telephone and email.
 - Always show respect for your coworkers, peers and work environment.
 - Always communicate effectively by listening and using professional language. Engage with your site supervisor.
 - Always openly communicate with your supervisor about your internship work objectives and your learning objectives.
 - Always turn your cell phone off while at your internship and never use intern work hours to conduct personal business.
 - Turn in your hour logs, reflection journal and other intern related assignments on the day they are due.
 - Remember this is a self-directed work based learning experience where professionalism and personal responsibility are a requirement.

V. What is expected of your Site Supervisor?

Germanna expects that the organization provide career related experiences that are challenging and contribute to the mission of the organization, as well as, the students' learning goals. An ideal supervisor should:

- Provide a clear job/project description for the intern.
- Provide a professional work environment and experience for the intern.
- Orient the student to the organization, its culture and his/her work assignments.
- Assist the student in developing/achieving personal learning goals and objectives.
- Notify the Internship Counselor of any concerns.
- Allow for onsite visits from the Internship Counselor.
- Offer feedback to the student weekly and sign off on hours.
- Complete an evaluation of the intern's performance.

VI. What is an Internship?

"An academic internship is a form of experiential education that integrates knowledge and theory learned in the classroom with practical application and skill development in a professional setting. Students earn academic credit, or there is some other connection to a degree-granting, educational institution. This work/learning arrangement is overseen by a faculty or staff member of an educational institution and by a designated employee of an organization. The internship is usually the length or equivalent of an academic term, may be part-time or full-time, paid or unpaid. An integral component of the experience that distinguishes it from other types of work is one or more forms of structured and deliberate reflection contained within learning agendas or objectives."

(formulated by subscribers to the Internship-Net Listserv – May 2010)

Characteristics include:

- Duration of anywhere from three months to two years, but a typical experience usually lasts from three to six months. Project based internships may last anywhere from 6 to 16 weeks.
- Generally a one-time experience.
- May be part-time or full-time.
- May be paid or non-paid.
- Internships may be part of an educational program, providing careful monitoring and evaluation for academic credit.
- An intentional "learning agenda" is structured into the experience.
- Learning activities common to most internships include learning objectives, observation, reflection, evaluation and assessment.
- An effort is made to establish a reasonable balance between the intern's learning goals and the specific work an organization needs done.
- Internships promote academic, career and/or personal development. -NSEE