

# **KISHWAUKEE COLLEGE**

**Career Technologies Division**

**Computer Information Systems Department**

**CIS 296 - Internship Program**

**Revised Aug. 2016**

## Computer Information Systems Internship Program

### INTERNSHIP REQUEST FORM

Student's Name \_\_\_\_\_ ID # \_\_\_\_\_

Email Address \_\_\_\_\_ Phone # \_\_\_\_\_

Degree/Certificate Major \_\_\_\_\_  
(Number) (Name)

College Coordinator \_\_\_\_\_

(815) 825-2086 Extension # \_\_\_\_\_ or Home Phone # \_\_\_\_\_

Semester: Spring Summer Fall Year \_\_\_\_\_

Internship Course #/Reference # \_\_\_\_\_

#### Requirements to Enroll in an Internship Program

1. You must have at least 12 hours of your program coursework completed or verify that you have the minimum number of hours required to enroll.
2. Attach a Letter of Interest. (This letter should include any potential internship sites you may have in mind and any ideas you have for your internship emphasis.)

**Computer Information Systems Internship Program**  
**INTERNSHIP EXPERIENCES AND OBJECTIVES**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Employer's Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_

Employer's Email \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Title \_\_\_\_\_

A detailed list of experiences and objectives should be developed and outlined so that both the student and employer have a clear understanding of what will be accomplished during the internship. Employers are encouraged to give the student a broad scope of meaningful tasks and experiences.

The established experiences and objectives listed below are an important part of the syllabus contract for this internship course.

STUDENT: \_\_\_\_\_

ID #: \_\_\_\_\_

SEMESTER/YEAR: \_\_\_\_\_

COURSE: CIS 296

Task					Due	Points	Poss. Pts.
Internship request					At start	0*	0*
Internship experiences and objectives					At start	0*	0*
Guidelines of understanding					At start	0*	0*
Study of an occupation					4 <sup>th</sup> week		
Resume					5 <sup>th</sup> week		
Weekly reports					Each week		
	Week	Dates	Hours	Total hours			
	1						
	2						
	3						
	4						
	5						
	6						
	7						
	8						
	9						
	10						
	11						
	12						
	13						
	14						
	15						
	16						
Wage summary					Final week	0*	0*
Final employer evaluation					Final week		
Student summary report					Final week		
Coordinator evaluation					Final week		
<b>Total</b>							

Note: Deductions for late paperwork will be reflected in points awarded.

FINAL GRADE:            DATE:

INSTRUCTOR:

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\* No points awarded, but acceptable completed document is required for completion of course.

## **PART 1. INTRODUCTION TO INTERNSHIP**

### CAREER TECHNOLOGIES DIVISION

#### A. GENERAL PURPOSES:

Employment training in the internship experience program is designed to help you prepare for a group of associated occupations rather than for just one job. Employers today are seeking future employees who have knowledge and skills which will enable them not only to hold down beginning job classifications, but also to advance to the higher level positions where the employee's full potential can be realized.

#### B. INTERNSHIP OBJECTIVES:

1. To provide an opportunity for students to prepare for full-time employment with on-the-job training.
2. To provide students an opportunity to apply classroom learning under actual work conditions.
3. To provide students an opportunity to study the career choices in their selected fields.
4. To further the development of those competencies and attitudes needed for a beginning and advancement in a student's selected field of employment.
5. To further the development of those competencies and attitudes needed for effective participation in the Internship program.
6. To provide students an opportunity to "earn while they learn".

#### C. RESPONSIBILITIES OF STUDENT TRAINEES:

The first responsibility of the student trainee is to assist the training site (employer) with normal business functions. This means that you, in your role as a trainee, should perform in a manner as to help maintain the quality of business and the standard of conduct prescribed therein. It should always be kept in mind that you are not only a representative of your employer, but also of Kishwaukee College.

## **PART 2. STUDY INSTRUCTIONS FOR INTERNSHIP**

### **A. STUDENTS PROCEDURES FOR COMPLETING THE INTERNSHIP MANUAL:**

The student trainee should become familiar with all parts of this manual.

All questions regarding the manual should be directed to the internship coordinator as soon as possible.

Certain parts of the manual may not exactly fit the student's occupational training situation. Therefore, each report will require personal interpretation by the student.

After becoming familiar with the manual, the student should arrange an interview with the training supervisor for the purpose of gathering information needed to complete these forms and reports.

It is the responsibility of the student to complete the study forms, arrange necessary interviews, and select the areas to be studied. The student is also responsible for providing the employer with the needed forms for evaluation.

### **B. SPECIAL INSTRUCTIONS:**

Weekly reports are to be filled out and sent to the coordinator on a weekly basis. The hours and wages need to be recorded in the Wage Summary page at the end of this manual before the reports are sent in.

### **PART 3. INTERNSHIP POLICIES AND PROCEDURES**

The following procedures have been adopted by Kishwaukee College regarding the Internship.

#### **1. REGISTRATION**

Permission must be obtained from a Computer Information Systems Instructor to register for an internship.

#### **2. ACCUMULATION OF WORK HOURS TO MEET INTERNSHIP REQUIREMENT**

A. All students must be registered in the appropriate INTERNSHIP course for on-the-job hours (CIS related employment) to be credited toward INTERNSHIP. The appropriate forms must be filled out by the student and employer prior to beginning of hour accumulation.

B. Sophomores may be exempted from the above procedure if they are completing hourly requirements for a previous “Incomplete” INTERNSHIP.

C. All students who fail to register for INTERNSHIP by the designated registration deadline date must forfeit all accumulated on-the-job hours of work between the college starting date of the INTERNSHIP and the actual date they register.

#### **3. COORDINATOR VISITS:**

A. Instructors are not authorized to make INTERNSHIP visits to students or their employers until after the student has registered for the INTERNSHIP.

B. Students who fail to register and employers of non-registered students will each receive a written notice from the Dean of Career Technologies stating the student is not currently enrolled in the Internship Program at Kishwaukee College and will not receive supervision from an instructor and credit until the tuition and fees are paid.

#### **4. INTERNSHIP “INCOMPLETE” GRADES**

An “I” grade must be removed by the end of the following semester (excluding intercession and summer terms) unless a longer extension is approved in writing by the instructor and the Dean of Career Technologies. Any requests for extensions of incomplete grades must be submitted in writing by the student to the course instructor prior to the deadline established for resolving the incomplete grade.

For incomplete grades the course instructor must submit a Change-of-Grade form to the Registrar’s Office by the final day of the term of the following semester.

Resolution of incomplete grades is a student responsibility. Any unresolved, incomplete grades will be converted to withdrawals by the Registrar's Office according to the deadlines indicated above, unless a Change-of-Grade form (changing the "I" to an A, B, C, D, or F grade) is received from the course instructor by the appropriate deadline.

**Any student who fails to meet these deadlines will be given a Failing grade for the INTERNSHIP course.**



# Computer Information Systems Internship Program

## GUIDELINES OF UNDERSTANDING

Course No: CIS296      Date: \_\_\_\_\_      College Coordinator: \_\_\_\_\_

INSTRUCTIONS: This agreement must be completed in triplicate and signed by the student, employer and college coordinator.

\_\_\_\_\_ (“employer”) agrees to permit \_\_\_\_\_ (“student-trainee”) to work in the business for the purpose of gaining experience, knowledge, and skill in the many phases of Information Technology and particularly in the area of Computer Information Systems.

It is further agreed that the INTERNSHIP program is to continue for \_\_\_\_\_ weeks with a minimum of **225** hours of on-the-job experience plus other required and directed studies.

Insurance coverage: (See INSURANCE below) \_\_\_\_\_

Student-trainee starting wage: \_\_\_\_\_

Wages are to be paid on: \_\_\_\_\_

### **Prevailing Wage Act**

The Prevailing Wage Act requires employers to pay laborers, workers, and mechanics employed on PUBLIC WORKS projects no less than the general prevailing rate of wages (consisting of hourly cash wages plus fringe benefits) for work of a similar character in the county where the work is performed.

In addition, employers are required to submit monthly certified payrolls to the public entity consisting of each worker’s name, address, telephone number, social security number, classification or classifications, the hourly wages paid in each pay period, and the number of hours worked each day. It is the responsibility of the contractor to notify any subcontractors that the work falls under the Prevailing Wage Act.

### **General Conditions**

- Employer shall be solely responsible for the payment of all expenses incident to hiring employees (student interns) including without limitation wages, workers compensation insurance other insurance required by law and all federal, state and employment taxes.
- All employers must follow State and Federal law, including OSHA standards.
- All employers are required to pay a wage of no less than the minimum wage. Certified payrolls must be submitted to the public entity on a monthly basis in person, by mail, or electronically.

The **student-trainee** will:

- abide by the rules, regulations and policies of both the employer and Kishwaukee College during the training period.
- be regular in attendance, punctual, dependable, and have a good work ethic.
- work for the best interest of the employer, to give him/her the fullest efforts and cooperation, and to keep matters of his/her business in strict confidence.
- notify the employer, in advance, if absence from work is necessary for any reason.
- notify the college coordinator if absence from work exceeds three (3) days, following the absence.
- accept counseling and guidance from the employer and coordinator as an aid to his/her personal improvement and knowledge.
- attend related classes or meetings called by the college as the need occurs.
- accept a failing grade for the program and loss of credit should he/she be removed from the training program due to failure to perform all duties as a student-trainee or to submit the required reports.
- have the right to request a change in training stations. The transfer may be granted only after a discussion of the problem occurs between trainee, employer and coordinator. The student-trainee will continue with the training program until a decision has been made by the coordinator. Failure to continue the training until a transfer has been cleared can result in withdrawal from the INTERNSHIP course.

The **employer** (or some person(s) designated by him/her):

- will be responsible for the on-the-job training of the student.
- understands that providing this special training and employment is done so at the risk of a certain amount of efficiency in the business.
- agrees that, to the extent that his/her ability and progress permit, the student-trainee will be given the opportunity to obtain a broad experience in the total operation and conduct of the business. The student will perform more than one operation, job, or phase of the occupation.
- will allow the student-trainee to attend a scheduled evening INTERNSHIP meeting on campus at Kishwaukee College. This may require early dismissal from the job site in some cases.
- will promptly complete all reports required of students in connection with the program.
- shall allow the college coordinator to make supervisory and instructional visits to the business during the student's hours of employment to evaluate the student's progress, discuss program problems with the student and employer, coordinate on-the-job experiences with in-school instruction, and counsel with the employer regarding his/her work with the student. Sufficient time will be allowed for a student-coordinator conference.
- reserves the right to discharge the trainee for any reason which the business organization cannot tolerate in regard to the actions of the trainee, after full consultation with the college coordinator.
- will make any complaints to the college coordinator for adjustment. The business telephone of the college coordinator is (815) 825-2086.
- will bring to the attention of the college coordinator as soon as possible any problems arising with a student employee.

### **The College Coordinator**

- will prepare a schedule of due dates for required paperwork.
- with the assistance of the employer and/or someone delegated by him/her, shall prepare a schedule of the experiences and objectives to be obtained by the student on the job. This schedule of experiences will be made a part of this program and designated as the student's training plan.
- by showing just cause, and after full consultation with the employer, may determine it best to withdraw the student from the program at any time.
- will be available to both the student and the employer to help facilitate a positive internship experience.

### **Insurance**

The EMPLOYER shall bear full responsibility to provide, purchase, and maintain insurance coverage of the following types and amounts of coverage shown below. The policies shall name the Kishwaukee College Distr. #523, its Board of Trustees, and its Employees and Agents as additional insured's.

The coverage afforded to the additional insured Coverage will be placed in companies to which the College has no reasonable objection and that have a Best Financial rating of not less than A XII.

- Commercial General Liability: \$1,000,000 per Claim/\$2,000,000 General Aggregate (CSL) Bodily Injury/Property Damage/Personal Injury. Definition of Insured to Include Volunteers. m Auto Liability: \$1,000,000 (CSL) per Accident, Bodily Injury and/or Property Damage
- Umbrella Liability: \$1,000,000 (minimum) Excess of Underlying General Liability, Auto Liability and Employers Liability
- Workers Compensation: \$500,000/\$500,000/\$500,000
- Professional Liability-\$1,000,000 per Claim/\$3,000,000 Aggregate (minimum) – to insure the professional services being provided by THE EMPLOYER (if applicable)

**INDEMNIFICATION** - The employer agrees to indemnify and hold harmless Kishwaukee College, its Board of Trustees, its Employees and Representatives, and agents against any and all claims, suits, demands, and actions including attorney’s fees arising out of, or in connections with the performance of this agreement.

**WAIVER OF RIGHT OF RECOVERY** - The employer waives all rights of recovery from Kishwaukee College for any and all claims of every type and description including damage or destruction of property of the EMPLOYER in connection with the performance of this agreement.

**CERTIFICATE OF INSURANCE** - Employer shall provide Kishwaukee College a certificate of insurance as evidence of the types and amounts of coverage as required by this agreement. The certificate shall have attached endorsements stating that Volunteers are Included in the Definition of Insured. And that coverage shall not be cancelled or altered without 30 days written notice to Kishwaukee College.

The undersigned have read and understood the agreement and hereby agree to its provisions.

Student-Trainee: \_\_\_\_\_

Date: \_\_\_\_\_

Employer: \_\_\_\_\_

Date: \_\_\_\_\_

College Coordinator: \_\_\_\_\_

Date: \_\_\_\_\_

## STUDY OF AN OCCUPATION

This study must be completed and submitted to the college coordinator before credit will be given for the internship training.

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Job title being studied: \_\_\_\_\_

Name of business: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of business: \_\_\_\_\_

### INFORMATION TO BE OBTAINED BY THE STUDENT ABOUT THIS OCCUPATION:

1. Qualifications needed to work in this particular business as an employee:

A. Education: \_\_\_\_\_ High School \_\_\_\_\_ Vocational School  
\_\_\_\_\_ College \_\_\_\_\_ Other

B. Special skills and abilities: \_\_\_\_\_  
\_\_\_\_\_

C. Previous work experience: \_\_\_\_\_  
\_\_\_\_\_

D. Physical abilities: \_\_\_\_\_  
\_\_\_\_\_

E. Leadership and supervisory abilities: \_\_\_\_\_  
\_\_\_\_\_

F. Age (minimum and maximum): \_\_\_\_\_

G. Other qualifications: \_\_\_\_\_  
\_\_\_\_\_

2. Employment opportunities in the industry for this occupation:

A. Number of positions in the occupation locally: \_\_\_\_\_

**STUDY OF AN OCCUPATION (continued)**

B. Amount of turnover in this profession every year: \_\_\_\_\_

Reason for: \_\_\_\_\_

C. Anticipated need for people in this occupation in the future: \_\_\_\_\_

3. Opportunities for advancement:

A. Within the business: \_\_\_\_\_

B. Within the industry: \_\_\_\_\_

C. Related occupations (specify): \_\_\_\_\_

4. Salary and wage:

A. Entry Level wage for skilled: \_\_\_\_\_ Unskilled: \_\_\_\_\_

B. Maximum wage for skilled, experienced employees: \_\_\_\_\_

C. How wages are determined: \_\_\_\_\_

5. Employee benefits for this occupation:

Wage and hours laws: \_\_\_\_\_

Workman's Compensation: \_\_\_\_\_

Unemployment Compensation: \_\_\_\_\_

Retirement plan or Social Security: \_\_\_\_\_

Labor Unions: \_\_\_\_\_

Profit Sharing: \_\_\_\_\_

Bonus plan: \_\_\_\_\_

Medical and Dental Insurance: \_\_\_\_\_

**STUDY OF AN OCCUPATION (continued)**

Vacations and Paid time off: \_\_\_\_\_

Group Life Insurance: \_\_\_\_\_

Other benefits: \_\_\_\_\_

6. Initial cost (uniforms, bond, equipment, tools, etc.):

Items and Cost: \_\_\_\_\_

\_\_\_\_\_

7. How to apply for this job: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. List of tasks and duties performed each year: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Working conditions (in shop, outside, hot, cold, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. List additional conditions which may be special or unusual: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Computer Information Systems Internship Program

## WEEKLY EXPERIENCE REPORT

(This document is found as a separate individual document to be filled in and emailed to your instructor/coordinator. The content is included in this handbook for completeness.)

Student \_\_\_\_\_

Date from \_\_\_\_\_ to \_\_\_\_\_

### I. Complete table below for the week. Make entries at the end of each day.

Days	Hours on Job	Jobs, Tasks, Duties, Etc. Assigned and Performed
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
		<b>Total Hours</b>

Student signature: \_\_\_\_\_

### II. What was the most interesting incident or experience you had this week?

### III. How do your activities/experiences this week relate to your educational experiences?

(This report is to be mailed on Saturday of each week to the college coordinator. Failure to submit these reports and late reports will automatically lower grade for course.)



## **EMPLOYER'S FINAL EVALUATION**

**INSTRUCTIONS:** The INTERNSHIP training program is a joint effort between the training establishment, student, and Kishwaukee College. This rating sheet will furnish a means by which you, the employer-trainer, may cooperate in rating the performance of the trainee. The employer should complete this form at the end of the training and discuss the evaluation with the student.

Please indicate on the evaluation form, your estimate of the trainee's performance in relation to his/her personal ability or the needs of the job. Enter the point value for each category in the second column for the description which most closely matches the student's performance. This report should be mailed to the college coordinator.

*The evaluation form is a separate document. The content is included on the following page for completeness.*

## CIS Internship - EMPLOYER'S FINAL EVALUATION

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_

Characteristic	Pt. Value Given by Employer	Excellent (A: 9-10 pts.)	Above Average (B: 8 pts.)	Average (C: 7 pts.)	Below Average (D: 6 pts.)	Unsatisfactory (F: 0-5 pts.)
Interest		Enthusiastic. Continuously seeking new information. Likes trying something new.	Frequently asks questions beyond general problems. Frequently asks to do new jobs.	Asks general questions. Will try anything he/she is told to do.	Seldom asks questions. Is reluctant to try something new.	Works only for pay. Never asks questions. Never wants to try anything new.
Attendance		Accepts overtime willingly.	Prompt and regular in attendance.	Usually present and on time.	Lax in attendance and/or reporting for work on time. Sometimes leaves early.	Often late for work and/or absent without prior notice and valid excuse, and/or leaves early without notice.
Human Relations		Enjoyable to work with and to be around. Gets along well with everyone.	Easy to work with. Even-tempered.	Can work with most people with no problems. Seldom gets upset.	Has some problems working with others. Gets upset fairly easily.	Very hard to work with. Cannot get along with most of the people he/she works with.
Industry		Always tries to do best job possible. Is continually trying to determine how to improve work.	Does good work. Accepts constructive criticism willingly.	Work seldom has to be redone.	Work often has to be redone; becomes defensive when constructive criticism is given.	Does a job any way to get it completed. Does as little as possible.
Reliability		Requires minimum supervision. Keeps good records; reports problems as soon as possible.	Requires very little supervision.	Takes care of routine jobs on own and on time.	Needs frequent reminding of tasks that should be done. Requires close supervision.	Requires constant supervision. Seldom reports problems.
Care of facilities/equipment		Treats facilities as if his/her own. Concerned about their condition and improvement.	Is conscientious about facilities and uses good maintenance practices.	Tries to maintain facilities in present condition.	Has a tendency to abuse facilities.	Has little or no respect for facilities and shows little regard for their condition.
Quantity of work		Superior work output and productions.	Does more than is expected or required.	Volume of work is satisfactory. Wastes very little time.	Does just enough to get by.	Does not do enough to hold a position of this type.
Technical knowledge		Has excellent mastery of all phases.	Understands all phases.	Understands most phases.	Lacks understanding of several phases.	Poorly informed about most phases.
Communication		Can conduct a good discussion with anyone. Can use written communication well.	Can convey ideas to most people.	Can generally get ideas & thoughts across. Asks good questions to obtain needed information.	Seldom discusses ideas or problems. Has some trouble conveying ideas.	Reluctant to discuss topics. Cannot convey ideas.
Progress		Exceptional progress.	Has advanced beyond expectations.	Has progressed at level expected.	Has progressed only slightly.	Has made little or no progress.

I have reviewed this evaluation with my training supervisor and college coordinator and understand the evaluation.

Student's signature: \_\_\_\_\_

# Computer Information Systems Internship Program

## INTERNSHIP WAGE SUMMARY:

The Hour Summary is to be filled out on a weekly basis by the student before mailing each weekly report. This form is to be approved by the employer, and turned in to the college coordinator at the end of the internship period. A second copy of this form will be provided to the student upon request for his/her records.

This report needs to be on file in the event of a state audit. No internship credit will be granted unless this report is completed, signed, turned in, and on file.

Week #	Dates	Hours Employed	Gross Wages
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
Total			

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(Student Signature and Date)

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(College Coordinator Signature and Date)

# Computer Information Systems Internship Program

## COORDINATOR'S EVALUATION

STUDENT: \_\_\_\_\_

INTERNSHIP SITE: \_\_\_\_\_

SITE SUPERVISOR: \_\_\_\_\_

Category	Points	Explanation
Communication		The student kept in contact with the coordinator throughout the internship (0-10 points)
Reliability		The student could be counted on to get the job done with minimal supervision (0-10 points)
Punctuality		The student was on-time for work due both on the job and for the internship itself (0-10 points)
Paperwork		The student kept good, orderly records and fulfilled all paperwork requirements as needed (0-10 points)
Human relations		The student worked well with others on the job, their supervisor, and their coordinator (0-10 points)
Quality of work		The student's work both on the job and for the internship course demonstrated a professional, responsible attitude and a mastery of skills needed for the tasks (0-10 points)
Quantity of work		The student demonstrated superior work output and production (0-10 points)
Progress		The student has demonstrated exceptional progress (0-5 points)

Coordinator's signature: \_\_\_\_\_

Date: \_\_\_\_\_

# **Computer Information Systems Internship Program**

## **STUDENT SUMMARY REPORT**

Each internship student is required to submit a paper to the college coordinator at the end of their internship. The paper should be two or three typed pages and cover the following points:

1. What did you learn during your internship that you believe will help you in your future career?
2. What problems did you encounter during your internship and how did you overcome them?
3. How did you apply your coursework to on-the-job occupational experiences?
4. What do you see as the strengths of the internship program?
5. What do you see as weaknesses in the internship program?
6. What suggestions would you make to improve the internship program?

**THIS SUMMARY MUST BE TYPED!**

# Computer Information Systems Internship Program

## EARLY INTERVENTION/CONFLICT RESOLUTION FORM

Student Intern: \_\_\_\_\_ Date: \_\_\_\_\_

Coordinator: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_

Description of Student, Coordinator or Supervisor Concern(s):

Ideas for a Solution or Improvement of the Situation:

### Recommended Action:

Joint Meeting       Termination of Internship       Other

**Action Taken:** \_\_\_\_\_

\_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Coordinator Signature \_\_\_\_\_

Site Supervisor Signature \_\_\_\_\_