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 <u>student</u> 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.