

Category: Instruction

Policy Title: Internship Policy

Policy Statement: An internship experience is the product of an agreement between GCCC and outside cooperating entities to provide students with both educational and practical experience. Students are encouraged to pursue the extension of their studies through internship experience in organizations, schools, businesses, or agencies of the government. Students are encouraged to seek intern experiences that offer maximum opportunity for professional growth. This policy outlines minimum criteria and expectations for these internship activities. The individual program or department may have higher or additional criteria for admission to and successful completion of internships.

All internships must be documented by enrollment for the appropriate college credit course. Absolutely no prior credit is given for work done at a site prior to registration for the internship course. To receive credit for approved internship experience, a student's work must be evaluated periodically by both the on-site supervisor and the college's faculty. Interns may be required to submit periodic progress reports.

Procedures: Students wishing to register for course credit for an internship experience need prior approval from the academic advisor. It is the responsibility of each intern to be properly registered for the appropriate internship course. Students contemplating internship experiences should plan their schedules in advance with their faculty advisor.

To qualify for internship experience, a student must meet the following minimum requirements:

1. Have the necessary ability, interest, and maturity to competently complete the tasks that will be required in the internship.
2. Have a minimum collective grade point average of not less than a 2.0.
3. Have completed at least one semester at GCCC.
4. Have completed any prerequisites for the internship.

Student Guidelines and Expectations

In consultation with an appropriate faculty member, students will identify possible internships. Students must take the initiative in identifying an organization from whom they would like to learn in a professional setting. Faculty members may also recommend internship opportunities to students. Appropriate paperwork must be filed with the advisor prior to enrolling in the internship course. The faculty supervisor must follow up with a letter and/or written agreement with the employer to confirm the internship arrangements.

Throughout the internship, students must

1. Complete 45 hours on site per one credit hour.

2. Document the activities in which they engage during their internship as outlined in the internship course syllabus.
3. Meet with the supervising faculty member on a regular basis.
4. Follow the rules and regulations of the organization for which they are interning.

Participating Organizations Expectations and Guidelines

Organizations that provide internship opportunities for GCCC students must

- Have policies in place that conform to federal, state, and local EEOC non-discrimination and harassment laws.
- Demonstrate a safe work environment that complies with applicable OSHA Regulations.
- Be willing to submit to a pre-internship site visit/evaluation.
- Provide a job description that includes the requirements, duties, wage (if applicable) and approximate schedule for the intern.
- Provide the intern with orientation as any other new employee.
- Provide a supervisor with patience, interpersonal skills, and desire to be a role model for the intern.
- Evaluate the intern's performance and offer guidance and support throughout the internship.
- Help the intern network with other employees.
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Contacts:

Approved Date: Click here to enter a date.

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