



NORTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

*Greatness. Achieved.*

*CYPRESS COLLEGE Minds. Motivated.*

*SCHOOL OF CONTINUING EDUCATION Change. Cultivated.*

*FULLERTON COLLEGE Excellence. Elevated.*

# Internship Program

## Information, Documentation & Forms for Employers

Employers can register internship opportunities by contacting:

[FCbusintern@gmail.com](mailto:FCbusintern@gmail.com)



**North Orange County Community College**  
**Internship Program**  
**Introduction**

An Internship is a work experience characterized by intentional learning. During this experience, the student assumes a responsible role in an organization and actively reflects on what he or she is observing and learning. It is important that the student make the link between academic preparation and the world of work.

Planning is key to any internship. The student plans the internship in advance in collaboration with a faculty sponsor and a site supervisor, who also monitor and evaluate the student's work. Students register their internships for academic credit and submit learning objectives which relate the practical experience to academic work.

Three important elements distinguish an internship from a short-term job or volunteer work: the academic background which the intern brings to the practical experience, active reflection during the internship, and learning outcomes which demonstrate the learning accomplished as it relates to the student's academic discipline.

Since a successful internship requires an agreement on the objectives, nature of the work, and outcomes among the three parties involved - the student, the site supervisor and the faculty sponsor - it is essential that careful planning precede the direct experience: a learning contract is the best way to achieve this agreement in advance.

Internships can take place in a variety of settings, from corporations, banks, publishing houses, and marketing firms to television studios, human service agencies and research institutes. Some students receive remuneration, some do not.

The following pages are a guide intended to help you understand policies, roles and expectations, and to assist you in the planning process. We hope, as a result, your internship experience is a positive one.

**Employers can register internship opportunities at [FCbusintern@gmailcom](mailto:FCbusintern@gmail.com)**

**North Orange County Community College  
Internship Program  
Checklist**

At start of Internship:

- 1- Site Proposal/Student Learning Objective(s) form completed

Mid-term of Internship (week 8):

- 2- Mid-term Supervisor Evaluation of Student
- 3- Mid-term Supervisor signature on time sheet

At end of Internship (week 15):

- 4- Final Supervisor Evaluation of Student
- 5- Final Supervisor signature on time sheet

North Orange County Community College District Internship Program

DOCUMENT A

Site Proposal / Student Learning Objectives

To be filled out by both the employer and prospective intern. Student to complete and submit this form to: Fullerton College/Cypress College/SCE Internship Coordinator.

STUDENT CONTACT INFO (while on internship):

Student Name: Student ID #:
Home Address: City: State: Zip:
Cell Phone: E-Mail:
Major: Semester/Year: Credit Hours:

COMPANY CONTACT INFO:

Company Name: Supervisor:
Street Address: City: State: Zip:
Supervisor's Phone #: Supervisor's E-Mail:

POSITION INFORMATION: Internship Job Title / Job Description (including key duties):

Start Date: End Date: Hours per Week:

Learning Objectives:\*\*

Internship learning objectives help the student identify what he/she is learning throughout the internship experience by connecting competencies to specific projects or tasks. Learning objectives also provide supervisors with concrete examples for evaluation purposes, both midway through the internship as well as at the conclusion of the experience.

Learning objectives should be written by the intern in conjunction with his/her supervisor and should be specific to the student's field, or more general skill sets he/she wants to enhance. It's important to make sure the learning objectives are measureable and achievable.

Develop one learning objective per unit of internship class registering for (one-sentence statements of skills YOU want to gain or enhance through this experience). I understand that I must submit a minimum of 1 approved learning objectives per unit before I am enrolled in the internship course.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Employer/Site Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Internship Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

**Responsibilities of Student:**

1. Be enrolled in a Fullerton College/Cypress College/SCE program closely related to the position for which he/she is being considered.
2. Be and remain in good academic standing with the College.
3. Work at least 75 paid hours or 60 unpaid hours for each 1 credit-hour internship class after internship placement is confirmed and accept that additional hours may be required to meet the objectives as outlined in the work plan.
4. Agree that a family member MAY NOT be an immediate supervisor or mentor.
5. Submit all academic work when due and successfully complete all required assignments in order to receive College credit.
6. Notify the Fullerton College/Cypress College/SCE Internship Coordinator immediately if any problems arise with the internship.
7. Submit weekly reports for the hours completed the week prior.

**Responsibilities of North Orange County Community College District:**

1. Aid student in personal and professional development.
2. Inform Internship Site of any change in student's academic status which would affect their internship.
3. Evaluate student's academic work and assign a credit/no credit grade.
4. Be available to students and on-site supervisors to facilitate problem solving.

**By signing this document, I am certifying that:**

1. I am 18 years of age or older.
2. I am voluntarily agreeing to participate in the North Orange County Community College District Internship Program.
3. I have earned at least a CUMULATIVE 2.0 GPA.
4. I recognize inherent dangers exist and assume any and all risks associated with my internship position at \_\_\_\_\_, including transportation to, from, and during my internship.
5. I will inform my Department Representative of any dangers, risks, or problems that arise at my internship site.
6. I accept these responsibilities and risks of participating in a North Orange County Community College District Internship experience.

**I have agreed to accept \_\_\_\_\_ as an intern who will be working a minimum of 75 paid hours or 60 unpaid hours for each 1 hour of academic credit. I understand he/she will be enrolled at Fullerton College/Cypress College/SCE and will receive credit for work performed while under my supervision. I have reviewed the guidelines stated above and in the Internship Agreement, and I am willing to accept the responsibilities delineated.**

Signature of Student: \_\_\_\_\_

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

Signature of Employer/Site Supervisor: \_\_\_\_\_

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

Signature of Internship Coordinator: \_\_\_\_\_

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

**\*To be submitted week 8 of the internship**

Complete and submit this form to: Internship Coordinator  
North Orange County Community College District Internship Program

**Mid-term Employer Evaluation of Student Form**

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

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

Organization: \_\_\_\_\_

Supervisor/Evaluator: \_\_\_\_\_

**1 Poor (Never demonstrates this ability/does not meet expectations)**

**2 Unsatisfactory (Seldom demonstrates this ability/rarely meets expectations)**

**3 Fair (Sometimes demonstrates this ability/meets expectations)**

**4 Satisfactory (Usually demonstrates this ability/sometimes exceeds expectations)**

**5 Exceptional (Always demonstrates this ability/consistently exceeds expectations)**

**(If any criteria are not applicable to this internship experience, please leave the response blank.)**

**A. Ability to Learn**

- |  |           |
|--|-----------|
| 1. Asks pertinent and purposeful questions                         | 1 2 3 4 5 |
| 2. Seeks out and utilizes appropriate resources                    | 1 2 3 4 5 |
| 3. Accepts responsibility for mistakes and learns from experiences | 1 2 3 4 5 |

**B. Reading/Writing/Computation Skills**

- |  |           |
|--|-----------|
| 1. Reads/comprehends/follows written materials               | 1 2 3 4 5 |
| 2. Communicates ideas and concepts clearly in writing        | 1 2 3 4 5 |
| 3. Works with mathematical procedures appropriate to the job | 1 2 3 4 5 |

**C. Listening & Oral Communication Skills**

- |   |           |
|---|-----------|
| 1. Listens to others in an active and attentive manner    | 1 2 3 4 5 |
| 2. Effectively participates in meetings or group settings | 1 2 3 4 5 |
| 3. Demonstrates effective verbal communication skills     | 1 2 3 4 5 |

**D. Creative Thinking & Problem Solving Skills**

- |  |           |
|--|-----------|
| 1. Breaks down complex tasks/problems into manageable pieces | 1 2 3 4 5 |
| 2. Brainstorms/develops options and ideas                    | 1 2 3 4 5 |
| 3. Demonstrates an analytical capacity                       | 1 2 3 4 5 |

**E. Professional & Career Development Skills**

- |   |           |
|---|-----------|
| 1. Exhibits self-motivated approach to work                 | 1 2 3 4 5 |
| 2. Demonstrates ability to set appropriate priorities/goals | 1 2 3 4 5 |
| 3. Exhibits professional behavior and attitude              | 1 2 3 4 5 |

**F. Interpersonal & Teamwork Skills**

- 1. Manages and resolves conflict in an effective manner 1 2 3 4 5
- 2. Supports and contributes to a team atmosphere 1 2 3 4 5
- 3. Demonstrates assertive but appropriate behavior 1 2 3 4 5

**G. Organizational Effectiveness Skills**

- 1. Seeks to understand and support the organization’s mission/goals 1 2 3 4 5
- 2. Fits in with the norms and expectations of the organization 1 2 3 4 5
- 3. Works within appropriate authority and decision-making channels 1 2 3 4 5

**H. Basic Work Habits**

- 1. Reports to work as scheduled and on-time 1 2 3 4 5
- 2. Exhibits a positive and constructive attitude 1 2 3 4 5
- 3. Dress and appearance are appropriate for this organization 1 2 3 4 5

**I. Character Attributes**

- 1. Brings a sense of values and integrity to the job 1 2 3 4 5
- 2. Behaves in an ethical manner 1 2 3 4 5
- 3. Respects the diversity (religious/cultural/ethnic) of co-workers 1 2 3 4 5

**J. Open Category: Industry-Specific Skills**

Are there any skills or competencies that you feel are important to the profession or career-field (represented by your organization) that have not been previously listed in this evaluation? If so, please list these skills below and assess the intern accordingly.

**K. Comments:**

**L. Overall Performance** (if I were to rate the intern at the present time) 1 2 3 4 5

**M. Total Number of Hours Intern Worked Up to This Point:** \_\_\_\_\_

**This assessment must be reviewed with the intern.**

Date of review: (Month/Day/Year): \_\_\_\_\_.

Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail Address \_\_\_\_\_

**\*To be submitted week 15 of internship**

**North Orange County Community College District Internship Program**

**Final Employer Evaluation of Student Form**

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

**Student Major:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Supervisor/Evaluator:** \_\_\_\_\_

**1 Poor (Never demonstrates this ability/does not meet expectations)**

**2 Unsatisfactory (Seldom demonstrates this ability/rarely meets expectations)**

**3 Fair (Sometimes demonstrates this ability/meets expectations)**

**4 Satisfactory (Usually demonstrates this ability/sometimes exceeds expectations)**

**5 Exceptional (Always demonstrates this ability/consistently exceeds expectations)**

**(If any criteria are not applicable to this internship experience, please leave the response blank.)**

**A. Ability to Learn**

- |  |           |
|--|-----------|
| 1. Asks pertinent and purposeful questions                         | 1 2 3 4 5 |
| 2. Seeks out and utilizes appropriate resources                    | 1 2 3 4 5 |
| 3. Accepts responsibility for mistakes and learns from experiences | 1 2 3 4 5 |

**B. Reading/Writing/Computation Skills**

- |  |           |
|--|-----------|
| 1. Reads/comprehends/follows written materials               | 1 2 3 4 5 |
| 2. Communicates ideas and concepts clearly in writing        | 1 2 3 4 5 |
| 3. Works with mathematical procedures appropriate to the job | 1 2 3 4 5 |

**C. Listening & Oral Communication Skills**

- |   |           |
|---|-----------|
| 1. Listens to others in an active and attentive manner    | 1 2 3 4 5 |
| 2. Effectively participates in meetings or group settings | 1 2 3 4 5 |
| 3. Demonstrates effective verbal communication skills     | 1 2 3 4 5 |

**D. Creative Thinking & Problem Solving Skills**

- |  |           |
|--|-----------|
| 1. Breaks down complex tasks/problems into manageable pieces | 1 2 3 4 5 |
| 2. Brainstorms/develops options and ideas                    | 1 2 3 4 5 |
| 3. Demonstrates an analytical capacity                       | 1 2 3 4 5 |

**E. Professional & Career Development Skills**

- |   |           |
|---|-----------|
| 1. Exhibits self-motivated approach to work                 | 1 2 3 4 5 |
| 2. Demonstrates ability to set appropriate priorities/goals | 1 2 3 4 5 |
| 3. Exhibits professional behavior and attitude              | 1 2 3 4 5 |

**F. Interpersonal & Teamwork Skills**

- |   |           |
|---|-----------|
| 1. Manages and resolves conflict in an effective manner | 1 2 3 4 5 |
| 2. Supports and contributes to a team atmosphere        | 1 2 3 4 5 |
| 3. Demonstrates assertive but appropriate behavior      | 1 2 3 4 5 |



**G. Organizational Effectiveness Skills**

- 1. Seeks to understand and support the organization’s mission/goals 1 2 3 4 5
- 2. Fits in with the norms and expectations of the organization 1 2 3 4 5
- 3. Works within appropriate authority and decision-making channels 1 2 3 4 5

**H. Basic Work Habits**

- 1. Reports to work as scheduled and on-time 1 2 3 4 5
- 2. Exhibits a positive and constructive attitude 1 2 3 4 5
- 3. Dress and appearance are appropriate for this organization 1 2 3 4 5

**I. Character Attributes**

- 1. Brings a sense of values and integrity to the job 1 2 3 4 5
- 2. Behaves in an ethical manner 1 2 3 4 5
- 3. Respects the diversity (religious/cultural/ethnic) of co-workers 1 2 3 4 5

**J. Open Category: Industry-Specific Skills**

Are there any skills or competencies that you feel are important to the profession or career-field (represented by your organization) that have not been previously listed in this evaluation? If so, please list these skills below and assess the intern accordingly.

**K. Comments:**

**L. Overall Performance** (if I were to rate the intern at the present time) 1 2 3 4 5

**M. Total Number of Hours Intern Worked Up to This Point:** \_\_\_\_\_

**This assessment must be reviewed with the intern.**

Date of review: (Month/Day/Year): \_\_\_\_\_.

Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail Address \_\_\_\_\_

