



CANKDESKA CIKANA
COMMUNITY COLLEGE

Spirit Lake Dakota Nation

Student Internship Handbook

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STATEMENT OF POLICY ON NON-DISCRIMINATION

Cankdeska Cikana Community College will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, gender, sexual orientation, disability, age, religion, ancestry, or any other legally protected classification. Announcement of this policy is in accordance with Federal law, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Inquiries or concerns may be referred to the Vice President of Academics, Cankdeska Cikana Community College, (701)766-1133 or 1-888-783-1463 or to the Office of Civil Rights, US Department of Education, 500 W. Madison Street Suite 1475 Chicago, IL 60661.

PURPOSE OF STUDENT INTERNSHIP

The student internship at Cankdeska Cikana Community College is the final phase in the preparation of training for you to become a competent professional employee. The experience offers you the opportunity to combine classroom knowledge and theory with actual work experience under the supervision of a Job Site Supervisor and faculty-coordinator.

The duration of the student internship is at the discretion of the Faculty Advisor and as outlined in the program of study. One credit will be earned for every 45 working hours of internship. The internship provides supervised learning activities to provide you experience in as many areas of professional responsibility as possible.

A student internship is divided into the following areas:

1. Orientation. Explanation of student internship activities, student internship requirements, and workforce orientation. A resume will be required during the workforce orientation segment.
2. Selection of work site. The faculty-coordinator will attempt to place you at a site of your choice in a paid work experience; however, site placement may be determined by availability and may not be a paid position.
3. Initial meeting with the Job Site Supervisor. A training plan will be developed between the Job Site Supervisor, faculty-coordinator, and yourself during the initial meeting. This training plan will designate your training site responsibilities, job hours, wage, and an orientation to your job site.
4. Follow-up throughout the work experience will be determined by the faculty-coordinator. This follow-up summary will be completed by yourself and signed by your Job Site Supervisor. The follow-up summary will confirm hours worked, summary of work experience, new methods and procedures learned, mistakes made, and most interesting experience.
5. Observation. Your faculty-coordinator will periodically visit you at your job site to observe your work and to evaluate your performance on the job. Your faculty-coordinator will meet with your Job Site Supervisor at this time to verify your job performance.
6. Evaluation. You will be given an opportunity to evaluate your training experience. Also, your Job Site Supervisor will do a final evaluation. Your grade will depend on completion of required hours, job performance, and your professionalism. Your grade will be determined by your Job Site Supervisor, faculty-coordinator, and yourself.

STUDENT RESPONSIBILITIES

The responsibilities of the student vary in a student internship educational program. The following are the basic requirements for fulfillment of a student internship program and will vary according to job site. Students should:

1. Attend classes on a regular basis. The student will not be permitted to work if classes were not attended that day. In case of absence, the student must notify the employer and the school before their scheduled time to work.
2. Display good conduct at all times. Any misconduct may result in removal from the student internship. Students should remember you are representing Cankdeska Cikana Community College and yourself.
3. Maintain passing grades in all classes. The faculty-coordinator reserves the right to adjust work schedules, if need be, consistent with the needs of the business to insure passing grades in all school subjects.
4. Notify the faculty-coordinator before quitting a job. The student may not quit a job without prior approval from the faculty-coordinator and the training site sponsor.
5. Maintain an appearance that conforms to those standards of dress and grooming expected of the employees at the training site.
6. Communicate effectively with all employees at the job site. Use good human relations skills.
7. Meet with the faculty-coordinator as scheduled.
8. The student is subjected to the same rules and regulations as any full-time or part-time employee at the training site.

Because the training site is an extension of the classroom, any problem that arises can be met by the combined efforts of the Job Site Supervisor and faculty-coordinator. The student when hired at the training site is considered to have accepted a position throughout the end of the scheduled internship. Student will not be allowed to terminate his/her employment without the approval of the faculty-coordinator. Failure of the student to carry out any of these responsibilities could result in the termination from the student internship and a letter grade of an "F" for the semester.

JOB SITE SUPERVISOR RESPONSIBILITIES

As a Job Site Supervisor you are asked to:

1. Provide suitable part-time employment for students, offering an opportunity for job experience and learning.
2. Cooperatively develop and periodically review the training plan.
3. Plan a work schedule that will lead to job progression as outlined on the student-training plan.
4. Appoint a qualified, experienced employee to supervise the student on the job.
5. Encourage the student to develop good work habits and attitudes.
6. Volunteer to speak to student groups and in classrooms about your business, opportunities, and careers.
7. Provide suggestions to improve the program and strengthen the training.
8. Make the student's work hours are sufficient for training so the student can complete the required hours of on-site work experience within time specified on the training agreement.
9. Contact the faculty-coordinator as soon as problems arise, such as no-shows, tardiness, and anything related to employee performance.

FACULTY-COORDINATOR RESPONSIBILITIES

1. Provide qualified students who will mature with the job experience and become proficient employees of the organization.
2. Assist in establishing a suitable training program and schedule for the individual student. The faculty-coordinator with assistance from the student, will set-up the first training site. If the student does not follow through or quits from this training site, the student will be responsible to find a site to complete the internship hours. The internship grade will be affected by a student non-attendance at the scheduled work site or quits from a site for no viable reason.
3. Cooperatively develop a training plan with the Job Site Supervisor and student with specific information directly related to the student's job and area of training.
4. Work closely with the student and the Job Site Supervisor to insure a sound training program for the individual student.
5. Evaluate the student's progress regularly to insure satisfactory job performance. The faculty-coordinator will make a minimum of three on site observations during the training period.
6. Schedule meetings with the student during their internship. This is a requirement of the course and should be reflected in the semester grade.
7. Maintain a close working relationship with the management and training supervisors.
8. Assist the student and the Job Site Supervisor, in every way to fulfill each student's occupational objective and training needs.
9. Provide current information on business trends.
10. Maintain a complete file of all documentation for each student on their internship experience.

TIPS FOR JOB SITE SUPERVISORS

1. Orientation to the business, employees, and operation is vital.
2. Assign the student to a training supervisor, give him/her a definite schedule, and instruct him/her in job responsibilities.
3. Put him/her on your team and remind him/her that he/she must be productive and dependable and show ability to progress.
4. Remind him/her that he/she is in a training situation and that you will expect him/her to perform to the best of his/her ability.
5. Inform him/her that you and the faculty-coordinator will evaluate his/her work regularly and that you will grade his/her job performance and progress.
6. Reward the student for a job well done as readily as you would criticize him/her for errors and lack of judgment.
7. Teach him/her the importance of profits of your business and to expect high standards of work and productive performance from him/her.
8. Guide him/her in developing proper work habits and attitudes, and help him/her increase his/her skills and knowledge.
9. Correct faulty judgments and improper techniques before they become habitual.
10. Confer with the faculty-coordinator regularly regarding the student's training; keep appropriate matters confidential.

TRAINING AGREEMENT

By this agreement the _____ will permit Cankdeska Cikana
(Training Agency)
Community College student _____ to enter the business premises as a student
(Student)
intern for the purpose of securing training and knowledge in _____.
(Occupational Area)

All persons concerned jointly agree to the following conditions:

1. The training will extend from _____, 20__ to _____, 20__.
2. The student will receive \$_____ per hour. (Does not have to be a paid position)
3. The student and the training agency will have a probation period of _____ weeks. At the end of this period, the training agency, student or faculty-coordinator may terminate this agreement.
4. The student's hours will be _____.
5. The student will be supervised by: In school _____,
on-the-job _____.
6. The training during the internship period should be progressive and shall provide for the student's passing from one job to another in order that the student may become proficient in the different phases of the occupation as outlined in the training plan.
7. All complaints shall be made to and adjusted by the faculty-coordinator.
8. The faculty-coordinator shall have authority to transfer or withdraw the student at any time.
9. The student promises to abide by all implied and stated terms included in this agreement. The student shall be bound during the occupational experience by the Cankdeska Cikana Community College's and the above mentioned employer's code of conducts. The student shall be responsible for their conduct while at the training site.
10. This agreement may be terminated upon mutual consent of all parties.

Signed: _____ (Job Site Supervisor) _____ (Student)

(Faculty-coordinator)

TRAINING PLAN

Name of Student: _____ Date: _____

Name of Training Site: _____

Student Career Objective: _____

Job Site Supervisor: _____

EVALUATION SCALE:

Exemplary (5)	Strong (4)	Developed (3)	Emerging (2)	Underdeveloped (1)
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Learning Experience

Evaluation

Signed: _____
(Student)

(Job Site Supervisor)

(Faculty-coordinator)

(Date)

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STUDENT EVALUATION

Name: _____ Phone Number: _____

Address: _____

Career Objective: _____

Job Site Supervisor: _____

Job Site Supervisor: _____

Please indicate how effective you feel the intern experience has been in improving your personal development:

	Exemplary (5)	Strong (4)	Developed (3)	Emerging (2)	Underdeveloped(1)
--	---------------	------------	---------------	--------------	-------------------

Workmanship	5	4	3	2	1
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Attitude toward work	5	4	3	2	1
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Social Habits	5	4	3	2	1
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Human Relations	5	4	3	2	1
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Personal Appearance	5	4	3	2	1
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Dependability	5	4	3	2	1
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Leadership	5	4	3	2	1
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Technology Skills	5	4	3	2	1
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Competencies to be Evaluated:

_____	5	4	3	2	1
-------	---	---	---	---	---

_____	5	4	3	2	1
-------	---	---	---	---	---

_____	5	4	3	2	1
-------	---	---	---	---	---

_____	5	4	3	2	1
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_____	5	4	3	2	1
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Do you think you have shown potential for promotion: _____ Total Score: _____

Student's most outstanding positive attribute:

Comments: _____

Student's Signature

Date

JOB SITE SUPERVISOR EVALUATION FORM

Training Site: _____

Job Title: _____

Student: _____

EVALUATION SCALE:

Exemplary (5)	Strong (4)	Developed (3)	Emerging (2)	Underdeveloped (1)
---------------	------------	---------------	--------------	--------------------

Workmanship 5 4 3 2 1

Attitude toward work 5 4 3 2 1

Social Habits 5 4 3 2 1

Human Relations 5 4 3 2 1

Personal Appearance 5 4 3 2 1

Dependability 5 4 3 2 1

Leadership 5 4 3 2 1

Technology Skills 5 4 3 2 1

Competencies to be Evaluated:

_____ 5 4 3 2 1

_____ 5 4 3 2 1

_____ 5 4 3 2 1

_____ 5 4 3 2 1

_____ 5 4 3 2 1

Does the student show potential for promotion: _____

Total Score: _____

Student's most outstanding positive attribute:

Comments: _____

Job Site Supervisor's Signature

Date

FACULTY OBSERVATION FORM

Faculty Observer: _____

Date: _____

Setting: _____

Time: _____

From: _____

EVALUATION SCALE:

Exemplary (5)	Strong (4)	Developed (3)	Emerging (2)	Underdeveloped (1)
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Observation Record skills and procedures observed.	Rating
Total Score	

FINAL GRADE RECOMMENDATION

I recommend that _____ receive the
(Student)

following grade _____, for their student internship during the
(A, B, C, D, F, or Incomplete)

(Fall/Spring) 20____ semester.

Job Site Supervisor

Date

Concur:

Student

Date

Faculty-coordinator

Date