

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 appropriate instructor. 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 cumulative grade point average of 2.0 or higher.
3. Have completed at least one semester at GCCC.
4. Have completed any prerequisites for the internship.
5. Choose a participating organization which will foster growth of new knowledge. For example, students who choose to work at an organization with which they have previous history must work in a new capacity or role.

Participating College Guidelines and Expectations

1. The instructor responsible for the internship will approve of the internship location prior to start of the class.

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2. Instructor will perform a site visit/evaluation either before the internship begins, or while the student is working there. If the internship site is a new cooperating partnership, the supervising instructor must visit within the first 3 weeks of the course.
3. Instructor will work with supervisor of the intern to ensure that the intern is working in a safe environment that is an expansion of their learning.

Student Guidelines and Expectations

1. 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.
2. Appropriate paperwork must be filed with the appropriate instructor 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 arrangement prior to enrollment of course.

Throughout the internship, students must:

1. Complete 45 hours minimum on site per 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 via face-to-face meetings or via Zoom/Teams. Document all meetings with supervising faculty member.
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:

1. Have policies in place that conform to federal, state, and local EEOC non-discrimination and harassment laws.
2. Demonstrate a safe work environment that complies with applicable OSHA regulations.
3. Be willing to submit to a site visit/evaluation either prior to the beginning of the internship or during the early stages of the internship.
4. Participate in regular site visits throughout internship period.
5. Provide a job description that includes the requirements, duties, wage (if applicable) and approximate schedule for the intern.

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6. Provide the intern with orientation as any other new employee.
7. Provide the intern with a supervisor with patience, interpersonal skills, and desire to be a role model for the intern.
8. Evaluate the intern's performance and offer guidance and support throughout the internship.
9. Complete an Internship Manager Evaluation and submit it to the proper instructor.
10. Help the intern network with other employees.

Notes:

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