

INTERNSHIP SITE GUIDE



BRISTOL
COMMUNITY COLLEGE

Experiential Education Center

Fall River Campus, K 113

EEC@BristolCC.edu | 774.357.2407

X f i n @EECBristol



WHAT YOU'LL FIND IN THIS GUIDE

1. MEET THE EXPERIENTIAL EDUCATION CENTER
2. WHAT TO THINK ABOUT FIRST
3. WHAT IS AN INTERNSHIP?
4. BENEFITS OF AN INTERNSHIP
5. BRISTOL PROGRAMS OFFERING INTERNSHIPS
6. DEVELOPING A NEW INTERNSHIP PROGRAM
7. HOST SITE EXPECTATIONS
8. PAID VS. UNPAID EXPERIENCES
9. RECRUITING INTERNS
10. SELECTING THE RIGHT INTERN
11. HIRING & ONBOARDING
12. THE BRISTOL LEARNING AGREEMENT
13. THE INTERNSHIP TIMELINE & CHECKPOINTS
14. EVALUATION
15. THE BRISTOL STUDENT & HOST SITE AGREEMENT
17. CONNECTING TO THE CLASSROOM WITH CIVIC ENGAGEMENT

WHO ARE WE?

The Experiential Education Center (EEC) creates immersive experiences with carefully selected community partners that enhance student learning by bridging academic theory with hands-on experiences.

By engaging with our Center, students will:

- Gain experience in their field of interest.
- Develop awareness of community needs and resources.
- Demonstrate universally established career competencies.
- Create connections that expand personal and professional networks.
- Develop practice of critical-thinking and reflection for life-long learning.

***The Experiential Education Center
at Bristol believes that experiential learning opportunities
are a key marker of student success.***

MEET THE STAFF



PAM BROWN

Experiential Education Coordinator
Pamela.Brown@BristolCC.edu

Focus Area:
Civic Engagement and Internships



MIKE FOX

Internship Program Coordinator
Michael.Fox@BristolCC.edu

Focus Area:
Internships



ERIN SMITH

Civic Engagement Coordinator
Erin.Smith@BristolCC.edu

Focus Area:
Civic Engagement



MANDIE PIMENTAL

Administrative Assistant II
Mandie.Pimental@BristolCC.edu

Focus Area:
Civic Engagement and Internships



**STAY CONNECTED TO US:
@EECBristol**

WHAT YOU NEED TO THINK ABOUT WHEN YOU ARE THINKING ABOUT HIRING AN INTERN



HOW CAN YOU BENEFIT FROM A BRISTOL INTERN?

LET'S HAVE A CONVERSATION

Start by reaching out to The Experiential Education Center. We can help navigate the process of getting started and help lay a solid foundation for your new opportunities.

REACH OUT TO YOUR EMPLOYEES

Work with the experts in your area to come up with creative ways to infuse experiential opportunities for students at your company. We are happy to help.

WHAT IS AN INTERNSHIP?

The National Association of Colleges and Employers (NACE) defines an internship as a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

WHAT DOES AN INTERNSHIP NEED?

- *The experience must be an extension of the classroom: a learning experience that applies the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.*
- *The skills or knowledge learned must be transferable to other employment settings.*
- *The experience has a defined beginning, end, and job description with desired qualifications.*
- *There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.*
- *There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.*
- *There is routine feedback by the experienced supervisor.*
- *There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.*

CLASSROOM
CONNECTION

TRANSFERABLE
SKILLS

MAPPED
EXPERIENCE

DIRECT
SUPERVISION

CONSISTENT
FEEDBACK

HOW CAN YOU BENEFIT?

**ACCESS QUALIFIED & SKILLED
WORKERS**

**INCREASE BUSINESS
PRODUCTIVITY**

**EXPLORE NEW &
INNOVATIVE IDEAS**

**ENHANCE COMMUNITY
CONNECTION**

**INVEST IN THE NEXT
GENERATION OF TALENT**

**CREATE A PIPELINE FOR
NEW HIRING**

HOW CAN STUDENTS BENEFIT?

**BUILD SKILLS AND
CONFIDENCE**

**ABILITY TO PUT THEORY INTO
PRACTICE**

**HIGHER CHANCES OF JOB
STABILITY**

**REFINEMENT OF CAREER
GOALS**

**EXPANSION OF PROFESSIONAL
NETWORKS**

**GET A RESUME
BOOST**

According to NACE Research's Internship & Co-op Survey, employers made full-time offers to almost 65% of their interns, with 80% accepting those offers. Employees who completed an internship are also more likely to be with the company at both one-year and five-year retention benchmarks.

BRISTOL PROGRAMS CURRENTLY OFFERING INTERNSHIPS

An internship offers a Bristol student the opportunity for career exploration and development, and the ability to learn new skills. It offers you, the employer, the opportunity to bring new ideas and energy into the workplace, develop talent, and potentially build a pipeline for future full-time employees.

- Advanced and Biomedical Manufacturing Technology
- Animation and Motion Graphics Transfer
- Applied Technical Studies
- Architectural and Civil Technology Career
- Biotechnology and Forensic DNA
- Business & Entrepreneurial Studies (General Studies)
- Communications Transfer
- Criminal Justice Career
- Criminal Justice Transfer
- Culinary
- Culinary Arts Baking and Pastry
- Cybersecurity
- Digital Publishing Certificate
- Electro-Mechanical w/ Green Energy
- Engineering Technology-Electrical Career
- Financial Services - Financial Management Career
- Fine Arts Transfer
- General Management Career
- Graphic Design Transfer
- Health & Life Sciences Studies
- Hospitality - Event Management
- Legal & Social Studies
- Marine Science and Technology Career
- Marketing Management Career
- Mechanical Technology
- Office Technology Management
- Race and Gender Studies
- Small Business and Entrepreneurial Management.
- STEM Transfer Studies
- Supply Chain Management
- Sustainable Agriculture
- Web Design Certificate
- Web Design and Media Arts Transfer

DEVELOPING AN INTERNSHIP PROGRAM

Developing an internship program can be a valuable investment for your organization, providing a pipeline of talent, fresh perspectives, and an opportunity to mentor and train future professionals. To create an effective internship program, follow these steps:

1. DEFINE YOUR GOALS AND OBJECTIVES:

- Determine the purpose of the internship program. *What are your organization's goals and what do you aim to achieve through this program?*
- Consider the skills and knowledge you want interns to gain during their internship.
- Identify the number of interns you can accommodate and the duration of the internship.

Questions to consider:

- *What do we hope to achieve from the program?*
- *What can an intern do for us?*
- *Are there specific projects for an intern?*
- *Do we want to give an intern an experience in multiple areas?*
- *What academic background do we want an intern to have?*
- *Are there technical skills an intern would need?*

2. FIND THE RIGHT SUPERVISOR

Each intern needs to be assigned one direct supervisor/mentor. There are many types of mentors for an intern, but the most important thing for the supervisor/mentor to understand is the importance of the educational experience for the intern. Choose someone with a real interest in being a mentor for your intern.

Some job duties to include:

- *Develop learning objectives.*
- *Introduce intern to staff members.*
- *Meet with the intern on a regular basis, provide immediate and actionable feedback, and answer general questions related to personal and professional growth.*
- *Evaluate performance and if needs/goals are being met.*
- *Regular correspondence with Bristol Experiential Education Center Staff.*

3. DEVELOP A CLEAR INTERNSHIP PROGRAM DESCRIPTION

- Create a detailed program description that includes roles and responsibilities, qualifications, and expectations.
- Highlight the benefits of the internship, such as learning opportunities, mentorship, and potential for future employment.

Here are some essential job description components:

- *Organization's goals and mission.*
- *Internship type, and industry.*
- *Note if it's paid or unpaid.*
- *Clarify the length of the internship: hours required per week/ semester (fall, spring, summer).*
- *Flexibility of hours to accommodate student class schedules.*
- *The duties and essential job functions that will be required of the intern.*
- *Qualifications (education level, experience, specific skills, physical requirements, personal characteristics, certifications, licenses).*
- *Preferred majors and/or fields of study.*
- *Any training that will be provided.*
- *Specify how to apply.*

Many businesses have plenty of work that needs to be done, and some of it may be menial. While you may need interns to pitch in on basic duties, be sure to provide opportunities to take on challenging and rewarding work.

The goal of an internship is to help develop marketable skills that can be added to the intern's resume, so let your intern shine. It's also hard to judge whether an intern may make a good long-term employee unless they have a chance to step up and do the work that's needed.



BRISTOL HOST SITE EXPECTATIONS

- Provide student with 40 hours of work per credit received (ex: 3 credits=120 hours, 2 credits= 80 hours) of supervised, meaningful, academically challenging (or enhancing) duties. *For 120 hours, this is approximately 8-12 hours per week during the fall and spring semesters, and 10-15 during the summer semester.*
- Internship site supervisor must have knowledge of the student's field. The student's designated supervisor must have experience in the job the student is expected to perform. This is to ensure that the student has proper mentorship and guidance at the internship.
- Complete an end-of-semester performance evaluation, which will be emailed to you during the semester. This evaluation allows us to track the progress of our student interns and the status of hours completed. Completed evaluations are kept on file as well as forwarded to the student's faculty instructor to be considered when awarding a grade for the internship experience.
- Provide us with an opportunity to visit the site, if requested.

ACADEMIC CREDIT

While a student is at their internship site they are simultaneously taking a Bristol Internship Course:

This course offers students an opportunity to apply classroom learning and academic skills in a supervised internship experience related to their chosen field of study. It assists students in exploring and wisely choosing a career, while promoting professional and personal development. The hands-on learning component helps students develop a range of career competencies that increase their overall success in the workforce, including but not limited to critical thinking, communication, problem-solving, use of technology, and teamwork. The internship course helps students develop an interdisciplinary perspective of the world of work by discussing relevant topics with peers. Through self-reflection, assignments, and participation in the internship, students draw connections between the concepts and principles of their field of study and practice.

LEARNING GOALS

1. Apply knowledge and skills related to the concepts and principles of a student's field of study.
2. Recognize industry standards and organizational structures, culture, and ethics.
3. Demonstrate universally established career competencies.
4. Increase awareness of self, others, and society across multiple contexts.
5. Exhibit professionalism in a workplace setting.
6. Establish a network of professional contacts, mentors, and references.
7. Gain a deeper understanding of one's field of interest as it relates to personal and career goals.

SOME THINGS TO KEEP IN MIND

- Most students participate in the 3-credit internship course (120 Hours).
- Students should not pay any out-of-pocket expenses towards any aspect of the internship.
- Students cannot partake in internships performed in private homes.
- Best time frame to post your opportunity is 3 months prior to when you'd like to hire.

PAID VS. UNPAID INTERNS

According to the Fair Labor Standards Act, you can only bring on unpaid interns in certain situations. The internship has to be mainly educational and benefit the intern more than the company.

The decision to offer a paid or unpaid internship depends on various factors, including an organization's financial resources, the nature of the internship, legal requirements, and the goals of the program. It's essential for employers to carefully consider these factors and make an informed decision that aligns with their values, objectives, and the needs of their potential interns.

YOU SHOULD PAY INTERNS

- **Fair Compensation:** Paying interns demonstrates a commitment to fair compensation for their time and effort. It acknowledges the value of their work and helps cover living expenses, making it more accessible to a diverse range of candidates.
- **Attracting Top Talent:** Paid internships are more appealing to highly qualified and motivated candidates. Offering competitive compensation can attract the best and brightest students or entry-level professionals who might not otherwise consider an unpaid opportunity.
- **Higher Motivation and Productivity:** Paid interns are often more motivated and committed to their roles because they see a direct correlation between their efforts and financial reward. This can lead to increased productivity and enthusiasm in their work.
- **Legal Compliance:** In some jurisdictions, offering unpaid internships may be subject to strict labor laws and regulations, making it more practical and legally compliant to provide paid opportunities.
- **Diverse and Inclusive Access:** Paying interns helps ensure that internships are accessible to a broader range of candidates, including those from lower-income backgrounds who may not be able to afford an unpaid position.
- **Higher Retention Rates:** Paid interns are more likely to complete their internship commitments since they are financially invested. This can lead to a more stable and productive workforce.

IF YOU CAN'T PAY INTERNS

- **Budget Constraints:** Small businesses, startups, or nonprofit organizations with limited budgets may find it challenging to offer paid internships. Unpaid internships can be a cost-effective way to provide valuable experience to interns.
- **Educational Experience:** Unpaid internships can be designed to prioritize educational experiences over financial gain. They allow interns to focus on learning and skill development without the pressure of meeting job-related deliverables.
- **Exploratory Opportunities:** Unpaid internships can be a great way for students or career changers to explore different fields or industries without a long-term financial commitment.
- **Flexible Work Arrangements:** Unpaid internships often offer flexible work arrangements, which can be beneficial for students who have academic commitments or other responsibilities.
- **Supporting Nonprofits and Charities:** Many unpaid internships are offered by nonprofit organizations or charitable causes. Individuals may be more willing to volunteer their time and skills to support a worthy mission without financial compensation.
- **Potential for Future Paid Roles:** Some organizations use unpaid internships as a pipeline for future paid positions. Interns can gain experience, prove their capabilities, and increase their chances of securing a paid role within the same organization.

Whether you can or cannot pay your interns, look at alternative forms of compensation or perks to make your internship standout.

- Professional Development Workshops
- Networking Events
- Provide Additional Trainings Not Offered At The College
- Cover Transportation Costs
- Offer Scholarships
- Recognition



Nearly 61% of internships are paid, according to NACE, with an average wage of \$19.05 per hour. Most unpaid internships are in the social services sector.
Besides meeting legal requirements, you're more likely to attract qualified and motivated candidates by compensating your interns.

RECRUITING AN INTERN

Begin recruiting early! Students begin registering for courses as early as two to three months prior to the next semester, as well as making other commitments. By starting early, you increase your chances of receiving the highest number of applications and finding the best person for the position. Once you have created a position description for the internship there are several ways to market the opportunity to students.



*Bristol Community College partners with **College Central Network (CCN)** to support students' career development and job search needs. The CCN platform also supports business and industry by providing employers with access to a pipeline of new talent. Bristol is pleased to offer this service at no cost to our students, alumni, and employer partners. **College Central Network is the best place to recruit Bristol Interns.** Post an unlimited number of job, internship, and volunteer opportunities for students and alumni at no cost.*

STEP 1: CREATE YOUR CCN PROFILE

1. Go to collegecentralnetwork.com/bristolcc
2. Scroll down and select Employers.
3. Click on Create Account.
4. Complete the Employer Registration Form.

STEP 2: POST YOUR OPPORTUNITY

1. Upon receipt of your Employer Account approval email, log into your College Central Network
2. Click on **POST A NEW JOB**
3. Complete the form while keeping the following tips for posting in mind:
 - Provide as much information as possible to receive the best response from students.
 - Include details such as job title, job description, and job location.
 - Indicate how you would like students to go about applying for the internship opportunity.
 - Specify an application deadline that will be visible to students.

HELPFUL TIPS:

- **Use Multiple Channels**
Advertise your internship openings on your company website, College Central Network, and on social media platforms like LinkedIn.
- **Leverage the EEC at Bristol**
Collaborate directly with faculty and staff to reach out to potential interns. Reach out to EEC@BristolCC.edu directly and tell us about your opportunities.
- **Networking**
Encourage your current employees to refer potential candidates, as they may know individuals who would be a good fit for your organization.

While creating an internship program is great, it's only one piece of the hiring puzzle. In order to align your intern recruiting strategy with your overall hiring strategy, it's important to have a clear sense of how interns fit into your talent pool and how you can use internships as an opportunity to nurture talent that can move your company forward. This means looking at your current and future staffing needs to figure out how you may be able to bring interns on as full-time team members once they've completed their internships.

SELECTING THE RIGHT INTERN

While we can't guarantee that we will have the right person for every opportunity you have, every semester, you can be assured that the members of the Bristol Experiential Education Center are working 1:1 with every student to make sure that we are sending the right candidates for your positions. **We do everything we can to ensure our Bristol students will be a valuable intern for your organization. Your recruiters should:**

- **Review Applications:** Carefully assess resumes, cover letters, and applications to shortlist candidates who meet your criteria.
- **Conduct Interviews:** Schedule interviews to get to know the candidates better. Ask about their skills, interests, and career goals to assess their fit for your organization.

WHAT ELSE TO CONSIDER?

There are a number of things you can consider when you are hiring an intern. Always consider a student's involvement on campus and in the community with their academic performance

Academic Performance and Coursework

A high grade point average (GPA) does not always indicate a good internship candidate, but it does show that the student finds value in knowledge and education. A GPA is a good indicator of a student's work ethic and organization.

Campus Involvement

Students who have taken the time to get involved in campus organizations and activities usually have developed strong time management and organization skills, as well as the ability to work within teams and groups. A resume that highlights a great deal of campus involvement is also a great indicator of a student's pride and loyalty to their institution; the same way an employee is invested in a company.

INTERVIEWING CANDIDATES

When interviewing interns, it's crucial to ask questions that assess their qualifications, fit with the company culture, and potential to contribute to the organization.

| | | | |
|---|--|---|--|
| <div>FOCUS ON FUTURE GOALS IN THE PROFESSION</div> <div><i>How do you think this internship experience will prepare you for your career?</i></div> | <div>INQUIRE ABOUT ACADEMIC EXPERIENCE</div> <div><i>How do you feel your education has prepared you for this internship?</i></div> | <div>ASK QUESTIONS ABOUT WORK STYLE AND ETHIC</div> <div><i>Why do you think you will be successful at this internship and in your chosen field?</i></div> | <div>INTERPERSONAL ANALYTICAL PROBLEM-SOLVING</div> <div><i>Tell me about the most recent project you worked on. What were your responsibilities?</i></div> |
|---|--|---|--|

Recruiting interns can be a win-win situation when done right, providing valuable work experience to students and fresh talent to your organization.

HIRING AND ONBOARDING YOUR BRISTOL INTERN

Once you have selected a candidate for the internship, it is important to notify them and also notify the candidates who did not get selected. You will want to do this as soon as possible since students may have applied to multiple internships. Once they accept, here are some things to keep in mind:

Creating a comprehensive onboarding training program for a new intern is essential to ensure they are equipped with the knowledge and skills they need to be successful in their role.

- Establish and agree upon the start date (where and when to report), end date and work hours/schedule.
This is required for a student to be enrolled in the INT course at Bristol.
- Set up an organized workspace for the intern as well as any other resources necessary for the intern to fulfill the responsibilities discussed like computer, email account, telephone extension, and general office supplies.
- Establish expectations regarding the organizational dress code, on-site social media usage, and parking.
- Review and outline employer expectations, work expectations, and description of internship duties.
- Review and discuss the mission of the organization and how the intern fits into that role.
- Inform the intern if there is a need for a background check, fingerprinting, and/or a health screening test.

Orientation Session:

- Welcome and introductions: Begin with a warm welcome, introductions to team members, and a tour of the office/workspace.
- Company culture and values: Explain the company's mission, vision, and core values.
- Company policies: Provide an overview of important policies, such as dress code, attendance, and confidentiality agreements.

Company Overview:

- History and background: Present the company's history, its products or services, and its position in the industry.
- Organizational structure: Explain the company's hierarchy and the intern's place within the organization.

Technical Training:

- Software and tools: Provide training on any specific software, tools, or equipment the intern will be using.
- Process walkthrough: Explain the key processes or workflows the intern will be involved in.

Performance Expectations:

- Key performance indicators (KPIs): Discuss the intern's performance metrics and how they will be evaluated.
- Feedback and evaluation: Explain how performance reviews are conducted and the intern's role in the process.

Communication and Reporting:

- Communication channels: Explain how communication is handled within the team and the company.
- Reporting structure: Clarify reporting lines and how to address issues or concerns.

Feedback and Q&A:

- Encourage the intern to ask questions and provide feedback on the onboarding process.

Follow-Up and Ongoing Support:

- Schedule regular check-ins to assess progress and address any concerns.
- Offer ongoing guidance, training, and resources to support the intern's growth.

When creating an offer letter for the internship, you should include the following:

- Position title
- Start/End Dates of internship
- Employment Location/Department
- Supervisor/mentor information
- Number of work hours per week
- Compensation information
- Information pertaining to the first day of internship

CREATING A LEARNING AGREEMENT

One of the first assignments for interns at Bristol is to develop their learning outcomes for their internship experience. A learning agreement is a document that outlines the learning objectives, activities, and expectations for a specific educational or training program. When developing a learning agreement using NACE (National Association of Colleges and Employers) competencies, interns are aligning their educational goals with a set of recognized competencies that are highly valued by employers. Below is some helpful information for you to support an intern as they map out their learning agreement.

NOTE: The site supervisor will receive an email around the 4th week in the semester from mail@collegecentral.com when it is time to sign off on the intern's learning agreement.

Understand NACE Competencies:

Before you start, familiarize yourself with NACE competencies. NACE has defined eight core competencies that are highly regarded by employers:



- **Career & Self Development**
- **Oral/Written Communication**
- **Teamwork/Collaboration**
- **Digital Technology**
- **Equity & Inclusion**
- **Leadership**
- **Critical Thinking**
- **Professionalism**

Identify Your Learning Goals:

Determine your educational or training objectives. What skills and competencies do you want to develop? Be specific about what you want to achieve.

Match Goals with NACE Competencies:

Match your learning goals with the relevant NACE competencies. For each goal, identify which competency it aligns with.

Define Learning Activities:

Develop a list of learning activities or experiences that will help you achieve your goals. These activities can include coursework, internships, workshops, projects, volunteer work, and more.

Specify Measurement Criteria:

Establish specific criteria or indicators to assess your progress. These could be qualitative or quantitative, such as grades, feedback, project completion, or specific milestones.

Set a Timeline:

Create a timeline that outlines the duration of your learning agreement. Specify start and end dates for each activity, and set deadlines for when you plan to achieve certain milestones.

Established in 1956, the National Association of Colleges and Employers (NACE) is a professional association that connects nearly 17,000 college career services professionals, university relations and recruiting professionals, and the business solution providers that serve this community.

INTERNSHIP TIMELINE

Below is an example of what a intern's semester could look like:

Week 1-2: Orientation and Onboarding

- Concerns: Feeling nervous and unsure about fitting into the workplace culture.
- Challenges: Learning company policies and procedures, adapting to a new routine.
- Mental Health: Excitement mixed with anxiety, focus on building positive relationships with colleagues.

Week 3-4: Getting to Know the Team

- Concerns: Worries about making a good impression and proving your worth.
- Challenges: Balancing multiple tasks, understanding team dynamics.
- Mental Health: Building confidence, experiencing moments of stress, but seeking guidance and support from mentors.

ACTION: Bristol Learning Agreement Created and Signed

Week 5-6: Diving into Projects

- Concerns: Fear of making mistakes or not meeting expectations.
- Challenges: Juggling responsibilities, managing time effectively.
- Mental Health: Developing a sense of accomplishment, dealing with mild stress, finding a work-life balance.

Week 7-8: Midway Review

- Concerns: Evaluations and self-assessment can be anxiety-inducing.
- Challenges: Reflecting on performance, addressing areas for improvement.
- Mental Health: Stress related to feedback, learning to use criticism constructively, practicing self-compassion.

ACTION: Mid Semester Check-In with Bristol Faculty

Week 9-10: Overcoming Obstacles

- Concerns: Facing unexpected difficulties or project setbacks.
- Challenges: Problem-solving, staying motivated.
- Mental Health: Dealing with frustration, seeking help when needed, maintaining resilience.

Week 11-12: Final Project Push

- Concerns: Meeting deadlines and finishing strong.
- Challenges: Balancing work and personal life, managing stress.
- Mental Health: Setting clear priorities, seeking guidance, maintaining focus.

Week 13-14: Wrapping Up

- Concerns: Worry about the internship ending and transitioning back to school.
- Challenges: Completing final reports and deliverables, saying goodbyes.
- Mental Health: Mixed emotions, appreciating the experience, preparing for the next steps.

Week 15-16: Reflection and Future Planning

- Concerns: Uncertainty about the future, post-internship plans.
- Challenges: Transitioning back to student life, setting career goals.
- Mental Health: Reflecting on personal growth, seeking support from mentors, planning the next steps with confidence.

ACTION: Final Evaluation Completed

SUPERVISOR
CHECK
POINTS



WEEK 3-4
STUDENT &
HOST SITE
AGREEMENT
SIGNED

WEEK 3-4
LEARNING
AGREEMENT
CREATED AND
SIGNED

WEEK 7-8
MIDSEMESTER
CHECK-IN WITH
BRISTOL
FACULTY

WEEK 15-16
FINAL
STUDENT
EVALUTATION
COMPLETED

INTERNSHIP EVALUATION

At the end of each semester, an evaluation will be emailed directly to the intern's supervisor. We ask you to provide feedback on your intern's performance and overall experience during their internship. Your insights are valuable in helping us assess the intern's progress and the effectiveness of our internship program. We ask that you be honest and specific in your responses.

Feedback starts on the first day and lasts the whole internship. Evaluations are a constructive way for the student to finalize and recap the internship.



Here are some of the areas that you will be asked to evaluate your intern:

- Verbal Communication
- Written Communication
- Attitude Towards Work
- Quality of Work Produced
- Initiative
- Reasoning and Decision Making
- Productivity
- Problem Solving
- Willingness to Learn

Here are some questions to consider throughout the internship to prepare for the evaluation:

- Is the intern effectively fulfilling their role and meeting expectations?
- Are the intern's skills and interests well-matched with the role and team?
- Are there any skills or knowledge areas that need improvement?
- Have there been any challenges or notable successes with collaboration?
- Are there any concerns related to attendance, behavior, or work ethics?
- Are there any challenges in providing feedback or in the intern's willingness to receive it?
- Would you recommend this intern for future opportunities within the organization or elsewhere?

It's also helpful to think about your own experience:

- How was the process of selecting and onboarding the intern?
- Were the intern's onboarding and orientation experiences effective?
- How did the intern's work impact your team's productivity or goals?
- Were you able to provide regular feedback, constructive criticism, and positive reinforcement?

STUDENT & HOST SITE AGREEMENT

A Student & Host Site Agreement will be signed by each student participating in an internship and the supervisor of each host site. This document will usually arrive via email (from mail@collegecentral.com) in the 4th week of the semester.

Experiential Education Student & Host Site Agreement

Purpose: *The purpose of this document is to clarify the roles and responsibilities of students, host sites and the College for student experiential learning programs (e.g. internships, field-work, practicums etc.) This document will be provided to interns at the start of the term.*

Background: *Bristol Community College values the importance of providing Bristol Students with on-site (host) experiential experiences. These opportunities provide Host Sites with highly motivated Students, and give Students the opportunity to experience on-the-job training in key areas of interest related to their studies at Bristol.*

HOST SITE RESPONSIBILITIES

- If applicable, Host Site will assign a Site Supervisor to oversee the Student's experience, explain expectations, and develop with Student an agreed upon work schedule to achieve required program hours.
- Site Supervisor must have relevant and demonstrable experience in the job the Student is expected to perform to ensure proper mentorship and guidance. If applicable, the Site Supervisor must have appropriate credentials.
- If applicable, Host Site shall provide the Student with orientation, including instruction in safety procedures, overview of internal workplace guidelines, standards, policies, ADA compliant accommodations, and any other training necessary to successfully meet job expectations. Student will be given a designated work space necessary to complete their duties and assignments.
- The Host Site will comply with all applicable state and federal laws, including but not limited to those relating to Occupational Health & Safety (OSHA), Health Insurance Portability Accountability Act (HIPAA) and if applicable to payroll withholding, and unemployment compensation.
- If required by Host Site, the Host Site will be responsible for coordinating the Student's Criminal Offender Record Information ("CORI") and Request sex offender registry information (SORI).
- If applicable, Site Supervisor shall coordinate with the Student and Faculty instructor and/or coordinator, to help the Student develop/describe aligned activities and learning goals that follow Student's individual course guidelines and deadlines. Supervisor shall provide a learning experience that will enable the Student to work toward achieving learning objectives; duties are to be career-related, progressive, and challenging.
- Site Supervisor acknowledges that the Student intern is not required to attend their internship shift if the college is closed due to inclement weather. The Student will inform their Site Supervisor of the absence, due to the college being closed for inclement weather (refer to Bristol's Inclement Weather Policy Document for additional information).
- If applicable, Site Supervisor shall provide Faculty and Student feedback regarding the Student's progress through a midterm check-in and complete a final evaluation of the Student's performance sent by College. Faculty and/or coordinator shall be notified of any changes in the Student's status, schedule, or performance.
- If applicable, Site Supervisor shall expect the Student to actively participate in activities that contribute to the Student's educational training, but the Student may not replace a regular paid employee (In accordance with the Fair Labor Standards Act (FLSA)).
- If applicable, Host Site will ensure that Students are not incurring any out-of-pocket employer expenses.
- Site Supervisor may dismiss a Student at any time for performance or behavioral issues. Where practical, Site Supervisor agrees to consult with the Faculty and /or coordinator prior to any such dismissal decision is made.
- Site agrees not to discriminate based on Student's race, color, gender, age, national origin, religion or disability, in recruitment, hiring, placement, assignment to work tasks, hours of employment, levels of responsibility, and if applicable pay.
- Site agrees that it, and not Bristol Community College, will be responsible for compliance with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, as amended, and similar state law requirements, for Students participating in this experiential learning program.

BRISTOL COMMUNITY COLLEGE RESPONSIBILITIES

- Prior to the start of the internship the college shall assign a Faculty and/or Coordinator with responsibilities to confer with the Site Supervisor as needed, assist Student with learning objectives if needed, and evaluate the academic performance of the Student.
- If applicable, prior to the start of the internship, College will ensure Host Site is assigning Student with appropriate hours of supervised, meaningful, academically challenging (or enhancing) duties.
- Faculty and/or the Coordinator shall certify the Student's eligibility to participate in an experiential learning opportunity that aligns with Student's academic program prior to the commencement of the internship.
- If applicable, College shall coordinate and verify completion of Student paperwork and assignments required by the College.
- Assigned Faculty Member shall award a grade based on Student's completion of all program requirements, attendance, and performance.
- Faculty and/or the Coordinator shall assist the Student and/or Host Site with addressing/resolving issues or disputes that may arise.

BRISTOL STUDENT RESPONSIBILITIES

- Student will comply with all college policies and procedures including, but not limited to, documenting and completing all required work hours, observations, academics assignments, attendance and/or meeting with a Site Supervisor, Faculty and/or Coordinator at scheduled times.
- Student will respect and comply with Bristol Community College's Student code of conduct, and all other rules and regulations defined in the Student Handbook.
- Student will respect and comply with all Host Site rules, standards and policies regarding, but not limited to, confidentiality, honesty, punctuality, professionalism, behavior and appropriate dress as defined by Host Site.
- If applicable, Student will perform appropriate professional-level duties and accept performance feedback from the Site Supervisor.
- Student is not required to attend their internship shift if the college is closed due to inclement weather. The Student will inform their internship Site Supervisor of the absence, due to the college being closed for inclement weather (refer to Bristol's Inclement Weather Policy Document for additional information).
- If applicable, Student will initiate and maintain contact with Site Supervisor throughout course of semester to gain understanding of job expectations, agreed upon work schedule, and notify Site Supervisor and Faculty and/or Coordinator prior to a missed shift. Site Supervisor may dismiss a Student for performance or behavioral issues.
- If required by Host Site, Student will complete a Criminal Offender Record Information ("CORI") and Request sex offender registry information (SORI) coordinated by the Host Site.
- Student will notify Faculty and/or coordinator and Site Supervisor immediately of any circumstances that may impair performance or ability to complete job expectations.
- Student will comply with all applicable state and federal laws, including but not limited to those relating to Occupational Health & Safety (OSHA), Health Insurance Portability and Accountability Act (HIPAA) and if applicable to payroll withholding, and unemployment compensation

BRISTOL STUDENT ACKNOWLEDGEMENT

- Student acknowledges that there may be certain dangers, hazards, and risks associated with participation in this activity. Student further acknowledges and understands that all risks cannot be prevented. If there are physical risks associated with this activity, Student should consult with physician and/or health care provider to discuss whether participation in the activity is appropriate.
- Student agrees to assume all the risks and responsibilities surrounding participation in this activity.
- Student understands and agrees that the college may not provide or have medical services or personnel available at the location of the activity or on its campus. Therefore, should Student require emergency medical treatment as a result of an accident or illness arising during this activity, as the student, I consent to such treatment.
- As the Student, I am physically and mentally able, with or without accommodation, to participate in this activity, and can use the equipment, if any, associated therewith.
- Student agrees to release from liability and waive any legal action against Bristol Community College, its governing board, officers, agents, and employees (the parties), for personal injury, death, or property damage suffered by me while participating in this activity or while in transit to or from the premises where the activity is being conducted.
- Student acknowledges that the College does not provide students with health or accident insurance for the activity, as the Student, I agree to be financially responsible for any medical bills incurred as a result of emergency medical treatment provided.

CONNECT YOUR ORGANIZATION TO BRISTOL STUDENTS THROUGH CIVIC ENGAGEMENT

The Civic Engagement program seeks to promote a culture of social responsibility and community-engaged learning. To that end, the Civic Engagement program includes Academic Community-Based Learning, Volunteer Service, and Civic Action Initiatives.

WHAT IS COMMUNITY-BASED LEARNING?

Community-Based Learning is a teaching and learning strategy that provides students an opportunity to get involved in their community through their academic coursework.

Your interest in engaging community-based learning students is unique to your organization and is able to be structure in one of the following ways:

Project-based Service:

Through a partnership with the Civic Engagement Program and a Bristol Faculty member, a project relating to course material is created to address a need or project the organization identifies. A representative of the organization is encouraged to come into the classroom to talk about their organization and the community need(s). Projects will either largely or fully be done off-site, with students providing a final deliverable to the organization.

Direct Service:

Students are on-site and in direct contact with the people/agency they are helping. A member from your organization will serve as the site supervisor.

BECOME A COMMUNITY PARTNER AND CONNECT YOUR ORGANIZATION TO THE CLASSROOM

- Bristol matches your organization's needs with goal-oriented students.
- Build a responsive workforce community.
- Collaborate with Bristol to align academic learning with skills needed in the workplace.
- Gain access to academic expertise.
- Promotion of organizational sustainability.
- Engage the next generation of talent for your organization.
- Increase students understanding of class topics through Community-Engaged Learning.
- Students are available with start dates in September and January.



Interested in learning more about Civic Engagement?

Contact Erin Smith ☎ 774-357-3092 ✉ Erin.Smith@BristolCC.edu