



HEARTLAND
COMMUNITY COLLEGE

**Business and Technology Department
Internships**

Student Guidebook

**Heartland Community College
Workforce Development Center
WDC 1200**

309.268.8860

Business.technology@heartland.edu

www.heartland.edu/cteinternships

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Getting Started

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1. Find an Internship Site.

You are responsible for finding an internship site. If you do not have a site, ask friends or family if they know anyone who might be willing to host you as an intern. Many students are able to use prior connections to find a site. Other places to ask are any non-profits you might be in contact with: churches, schools, social service agencies, etc. You can also ask your faculty advisor if they know of anywhere that may want an intern (sometimes students choose their advisor before they find a site). Sometimes internships are paid and sometimes they are unpaid – it all depends on the site. Most of the internships within Business and Technology are unpaid internships.

2. Select a Faculty Advisor.

The faculty advisor for your internship should be someone who teaches in your program. While your Sociology teacher may be fantastic, he/she may not know very much about the computer networking field and is ill-equipped to advise you as you work through your internship. If you need help choosing a faculty advisor, please contact the department chair (dana.king@heartland.edu).

3. Create Internship Outcomes.

You will need to work with your faculty advisor and your site supervisor to come up with “outcomes” for your internship. Outcomes are a way to describe what you and/or your site supervisor would like you to learn during the internship. These should be written in a way that is clear to everyone involved and there should be a minimum of three outcomes. In addition, there should be tasks associated with each outcome that describe what you will be doing in order to meet the outcome. Example:

Outcome 1: Make quality peanut butter and jelly sandwiches.

Tasks: Learn about peanut butter selection; assist in bread making; shop for assorted jellies

4. **Complete Internship Paperwork.**

Working with your Faculty Advisor, you will need to complete the ***Business and Technology Department Internship Approval Form***. The form is available as an electronic form and is available at www.heartland.edu/cteinternships. YOU SHOULD COMPLETE THE FORM ELECTRONICALLY (no handwritten forms, please). You, your faculty advisor, and your site supervisor will need to initial and sign the completed document in the appropriate places. It must be signed by all parties before sending to the department for approval. You can turn in your form to WDC 1200 or e-mail it to the Associate Dean (dana.king@heartland.edu). Once your internship has been approved, your paperwork will go to the Records office.

If you are in the Business Technology or Administrative Office Professional program(s), you will choose BUSN 299 as your internship course. If you are in Computer Networking or any other program, you will choose TECH 299.

For each credit of BUSN 299/TECH 299, you will need to complete 75 hours of work at the internship site. Most internships will be one (1) credit. Prior to beginning the internship process, you should see your advisor to be sure you are on track with your graduation plans and that you do not need more than 1 credit of internship. You should know about how many hours of work you will need to complete each week to finish the internship by the end of the semester. Make sure your start and end dates accommodate the appropriate number of hours for your internship; you will indicate start and end dates to your internship on the approval form.

5. **Wait for Notification from Records Office.**

Before you can begin your internship, you will need to be enrolled in the internship course (either BUSN 299 or TECH 299). You MAY NOT start your internship prior to your indicated start date and prior to enrollment in the course. You cannot start simply because you put a date on your form and turned it in – you need to have received the email from Records before officially starting your internship. This is for your protection. *Note: If your prior semester's tuition bill has not been paid, you will not be able to register for an internship.*

6. **Begin Your Internship!**

Your internship is a way for you to learn about a career in your chosen field! Make the most out of the experience and learn everything you can while you can. It is important for you to make a good impression and to network during your internship – you never know if it could lead to a full-time job!

You will be representing Heartland Community College as an intern and the expectation is that you will conduct yourself in a professional manner on the worksite. You will follow all company policies and procedures as well as Heartland's student conduct policies. Failure to comply will result in a grade of "F" for your internship and/or result in disciplinary action. See the Student Handbook for more information: <https://www.heartland.edu/catalog/handbook/conduct.jsp>

7. Submit Reports and Communicate with your Faculty Advisor.

You will submit reports throughout your internship:

(a) Weekly Timesheet. You will complete a weekly timesheet and have it signed by your site supervisor. You can scan in the signed report with your phone and then submit it to Canvas.

(b) Weekly Report Form. Using the Weekly Internship Report form (a copy is available in this book, but you will receive an electronic form in your Canvas course). You are required to submit this report to your faculty advisor (via Canvas) every other week, at a minimum. If you are doing your internship in a short amount of time, you may need to submit them weekly. In your report, you should describe what you are doing and learning, as well as any issues that have come up or questions you might have. You should not copy and paste the same thing from week to week – write about your entire experience that week, not just what you did in terms of tasks. What did you learn? You should expect feedback from your faculty advisor within a week of submitting your report via Canvas. You may also want to submit photos or other documentation about what you are learning (as long as you are not violating any company policies or rules by taking photos or sharing documents).

8. Receive a Visit from Faculty Advisor at Internship Site.

Your Faculty Advisor will visit you at your internship site. This should occur about halfway through the internship and if possible, your site supervisor should also be present. During this time you will be expected to demonstrate what you are learning, perhaps give your faculty advisor a tour, etc. Your faculty advisor may also ask for a private meeting with your site supervisor at this time.

9. Submit a Final Project.

At the end of your internship, you are required to submit a final project of some kind. Each faculty member may require something different, but what you are expected to submit should be discussed early in the internship. Students have done all different kinds of projects ranging from written papers to PowerPoints to videos, etc. Whatever it is that you do, make sure it is high-quality and professional. It should be a reflection of your internship and your program of study. In other words, you will ask yourself the question, “How can I show to others how I applied what I learned in my classes?”

10. Send a Thank You Note to your Site Supervisor.

It is costly for a site to take on an intern, so please make sure you send a personal note to your Site Supervisor, thanking them for the experience and their time and expertise in helping you gain work experience.

Internship Approval Form Sample

Form available at:

www.heartland.edu/cteinternships

**Heartland Community College
Business and Technology Department
Internship Approval Form**



This form must be filled out completely before submitting for approval.

Student and Course/Internship Information

Student Name: Click or tap here to enter text. Student E-mail: Click or tap here to enter text.
Student ID: Click or tap here to enter text. Student Phone: Click or tap here to enter text.
Faculty Advisor: Click or tap here to enter text. Program of Study: Click or tap here to enter text.
Course Number: Choose an item. # Hours of Work to be completed: Choose an item.
Internship Begin Date: Click or tap to enter a date. # Credit Hours: Choose an item.
Internship End Date: Click or tap to enter a date. Semester: Fall Spring Summer

Students must be up-to-date with their tuition bill prior to beginning an internship. Payment status will be verified prior to the internship being approved. I have confirmed that I am not delinquent on my tuition bill (initial) _____

Internship Site & Site Supervisor Information

Site Supervisor Name: Click or tap here to enter text. Site Supervisor Title: Click or tap here to enter text.
Site Supervisor E-mail: Click or tap here to enter text. Site Supervisor Phone: Click or tap here to enter text.
Name of Site: Click or tap here to enter text. Internship Site Website: Click or tap here to enter text.
Street Address: Click or tap here to enter text.
City: Click or tap here to enter text. State: Click or tap here to enter text. Zip: Click or tap here to enter text.

Agreement Information

The **Student** agrees to:

- Represent Heartland Community College in a professional manner.
- Follow the policies and procedures of the internship site.
- Complete the full number of hours of work required.
- Receive feedback from the site supervisor and faculty advisor as the tasks of this internship are completed.
- Submit weekly reports, a final report, and other documentation as needed to the faculty advisor in Blackboard.

Student Initials _____

The **Site Supervisor** agrees to:

- Provide the student with a valuable learning experience, including direction, feedback, and mentorship throughout the duration of the internship.
- Host the faculty advisor for a site visit.
- Contact the faculty advisor should an issue arise.
- Complete an evaluation of the student at the conclusion of the internship.
- Pay the student \$_____ per hour.

Site Supervisor Initials _____

The **Faculty Advisor** agrees to:

- Provide the student with guidance and support throughout the internship.
- Provide the student with feedback after each weekly report in Blackboard.
- Visit the student while they are working at the internship site at least once during the internship and speak with the site supervisor via phone at least twice.
- Evaluate the student's performance in conjunction with the site supervisor and provide verbal and written feedback to the student.

Faculty Advisor Initials _____

Internship Outcomes (should be at least three for each)

The objectives of this internship are:

Click or tap here to enter text.

The tasks the student will perform to meet the objectives of this internship are:

Click or tap here to enter text.

If a problem arises while the student is interning, the Student and Site Supervisor shall attempt to resolve it. If this is not possible, the Student and/or Site Supervisor shall contact the Faculty Advisor who will attempt to facilitate a resolution. Ultimately, the Site Supervisor has the right to terminate the student for appropriate cause. If this occurs, the Student will not be given credit for the internship, nor will the student receive a refund if it is past the refund date. These conditions are agreed to by the undersigned. This agreement may be altered if all parties consent.

Student Signature _____ Date: _____

Site Supervisor's Signature _____ Date: _____

Faculty Advisor's Signature _____ Date: _____

Department Chair's Signature _____ Date: _____

Records Office Use Only

Class Number: _____ Dana King's ID: _____

Processed by: _____ Faculty Advisor's ID: _____

Date processed and student contacted (via HCC email): _____

Weekly Report Sample

Form available at:

www.heartland.edu/cteinternships

**Heartland Community College
Business and Technology Department
Weekly Report Form**



This information is to be submitted to your Faculty Advisor at least once each week and also at the end of the final week of your internship.

Name:

Employer:

Supervisor's Name and e-mail:

Report Dates: _____ through _____ Total Hours Completed: _____

Regular Activities:

Projects in Progress:

Special Projects:

What Did You Learn this Week?:|

Weekly Report Form 082019

Weekly Timesheet Sample

Form available at:

www.heartland.edu/cteinternships

Heartland Community College
Business and Technology Department Internships
Weekly Timesheet



Submit this form to your Faculty Advisor each week.

Week of:						
	Date	Time In	Time Out	Time In	Time Out	Total
Su						
Mo						
Tu						
We						
Th						
Fr						
Sat						
	Total Hours					

Student Signature _____ Date _____

Supervisor's Signature _____ Date _____