

SITE SUPERVISOR MANUAL

What is a practicum?

A “practicum” is the application of classroom theory in the workplace environment – a more common term is internship. Internships provide reinforcement to competencies learned throughout a student’s academic progression, such as: analytical skills, research processes, problem-solving and interpersonal dynamics. Students have the opportunity for degree-related work experience to promote insight about contemporary issues in the workplace of their chosen career field. Thus, an internship can serve as a “job preview” and assist the student in career development based on personal observation instead of relying solely on varying media resources. The internship will help students by building resume content, practicing interview techniques, enhancing job search strategies, and developing professional networks.

The internship is a unique experience that does not reflect the regular format of a classroom course. Instead, comprehensive written assignments and performance evaluations measure how a student has applied their talents, efforts, and other resources towards the internship. This provides feedback to the University on the quality and advantageous benefits students receive from the internship opportunity.

The internship can be completed in increments of 3, 6, 9, 12 or 15 credit hours. Forty work hours equals one credit hour toward the internship. Every student will have a Faculty Mentor to provide guidance through the internship process and to answer any questions or address student concerns.

Site Supervisor Benefits

The internship course experience is a team effort by area internship sites, students, and Mountain State University to provide real-life, hands-on experiences for students while providing businesses with qualified, enthusiastic student interns.

- The workplace acquires an eager, job-ready student intern who is highly motivated to do a great job.
- Opportunity to accomplish new goals or work on special projects.
- Students can begin work experience on a flexible schedule at the company’s convenience.
- Opportunity to provide support and growth for students and University programs as a way to benefit the community.
- Potential for acquiring long-term employees, once a student completes their degrees.

Site Supervisor Commitments

- Provide a meaningful, relevant internship or internship placement for the duration of the work experience.
- Provide regular supervision of the student's activities.
- Evaluate student performance by submitting a **Final Performance Appraisal to the Career Services**.
- If there are any issues encountered during the internship experience, **immediately** contact Career Services. The Internship and Internship Coordinator and Site Supervisor will work together to quickly resolve any questions or situations.

Internship Course Proposal

The Internship Course Proposals describes, in narrative format, the guidelines, goals, duties and responsibilities of the student while working at the internship site. Students are to identify learning and performance objectives in their major field of study, explain the reasoning behind selecting this particular business, and describe the activities at the internship site that will enable them to achieve the goals and objectives in the proposal. **A new Internship Course Proposal must be submitted for each internship site.**

Letter of Acceptance

The Letter of Acceptance (also called a Letter of Intent) from the prospective business internship site must be submitted to the Internship Center. This letter is written by the Site Supervisor on company stationery, accepting the student for the internship, and stating the job duties and goals for the student. Date, title position of Site Supervisor, and phone number must be included. **The Letter of Acceptance does not constitute an employment contract and is in no way binding. The employer retains the right to terminate an intern in the same way he or she would in a “real world” employment situation.**

Daily Journal and Hours Log

This is a record of the dates, hours, and description of work performed at the internship site and must be signed by the Site Supervisor. Students can use the form provided by Career Services, timesheets provided by the employer, or may design his or her own, as long as the hours logs are signed off on by the supervisor.

Performance Appraisal

A performance appraisal measures the effectiveness and efficiency of an employee in their assigned job duties. In a permanent position, appraisals function to determine promotions, pay raises, and level of responsibility and authority. Also, it serves to assess the training and development needs of an employee to advance their career within the company/organization. In the internship experience, students will become aware of their job strengths and improve job weaknesses before entering the regular workforce.

International Students

It is mandatory for international students to contact International Student Services at 929-1551 for approval the Course Proposal before internship registration will be approved. Due to U.S. immigration and employment laws; an affiliation agreement between the internship worksite and Mountain State University must be filed with Career Services at least **6 months before starting the internship – NO exceptions – this is the law, and exceptions cannot be made. Students are not authorized to work internships off campus without a signed agreement in place.**

Affiliation agreements allow nonresident aliens to work off campus for college credit, without endangering their student status. **They do not represent a binding contract between a business and Mountain State University.** If you have any questions about these agreements, please contact the Internship and Internship Coordinator, or Legal Affairs.

Questions regarding the content contained in this manual may be directed to:

Jennifer J. Worley, Internship Coordinator

Career Services

Student Life House

704 S. Kanawha Street

jworley@mountainstate.edu

(304) 929-1565 or (800) 766-6067 ext. 1565

FAX: (304) 252-2896

Example Letter of Acceptance

PAPER INC.

Address Line 1
Address Line 2
City, ST 22222
Country

Phone: 555-555-5555
Fax: 222-222-2222
Email: xyz@example.com
Website: <http://mysite@example.com>

December 5, 2006

To Whom It May Concern:

Paper Inc. accepts John Phillips as a internship student and will abide by the guidelines and policies as explained in the internship manual.

John will work at our office for 25 hours per week, beginning January 5, 2007 through May 10, 2007 to fulfill the 600 hours requirement. John will be working on several different projects within the Administrative, Registration, and Accounting departments.

Sincerely,

Stanley Smith

Stanley Smith, General Office Manager