



**POLK  
STATE  
COLLEGE**

# **INTERNSHIP SUPERVISOR HANDBOOK**

**Academic Year 2014-2015**

*Rev 2:1-16-15/LC*

*“We couldn’t do it without you!”*

Dear Supervisor,

Polk State College is proud of our reputation for excellence in workforce preparation programs and the Associate in Science and Bachelor’s in Applied Science degrees that support them. As you may already know, we work closely with the community to assure that our programs prepare our students to meet the knowledge and ability requirements of the ever-changing work world, and that they have the skills needed to make a positive difference in any organization in which they work.

Our Internship program helps to provide students who are not already working in their chosen field with meaningful career-based experiences so that they may apply what they’ve learned through their program and hone the skills that they’ve acquired in the process. We greatly appreciate the opportunities provided through our Internship partnerships and work to support a process and experience that is beneficial to both the student and the placement site.

We want to thank you for being a part of this partnership and for providing an internship experience to a Polk State student! We truly couldn’t do it without your support and “real world” opportunity! Your willingness to guide a Polk State intern will enable that intern to launch his/her career, contribute to society, support a family, and achieve personal fulfillment. We thank you.

This handbook includes only the pieces of our Internship Handbook specific to the supervisory process; however, you can find the complete handbook at [www.polk.edu/interns](http://www.polk.edu/interns).

Please let us know how we may be of assistance throughout this process, and thank you again for your support and partnership!

Sincerely,

Lynn

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### **Equal Access/Equal Opportunity**

Polk State College is an equal access/equal opportunity institution committed to excellence through diversity in education and employment. The College complies with all state and federal laws granting rights to students, employees, and applicants for employment or admission to the College. The College prohibits unlawful discrimination on the basis of race, color, national origin, creed, ethnicity, sex, age, religion, sexual orientation, marital status, veteran status, genetic information or disability in any of its employment policies or practices, educational programs, or activities. For questions or concerns, please contact:

Valparisa Baker  
 Director, Equity & Diversity (Title IX Coordinator)  
 999 Avenue H NE  
 Winter Haven, FL 33881  
 Office: WAD 227  
 863.292.3602 Ext. 5378  
[vbaker@polk.edu](mailto:vbaker@polk.edu)

This Internship Handbook and the online College Central internship module are maintained by Lynn Chisholm, Internship Coordinator. Please direct any inquiries, corrections, or feedback to [lchisholm@polk.edu](mailto:lchisholm@polk.edu) or 863-298-6897.

## I. Introduction to the Process

### Placement Site Supervisor:

Thank you for your interest, support, and partnership with Polk State in offering an internship opportunity for our students. As the intern's placement site supervisor, you will be assisting the student in achieving his/her academic and career goals. You'll be providing formative, and in some cases, transformational experiences and guidance that will take the student closer to reaching his/her career goals.

To help us to better assist you, we ask that you register with us using the "employers" icon at <http://collegecentral.com/polkstate>. By doing so we are better able to facilitate the process of finding an intern who meets your position requirements.

**1. Resume:** We strive to assist you in connecting with an intern who is a good fit for your organization's industry and the internship position's work training and experience opportunity, and who is interested in a career in your field. You will have the opportunity to review an intern's resume to identify necessary skill sets and educational requirements before electing to interview him/her.

**2. Interview:** After you've reviewed the student's resume, you are encouraged to interview him/her, and to select an intern that fits your position and organization based on the criteria for the internship as discussed with the internship coordinator. Note: we are always especially grateful to organizations who give students who are having challenges launching their careers a chance, but we want both the student and the organization to be comfortable with the internship arrangement because we believe that it will be the pathway that is most beneficial to the student's growth and development.

**3. Memorandum of Understanding:** Before the student begins his/her experience with you, we ask you to read and sign the Memorandum of Understanding. (See Appendix)

**4. Student Evaluation/Feedback:** At mid-term and the end of the semester, we ask that you complete a student evaluation and share the feedback with the student. We will also request feedback from you on how we can improve our process at the end of the internship experience. Please let us know how we can assist you along the way. (See Appendix)

*It's what you learn after  
you know it all that counts.*

*- John Wooden*



## II. Supervisory Responsibilities

The following are important guidelines for the Internship Placement Site Supervisor and the Program Director in order to achieve a beneficial internship experience.

### **Relationship Building and Supervision:**

- Take time to get to know the student intern so you can best assist him/her as a supervisor. Ask about his/her goals and aspirations and about his/her needs/expectations of you as a supervisor. Likewise, you should share your needs and expectations of the intern.
- Build a supportive professional relationship that cultivates open communication. This should take place at the work site only. Contact with interns outside of business hours is discouraged.
- Ensure that the internship is a meaningful learning experience for the student by providing opportunities to apply what has been learned in the classroom.
- Provide training and all necessary resources for the position. Provide the intern with information that would be given to any new employee.
- Develop, implement and review the Internship Learning Plan in order to assist the intern in achieving the internship objectives.
- Assure that the intern is engaged in real work, completing his/her assigned duties efficiently and effectively, and striving to improve performance.
- Meet on a regular basis to assist the student in critical thinking and problem solving. Use of “coaching” skills will be an important tool to the supervisor as they aid the intern in gaining independence.
- Evaluate your intern’s progress and provide feedback often and in a constructive manner. Keep in mind that positive feedback reinforces good performance and achieves results up to 4 times faster and more effectively than constructive criticism alone.
- Provide opportunities for increased responsibility as the intern displays his/her ability to do so.
- The intern should generally be treated as a “regular” employee.
- Communicate any concerns, questions, changes or issues regarding the internship to the Polk State Internship Coordinator.

### **Documentation and Meetings:**

- Assure that the Internship Coordinator has current information regarding the intern – including the supervisor’s contact information and the job duties required of the intern (a position description or equivalent)
- Assist the intern in achieving his/her Internship Learning Plan that articulates the student’s goals for the internship and how this placement will help him/her to achieve career objectives.
- Meet on a regular basis to discuss the intern’s assignments and performance.
- Complete a mid-semester evaluation and be available for a site visit from the Internship Coordinator or the intern’s Program Director.
- Complete the intern’s end of semester evaluation and share feedback with the intern to assist him/her in continued growth and development. The Intern Evaluation should be provided to the Internship Coordinator at the conclusion of the internship.

## Supervisory Best Practices:

- Set a good example at all times.
- Explain what you're doing, how you're doing it, and why you're doing it.
- Repetition and routine are helpful for an intern's growth, but don't be afraid to ask the intern to stretch his/her skills and/or provide the intern with a variety of responsibilities.
- Set goals in small attainable steps to support success. Engage the intern in the process and review progress on a regular basis.
- Build the intern's independence by providing him/her with trouble-shooting tips and talking the intern through problem-solving steps. Rather than solving all problems for the intern, let the intern learn how to solve them.

Polk State College requires educational partners to support our commitment to diversity: Polk State College is an equal access equal opportunity institution, committed to excellence through diversity in education and employment. The College prohibits unlawful discrimination on the basis of race, color, national origin, ethnicity, gender, age, religion, marital status, veteran status, genetic information, or disability in any of its employment, policies or practices, educational programs, or activities.

The intern comes with the support of Polk State College and his/her Program Director as well as the Internship Coordinator. Please tap into these resources as needed so that we may partner for a successful internship! You may also find the following helpful to you as an Internship Supervisor:

- <http://cnmdallas.blogspot.com/2012/04/from-interns-mouth-best-practices-for.html>
- <http://www.internships.com/internmatters>
- <http://internships.about.com/od/corporateinternships/a/inbestpractices.htm>
- <http://www.internmatch.com/guides/ten-tips-to-effectively-manage-interns>



### III. Intern Professional Guidelines and Safeguards for Behavior and Performance

#### A. Internship Professionalism Guidelines:

**Schedule and Attendance:** Interns should plan for and commit to the schedule they will be keeping with their internship placement during the placement's standard business hours. Maintaining a reliable schedule with dependable attendance is important.

**Attire:** Interns should wear attire that is suitable for the placement at which they are interning. This attire may not be the same as what is allowed in the classroom; interns will be expected to follow the company's policy for attire when at his/her internship. If in doubt, please discuss with your supervisor, Program Director, or the Internship Coordinator.

**Policies:** Interns will be expected to know and follow the policies and procedures outlined in this handbook, of Polk State College, and with any applicable policies and procedures of the organization at which they are interning.

**Equality and Diversity:** Polk State College is an equal access/equal opportunity institution, committed to excellence through diversity in education and employment. The College prohibits unlawful discrimination on the basis of race, color, national origin, ethnicity, gender, age, religion, marital status, veteran status, genetic information, or disability in any of its employment, policies or practices, educational programs, or activities. Interns and supervisors are required to comply with this law.

#### B. Behavior and Conduct

**Communication:** Keep your supervisor informed of your progress; talk honestly and professionally with your supervisor if you are experiencing any difficulties. Assure that your Program Director and/or Internship Coordinator are informed of any concerns or difficulties experienced during the internship so that we can assist you in troubleshooting the situation professionally.

**Confidentiality:** Interns must maintain confidentiality regarding the placement site's business, customers, clients, and associates; and disclose information only on a "need-to-know" basis for the purpose of completing internship assignments. Specifically, do not name individuals in any context outside internship communication, do not discuss specific concerns regarding internship clientele or staff, and handle hard copies of any internship documentation appropriately (per internship site policy). Breaches in confidentiality and/or "gossip" are to be avoided at all costs. For additional information: <http://en.wikipedia.org/wiki/Confidentiality>.

**HIPAA:** The Health Insurance Portability and Accountability Act includes several parts, but interns need to know and comply with the Privacy Rule which serves to assure that individuals' health information is properly protected while allowing the flow of health information needed to provide and promote high quality health care and to protect the public's health and well-being. Strict compliance with all aspects of HIPAA is required of interns. For more information: <http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/index.html>.

**Accommodations:** Students in need of accommodations for a documented disability needed in order to successfully complete assignments need to inform the Internship Coordinator upon initiation of the internship. Placement Site Supervisors will provide reasonable, but not

necessarily the exact, accommodation requested as per ADA requirements.  
<http://www.eeoc.gov/policy/docs/accommodation.html>

**STUDENTS:** If you are concerned or unsure of how to address any particular issue in your internship, meet with the Internship Coordinator to explore options and possible approaches.

### C. Internship Assignment Performance

**Performance of Assigned Duties:** It is important to know that as a student intern you are expected to perform your assigned duties to the best of your ability. If you are concerned about any assigned duties, please speak with your Program Director or the Internship Coordinator as soon as possible. If you need to request additional assistance from your program of study to assist you in learning and performing program-specific skills, please speak with your Program Director or Course Instructor.

**Note:** Interns should address any performance concerns early! Faculty and/or the Internship Coordinator will attempt to assist you and the placement site supervisor in working through performance issues when requested, but essentially it is your responsibility to achieve success and respond to challenging situations with the appropriate attitude and positive response. An inability to satisfactorily perform the agreed upon duties or a breach in internship site policy could result in termination of the internship.

**Professionalism:** Professionalism is a quality that we wish all Polk State interns to demonstrate. It refers to the quality of the work provided by the intern as well as the manner in which the student presents him/herself. It involves being reliable and dependable, communicating respectfully and courteously at all times, displaying the desired skill sets, yet being willing to learn on the job, being accountable for one's work and willing to correct mistakes. Professionalism can mean different things in different places, and though it is not always defined for you explicitly, it is expected of you! For more information on professionalism: <http://www.mindtools.com/pages/article/professionalism.htm>.



## D. Safeguards and the Law

**Legal Safeguards and Guidelines:** Internships are governed under the U.S. Department of Labor. State of Florida DOL guidelines will also apply. This status assures that as an intern you will be treated equitably and fairly under the law. Note: as an intern, you function in an “entry-level” position, and you may not always “like” your job duties. However, if you feel that you are being taken advantage of unfairly, please discuss these concerns with your Supervisor, Program Director, and Internship Coordinator. For more information on employment law that may affect you as an intern, please see: <http://www.dol.gov/>.

**Legal Liability:** Depending on the setting, interns may be exposed to highly sensitive information. It is critical you understand and adhere to the policies and legal-liability guidelines related to your placement site and activities. You are responsible for knowing and complying with any policies and guidelines that govern your assignments at an internship site and for upholding them. Likewise, if you are concerned about the activities of others that you have witnessed directly, you should bring those concerns to the attention of your supervisor as your presence during such conduct or actions can make you liable as a passive bystander. Please note that ignorance of the law does not presume innocence, nor is it a viable defense. **Note:** Any evidence of legal misconduct will not be tolerated. Consequences may include, but not be limited to, termination of the internship and an incomplete grade for the course. Depending on the severity of the issue, further legal actions could apply.

**Safety:** Every attempt to assure that an internship site maintains a safe work environment as required by law will be made. Similarly, students should make every attempt to become familiar with and comply with site-specific safety standards and policies while on an internship. Safety measures may include things such as, but not limited to: wearing Personal Protective Equipment (PPE), being trained on the proper use of equipment prior to using it, completing Blood Borne Pathogen training, or learning appropriate ways to safely manage a combative patient. You should work closely with supervisors to assure you are properly prepared to safely conduct any internship tasks that could pose a risk to your health, safety, or well-being. Additionally, although personal safety is an individual responsibility, you are urged to communicate with the supervisor, Program Director, and/or the Internship Coordinator if you have concerns. For more information on safety and related workplace issues: <http://www.osha.gov/>.

**Harassment:** It is often said, but not always true, that we teach others how to treat us through our own behavior. Assure that your behavior leaves no confusion about the fact that you are a professional in training. Even so, unlawful harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964 and should not be tolerated. To do your part, always treat your co-workers, including other interns, clients, vendors, and others encountered on the job politely and professionally. Unwelcome, uninvited behavior with sexual, racial, or ethnic overtones occurring in the work place is unlawful harassment and it is illegal; alert your supervisor if you feel victimized by such behavior.

Polk State College is committed to and encourages equal opportunity/equity/access for its programs, services and activities. If your supervisor is not responsive to your concerns or you are unsure how to respond to a situation in which you feel harassed as a result of sex, race, age, disability, or other legally protected characteristics, please contact your Program Director, the Internship Coordinator, and the Director for Equity and Diversity at Polk State College immediately. For more information please see: <http://www.eeoc.gov/>

# Appendix

## Annotated Index of Internship Forms

**Intern Request** – Organizations may use this to request an intern.

**Position Description** – organizations may use this to help them to develop the internship position duties, responsibilities, and value.

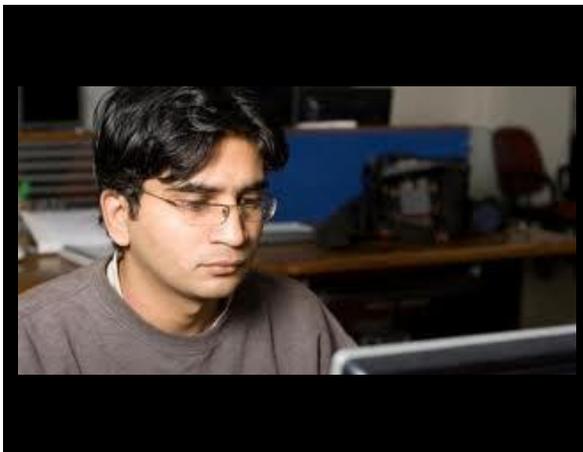
**Internship Learning Plan** – Students may wish to develop this with assistance from the Program Director and/or Placement Site Supervisor. This is not necessary if the student has program-specific materials to guide the learning process while on the internship.

**Memorandum Of Understanding** – This form is to be signed by the Placement Site Supervisor, Internship Coordinator, and the student intern and reviewed with the student during Internship Orientation.

**Attendance and Experience Log** – Students will keep this log updated throughout the internship experience. The Placement Site Supervisor will initial/sign to verify hours.

**Student Intern Evaluation** – Generic – the student's program may require a more specific student intern evaluation.

**Internship Site Evaluation** – Students complete this at the end of the internship.



*The difference between school and life? In school, you're taught a lesson and then given a test. In life, you're given a test that teaches you a lesson.*

*- Tom Bodett*

## PLACEMENT SITE - INTERNSHIP REQUEST

(An electronic version of this form is available online at [www.polk.edu/internships](http://www.polk.edu/internships) or you may enroll directly into <http://collegecentral.com/polkstate> and manage your account from the site once you receive a password from the Internship Coordinator.)

**Dear Placement Site Manager:**

Thank you for your desire to establish a Polk State College student internship at your organization. Please provide the information below to enable us to successfully assist you.

If you have any questions regarding this form, establishing an internship, or about Polk State College, please contact Lynn Chisholm, Internship Coordinator, at [lichisholm@polk.edu](mailto:lichisholm@polk.edu) or 863-298-6897. For more information about Polk State College or our degree programs, please visit our website at [polk.edu](http://polk.edu). We look forward to assisting you with a Polk State intern!

**Polk State College is committed to and encourages equal opportunity/equity/access for its programs, services and activities.**

Organization Name:	Contact's Name:
Type of Business:	Contact's Title:
Address:	Contact's E-mail:
Street/City/State/Zip	Contact's Phone:
Date of request:	
Duration of internship: 1 semester/ongoing/potential job:	Is this a paid internship? If so, wages/hour:
Desired program of study:	
Desired skill sets:	Necessary competencies:

Please list below the specific duties and/or projects to be assigned to the intern:

1.	5.
2.	6.
3.	7.
4.	8.

Semester/schedule (days/hours) of internship anticipated:

Is there any other information you would like us to know before we schedule student(s) to interview with you for this internship?

**Thank you for your support of Polk State!**

## Polk State College Internship Position Description

Semester/Year: \_\_\_\_\_ / \_\_\_\_\_

Businesses can build or upload their position descriptions at <http://collegecentral.com/polkstate> once they have enrolled. This outline is an example of what might be included in a position description.

### **Name of Organization:**

Type of Business:  
Internship Site Contact:  
Contact's e-mail:  
Contact's phone:  
Address/location information:

### **Internship Position (or what most closely resembles the functional title):**

Department/Division:  
Intern will report to/Supervisor:

### **Desired Background:**

Program of Study:  
Additional Skill Sets (example: specific applications/programs or other skills, etc.):

### **Description of position and duties:**

Purpose and value of position:  
Project description:  
Known duties to be assigned:  
Additional office/business tasks:  
Learning opportunities provided:

### **Other requirements of the position:**

Physical requirements:  
Travel:  
Attire (e.g., business casual, business professional, etc.):  
Rate of Pay (if applicable):  
Hours/Schedule desired:

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# Internship Learning Plan (ILP)

## PURPOSE

The purpose of this document is to identify the individual student's learning and career objectives. This form is not necessary if a program-specific form is used for this purpose.

## INSTRUCTIONS

This is an optional tool provided to assist the student in connecting his/her academic work with the workplace through "real-world" experiences. It is advised that the student seek input from a Program Director to assure goals are both thorough and realistic for the student's program level and internship environment. The student is also encouraged to consult with the Placement Site Supervisor to assure opportunities to achieve his/her goals.

**Polk State College is committed to and encourages equal opportunity/equity/access for its programs, services and activities.**

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## I. Intern/Placement Information\*

Intern:	Program Director:
Program:	Internship Semester/Year/time frame:
Placement site:	Placement Supervisor:
Location:	Hours/week:
Duties:	Projects:

**\*This information will be helpful on student's resume after the internship experience**

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## II. Academic and Experience Skills and Competencies

1. What courses have you completed that apply to this internship?

- a. Do you have any additional/prior experience in this area?

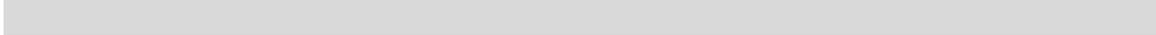
- b. Do you have any related coursework or experience that may be helpful?

2. List any industry-specific certifications that you have earned:

3. List specific skill sets you possess that will be useful at this placement:

4. List your strengths/competencies as an intern entering this internship placement:

5. List specific areas that you hope to develop:



**III. Professional Advancement**

- 1. What are your career goals?
- 2. What specific activities at this internship placement (such as projects, work assignments or learning activities) would help you advance your career?
- 3. What are your supervisory needs as a student from your point of view?
- 4. In the event that your internship placement requires it, would you be willing to sign a “non-disclosure” agreement (check below). Be aware that confidentiality of business and client/customer data and information is required in any/all settings.  
Yes - \_\_\_\_\_ No - \_\_\_\_\_

**IV. Goals**

Use this section to identify specific goals you would like to achieve while on your internship. You may add goals as desired. Suggested categories are provided below.

**GOAL 1:**

(E.g., Technical Goal – technical skills to enable student to develop stronger skill sets)

**GOAL 2:**

(E.g., Professional Goal – professional skills to enable student to achieve higher standards)

**GOAL 3:**

(E.g., Placement site goal developed with internship supervisor – specific to site skill sets)

**V. Learning Plan – add rows as needed.**

Date/timeframe	Activity	Learning outcome

## MEMORANDUM OF UNDERSTANDING Polk State College Student Internship

This Memorandum of Understanding, effective \_\_\_\_\_, 2013 (date), is between Polk State College, hereinafter referred to as **Polk State**; \_\_\_\_\_ (Internship Placement: business/organization), hereinafter referred to as **the Placement**; and \_\_\_\_\_ (Polk State student), hereinafter referred to as **the Student**.

It is agreed by the aforesaid parties to be of mutual interest and advantage that the Polk State student involved in one of the academic programs at Polk State be given the opportunity for and benefit of experiential learning through an internship provided by the Placement.

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*The aforesaid parties understand the following:*

### **I. The Placement agrees to:**

1. Provide a planned, supervised program of internship experience that is mutually acceptable to Polk State and the Placement.
2. Maintain complete records and reports on the student's performance and provide written evaluations of the student's performance to Polk State at the end of the semester.
3. Request Polk State to engage in a joint evaluation of any student whose performance is questionable, whose personal characteristics seem to prevent desirable relationships within the Placement, or whose health status becomes a detriment to the student's successful completion of the internship.
4. Permit the inspection of the Placement facilities, records pertaining to the internship experience, student records, and such other items pertaining to the Polk State student's internship as necessary.
5. Assign an internship supervisor (an employee of the Placement), who shall be a person mutually agreeable to Polk State and the Placement and who shall be responsible for mentoring the student intern as well as supervising and evaluating the student's internship performance.
6. Immediately notify Polk State in writing of any change or proposed changes in the program.

### **II. Polk State agrees to:**

1. Send the name of the student intern to the Placement as soon as possible before the beginning date of the internship in order for the Placement to interview the Student and agree to provide the internship experience for said student.
2. Supply, with the student's permission, any additional relevant information required by the Placement prior to the employment of the student intern.
3. Assign to the Placement only those students who meet, so far as can be ascertained, the requirements of both the Placement and Polk State.
4. Make available a Polk State faculty or staff member to discuss with the Placement supervisor, the assignment to be assumed by the student in the internship program.

5. Comply with all established policies and practices of the Placement as such policies and practices are made known to Polk State. Polk State further agrees that students will be subject to all rules and regulations pertaining to regular employees of the Placement.
6. Notify all participating students that his/her appearance and performance on duty will be commensurate at all times with the position that they are preparing to assume.

### **III. The student agrees to:**

1. Provide and maintain personal health, personal liability, and auto insurance as and where indicated, and complete any required background screenings (e.g., fingerprinting if required) at his/her own expense prior to beginning an internship.
2. Perform his/her duties in a professional manner and to follow the administrative policies and procedures of the Placement, including: confidentiality policies; human resources/personnel practices; Health Insurance Portability and Accountability Act (HIPAA); safety policies; Internship Placement protocol; etc., and if provided the student agrees to attend the Placement's employee orientation and/or any related training to facilitate this process.
3. Provide his/her own transportation and living arrangements and any other expenses incurred as part of the internship experience, such as supplies, Personal Protective Equipment, professional attire, etc.
4. Report to the Placement at the agreed-upon schedule of days, times, and hours on time, and to communicate in advance of a change regarding any variation to the agreed schedule. The student also agrees to follow all established rules and regulations during regularly scheduled operating hours of the Placement.
5. Abide by the **Polk State College Internship Handbook**, and by the Polk State College Code of Student Conduct, and any other documents pertinent to his/her specific Polk State department/program as may define or relate to professional behavior in internships.

### **IV. It is mutually agreed that:**

1. Polk State and the Placement will indemnify, defend and hold each other innocent for and against any and all losses, damages, expenses, or other liabilities including attorneys' fees, court costs, and related costs of defense, arising from or in any way connected with claims for personal injury, death, property damage or contractual liability that may be asserted against Polk State or the Placement by any party(ies), which arise or allegedly rise out of action, inaction, or breach by their own employee, student, agent, or representative while in the conduct of the internship experience. Nothing herein shall be deemed a waiver of any available defense by Polk State College or of any limit on its liability, including limits under Section 768.28, Florida Statutes, whether the claim is brought under contract, tort, negligence, equity or any other legal cause of action.
2. The Placement will assess no fees to Polk State or student for the use of the Placement's resources in connection with this internship program.
3. (Add any details here, such as intern's schedule, paid/unpaid, time-frame of internship.)

**V. Terms of Agreement:**

1. Any of the above parties hereto may, upon giving thirty (30) days' written notice, terminate this Memorandum.
2. Revisions to this Memorandum become effective upon approval of the parties hereto through written communication from all parties.
3. Polk State is committed to and encourages equal opportunity/equity/access for its programs, services and activities and requests that Placements and Students commit to this as well. Therefore, Polk State and the Placement shall comply with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, and Title II of the Older Americans Amendments of 1975, and all related regulations, and assure that they do not, and will not, discriminate against any person on the basis of race, color, national origin, ethnicity, gender, age, religion, marital status, veteran status, genetic information or disability under any program or activity receiving Federal financial assistance. Nothing in this agreement is intended to be contrary to State or Federal laws. In the event of conflict between terms of this agreement and any applicable State or Federal law, that State or Federal law will supersede the terms of this agreement. In the event of conflict between State and Federal laws, Federal laws will govern.
4. Periodic reviews of programs and policies will be conducted under the auspices of Polk State Office of the Vice President of Academic and Student Affairs.

*As signed and agreed upon by:*

**Placement/Agency/Polk State Office representative Name of Placement/Agency/Office**

Printed Name: \_\_\_\_\_

Signature and date: \_\_\_\_\_

**Polk State Student Intern**

Printed Name: \_\_\_\_\_

Signature and date: \_\_\_\_\_

**Lynn Chisholm, Polk State Internship Coordinator**

Signature and date: \_\_\_\_\_

*This Memorandum of Understanding should be signed and dated by the Placement representative and Student intern and returned to the Polk State Internship Coordinator prior to initiation of the internship.*

## Internship Attendance and Experience Log

Intern:	Date:
Internship Placement:	Program:
Placement Supervisor:	Faculty:

Week of: (dd/mm/yy – dd/mm/yy)	Hours (total hours for week)	Cumulative Hours (total hours to date)	Supervisor's Signature (initials weekly/full signature for total)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
<b>Semester Total:</b>			

### Experience Log (should coincide with your Internship Learning Plan):

Week of: (dd/mm/yy – dd/mm/yy)	Skill Sets or Competencies Developed (technical aspects)	Learning Reflections
EXAMPLE ENTRY: 10/15/12-10/19/12	EXAMPLE: Completed training on SmartTurn software for Purchasing and Inventory (P&I) management	E.g.: Learned to use the software that helps maintain control over purchases, inventory, supplies, and equipment and control loss prevention. Interesting to see how they are often combined functions.
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		

14.		
15.		
16.		

\*Add rows to sections as needed. When complete, submit to your Program Director if completing a “for credit” internship as part of your curriculum. Maintain a copy for your records.

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*Polk State College is committed to and encourages equal opportunity/equity/access for its programs, services and activities. Concerns regarding access to experiential opportunities at the internship site should be brought to the attention of the Coordinator of Disability Services, the Director of Equity and Diversity, and the Internship Coordinator.*

**I attest that these hours are correct and that I have accurately documented my time and experience for this internship placement.**

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Student’s Signature                      Date

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Supervisor’s Signature                      Date

## Polk State College Internship Program Student Intern Evaluation

By/Internship Supervisor:

At/Placement Site:

For/Student Intern:

Re/Period of Internship:

Lynn Chisholm, Internship Coordinator

Program Director:

Please take a moment to provide feedback and to share it with your student intern at mid-term and at the end of the experience. If desired, please add any examples or substantiating comments to support your ratings. This is also available via electronic version if preferred.

Thank you!

**STUDENT:** (can be used at mid-term and again at the end of the semester to note progress)

**Rating scale: 5-Excellent; 4-Good; 3-Average; 2-Needs Improvement; 1-Unsatisfactory**

1. Attendance/Dependability/Reliability Comments:	5	4	3	2	1
2. Cooperation/Working with the Team Comments:	5	4	3	2	1
3. Conduct/Behavior/Adherence to Policies Comments:	5	4	3	2	1
4. Communication – spoken and written Comments:	5	4	3	2	1
5. Ability to follow directions/execute assignments Comments:	5	4	3	2	1
6. Ability to problem solve/trouble-shoot Comments:	5	4	3	2	1
7. Application of supervisory feedback Comments:	5	4	3	2	1
8. Use/application of equipment/technology/compute Comments:	5	4	3	2	1
9. Application of classroom knowledge Comments:	5	4	3	2	1
10. Independence/Professionalism Comments:	5	4	3	2	1

**OVERALL EXPERIENCE:** (to be provided and completed at the end of the internship)  
**Rating scale: 5-Strongly Agree; 4-Agree; 3-Neutral; 2-Disagree; 1-Strongly Disagree**

1. I received information on my Intern in a timely manner.      5      4      3      2      1

Comments:

2. I received information on the process in a timely manner.      5      4      3      2      1

Comments:

3. The Polk State faculty/staff were responsive to my needs.      5      4      3      2      1

Comments:

4. The resources shared by Polk State were beneficial/helpful.      5      4      3      2      1

Comments:

5. My organization benefitted from this experience.      5      4      3      2      1

Comments:

6. I benefitted from this experience.      5      4      3      2      1

Comments:

7. I would participate in a Polk State Internship program again.      5      4      3      2      1

Comments:

8. I would recommend the Internship program to others.      5      4      3      2      1

Comments:

9. What I liked best about having an Intern from Polk State was:

10. What I think needs improvement is:

11. Any other feedback about your experience that you would like to share with us?

**Polk State College is committed to and encourages equal opportunity/equity/access for its programs, services and activities.**

Thank you for completing this evaluation and providing us valuable feedback.

Please return it to [Lchisholm@polk.edu](mailto:Lchisholm@polk.edu) or mail to:

Lynn Chisholm, Internship Coordinator, Polk State College,  
 999 Ave. H, N.E., Winter Haven, FL 33881-4299.

For the electronic version of this evaluation contact Lynn Chisholm (above).

[End]