



Missouri Valley College

Internship Handbook

MISSION STATEMENT

The mission of the Internship Program at Missouri Valley College is to provide students a means to integrate academic theories and principles with practical job experience through cooperative education in a real-world setting, thereby reinforcing and expanding classroom learning while preparing students for postgraduate employment or continuing education.

GOALS

1. To ensure that students have access to and include experiential learning courses in their academic programs to apply course content and gain relevant academic, personal and professional knowledge, skills, and attitudes they need to become work-ready and civically engaged citizens upon graduation.
2. Build strong partnerships with employers and community partners to produce strong learning environments for students while meeting workforce development needs.

DEFINITIONS

Internships

Culminating experiences associated with course credit in which the student works in a temporary position with an emphasis on on-the-job training associated with their particular field of study. Student internships provide opportunities for students to gain experience in their field, apply what they have learned, and create a network of professional contacts.

An internship may be paid, unpaid or partially paid (in the form of a stipend).

Missouri Valley College Internships vary from 1 credit hour up to 12 credit hours, depending on the major. Students are charged the per credit hour rate or package rate in the term the internship is taken.

Internship Contact Hours/Credit Hours (minimum):

- 1 credit hour = 50 contact/clock hours
- 2 credit hours = 100 contact/clock hours
- 3 credit hours = 150 contact/clock hours
- 4 or more credit hours = 50 contact/clock hours per credit hour

Practicums and Clinicals

Courses found within specialized fields of study (Education & Nursing) that are designed to give students supervised practical application of previously studied theory. These courses are generally embedded throughout the academic curriculum or associated with a specific didactic course or courses.

Practicums and clinicals are not covered in this handbook and are program-specific. Please contact your advisor for more information and specific requirements.

INTERNSHIP SITE SELECTION CRITERIA

Generally, internship sites and activities are approved on a case-by-case basis. As a rule, a student cannot complete an internship with the student's family-owned or operated business or enterprise.

Sites are selected based upon the opportunities available that will ensure that the student has access to experiential learning related to their academic program.

INTERNSHIP APPLICATION PROCESS

STEP 1: Application (Appendix A) - Internship applicants must be in their final year of academic study. On occasion, there may be an exception to this rule. Students must contact their academic advisor or division chair for specific requirements.

Students who are planning to complete an internship must submit a completed application (Appendix A) to the respective academic advisor and division chair. This application must be submitted well in advance of starting the internship experience. It is recommended that students submit the application during the semester prior to the intended internship.

The application includes general information about the student and specific information regarding the intended internship site. It is the responsibility of the student to locate an internship site and obtain the requested information. If a student has a question regarding the suitability of the site, they should contact their academic advisor or division chair.

Once the application is received by the division chair, they will review it and assign a faculty internship supervisor. The student will then need to meet with the faculty supervisor.

Some internship sites require a criminal background check, liability insurance, or drug screening. Students should contact the proposed site for specific requirements. Some sites provide these services as part of employment, others may require the student to obtain these on their own and provide documentation.

STEP 2: Internship Contract (Appendix B) - Once the student has met with the faculty supervisor, they will need to complete the Student Internship Contract and submit it to the faculty supervisor for final approval.

The student must work with their faculty supervisor to identify appropriate learning outcomes for their internship experience. They must also list all activities and projects for meeting these outcomes.

In completing this document, the student will also need to meet with their internship site supervisor. However, much of the information regarding the job description and project ideas should be addressed in the initial meeting and submitted with the initial application.

STEP 3: Registration Document (Appendix C) - When all contracts are completed, signed and on-file in the faculty supervisor's office, the student will complete, get required signatures for, and submit the Registration Document to the Registrar's Office. **This step must be completed prior to starting the internship.**

International Students & Internships

International students need to complete all of the internship paperwork indicated above, but will also need to meet some additional requirements so that they may receive full credit for internships done in the USA and not jeopardize their status. International students must meet with the designated school official (DSO) for international students to make sure that this process is complete before being allowed to start their internship. In order to ensure that international students complete the paperwork, it will be necessary to obtain the appropriate signature of the DSO on the application form.

GRADING POLICY

At a minimum, the intern's grade for the course will be determined in this manner:

A

- Exemplary completion of work objectives
- Excellent and good rating by the supervisor in the final evaluation
- Well-written final report and self assessment
- Well-written and developed portfolio or professional project
- Completion of contracted hours

B

- Successful completion of work objectives
- Good and average ratings by the supervisor in the final evaluation
- Well-written final report and self-assessment
- Well-written portfolio or professional project
- Completion of contracted work hours

C

- Completion of work objectives
- Average/poor ratings by the supervisor in the final evaluation
- Submission of completed portfolio or project
- Completion of contracted work hours

D

- Partial completion of work objectives
- Average/poor ratings by the supervisor in the final evaluation
- Final report has writing deficiencies

- Partial completion of portfolio or project
- Completion of contracted work hours

F

- Failure to complete work objectives
- Poor evaluations
- Failure to complete or poorly written final project
- Poor or incomplete portfolio por project
- Failure to complete contracted hours

The faculty supervisor may have additional requirements that the intern must complete as part of the evaluation process. These requirements should be outlined in detail in the Student Internship Contract.

APPENDIX A

MISSOURI VALLEY COLLEGE
APPLICATION FOR INTERNSHIP
(to be submitted to division chair/dean)

Student name: _____ Student ID: _____

International student? Yes No (If yes, student must see campus DSO prior to enrollment)

Cell phone #: _____

Date submitted: _____

Senior Status? Yes No

Semester requested: Fall Spring Summer Year: _____

Proposed Internship site: _____

Address: _____

City, State, Zip, Country: _____

Phone: _____

Internship supervisor name: _____

If applicable, site supervisor's degrees/certificates: _____

Credit hours: _____ (tuition charged per credit hour rate or package rate, see handbook)

Liability insurance needed? Yes No

Criminal background check needed? Yes No

Internship start and end dates (must fall within semester/term dates): _____ Start _____ End

For Division use only:

Application approved: Yes No

Faculty Supervisor

Date

Division Chair

Date

INTERNSHIP AGREEMENT AND SITE CONTRACT

This agreement establishes the relationship between Missouri Valley College (referred to as the College), a 4-year liberal-arts institution of higher learning, located in Marshall, Missouri and _____, referred to as the Organization. This contract will commence on _____ and conclude on _____, unless otherwise amended.

The College offers degree programs in a wide variety of disciplines, which are academically enhanced by practical experiences outside of the traditional classroom setting. For this agreement, the Organization shall provide practical experience pursuant to the terms of this agreement and serve as an internship site offering facilities, resources, and supervision to students. Both parties agree to the following:

I. DUTIES AND RESPONSIBILITIES OF THE COLLEGE

1. The College will be responsible for internships that are conducted during a regular academic semester or scheduled summer term. The College and Organization agree to schedule the internship hours to mutually benefit all parties involved and conform to the scheduling formula of 50 hours of site contact to equal one credit hour.
2. The College shall certify eligibility for students enrolling in internships for academic credit. Approved students will have the appropriate educational background and skills consistent with the proposed internship and departmental requirements for participation.
3. The College determines the amount of academic credit to be earned through the internship, and establishes all academic requirements that the student must meet to earn the credit. The College establishes a grading system and criteria to earn the grade upon completion of the internship.
4. The College will assign a faculty member to monitor and evaluate the student's performance during the internship. The College will assume all costs associated with the faculty supervision of the intern.
5. The College, at the beginning of the internship term, will provide the Organization with all evaluation materials and the expected timeline for submission.
6. The College, at the beginning of the internship term, will inform the Organization of course requirements such as the intern's attendance at meetings/seminars or activities that may take the intern away from the assignment.
7. The College may request termination of the internship placement for any student not complying with College guidelines and procedures for the internship program, as long as the Organization has been notified in advance.
8. The Organization understands that the College is prohibited from purchasing insurance. However, in cases where insurance is necessary, the Organization must inform the student that it is their responsibility to purchase coverage from a broker of their choice. That policy must be in place prior to beginning the internship.

II. DUTIES AND RESPONSIBILITIES OF THE ORGANIZATION

1. The Organization agrees to prepare an internship job description that outlines the duties and responsibilities of the intern. The College will use this document to determine the suitability of the internship for academic credit. Should changes to the job description be necessary after the internship is approved, the Organization agrees to notify the College of such changes.
2. The Organization agrees to notify the College of all selection criteria and any requirements of the selection process including but not limited to background investigations, drug testing, health screenings, liability insurance, etc.
3. The Organization selects interns based on the Organization's needs and preferences.
4. The Organization determines the schedule that the intern will maintain on premises and will track those hours accordingly. The total scheduled hours will comply with the standards established by the College for the award of credit hours: 50 hours of site contact equals one credit hour.

5. The Organization, at the beginning of the internship, determines the amount of compensation, if any, received by the intern. The Organization will inform the College if interns will receive an hourly wage, stipend, or will serve in a non-paid capacity.
6. The Organization agrees to provide suitable workspace and resources for the intern to complete the internship assignment. The Organization will also provide orientation, training, supervision, and evaluation of the intern.
7. The Organization shall provide all reasonable information requested by the College on a student's internship performance. If there are any student evaluations, they will be completed and returned according to any reasonable schedule agreed to by the College and the Organization.
8. The Organization agrees to make every possible accommodation to the College's request for a faculty site visit during the internship. The Organization also agrees to allow the intern to attend College-required internship meetings/seminars during the internship.
9. Should the Organization become dissatisfied with the performance of a student, the Organization may request the removal of the students. This should occur only after the College has been notified in advance and a satisfactory resolution cannot be obtained.

III. Mutual Terms and Conditions

1. This agreement will last for the duration of the student's internship experience. Either the College or the Organization may terminate this agreement with 2 weeks' notice. In the event of a substantial breach, either party may terminate this agreement.
2. The parties agree to continue their respective policies of nondiscrimination bas on Title VI of the Civial Rights Act of 1964 in regards to sex, age, race, color, creed, or national origin, Title IX of the Education Rights Act of 1972, and other applicable laws, as well as the provisions of the Americans with Disabilities Act.
3. The relationship between the parties to the Agreement to each other is that of independent partnership, joint venture, or any other relationship, other than that of independent contractors.
4. This Agreement represents the entire understanding between the parties. This Agreement shall only be modified in writing and signed by all parties.

Internship site supervisor

Date

Cooperating Agency on-site Director (if applicable)

Date

MVC Division Dean/Chair

Date

APPENDIX C

Internship Registration Document

(Submit to Registrar's Office prior to beginning internship)

Student name: _____ Student ID: _____

*International student? Yes No

Cell phone #: _____

Date submitted: _____

Internship start and end dates (must fall within semester/term dates):

Start date: _____ End date: _____

Credit hours: _____ (tuition charged per credit hour rate or package rate, see handbook)

Proposed Internship site: _____

Address: _____

City, State, Zip, Country: _____

Phone: _____

Internship supervisor name: _____

Faculty Supervisor _____
Date

Division Chair _____
Date

*International Student Coordinator (if applicable) _____
Date

I understand that by enrolling in an internship I will be charged tuition and fees. Internship credit hours are part of the full time package rate for fall and spring semesters, and will be charged at the per credit hour rate for part time semesters and during the summer term. Students are not allowed to enroll in internships during the fall intersession.

Student Signature _____
Date

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Registrar's Office use only:

____ Student enrolled _____ Document on SARA spreadsheet _____ Scan document into CA