What is the A.A. Internship Program?
The A.A. Internship Program provides college credit for work experience in a field related to the student’s academic career interest while earning an Associate in Arts (A.A.) degree. The student’s work experience must meet identified learning outcomes in order to get course credit. The A.A. internship is an elective course and is not required for graduation from SCF.

A.A. Internship:
- Provides work experience related to a program of study
- Offers an opportunity to enhance general employability skills
- May be paid or unpaid, part- or full-time position
- Available during summer, fall and spring terms
- One term in duration
- Awards academic credit when learning outcomes are demonstrated

Who is eligible to participate in an A.A. internship?
A.A. degree-seeking students who have:
- Declared a specific area of study
- Successfully completed a minimum of 12 credit hours at SCF
- Achieved a minimum grade point average (GPA) of 2.5

If you are uncertain about your eligibility, please check with a career resource center advisor.

What are the benefits of participating in an A.A. internship?
- Earn college credit for “real world” work experience
- Acquire work experience and build a resume
- Improve your employability skills
- Develop a professional network
- Gain additional information about career and education choices
- Obtain job references

How do I sign up for an A.A. internship?
- Check with a career resource center advisor for eligibility information
- Complete all required forms and obtain all needed signatures
  - Application for A.A. internship
  - Student Contract and Code of Ethics
  - Contract and Employer Indemnity Agreement
  - Student Learning Plan

What are the student’s responsibilities in the A.A. Internship Program?
- Maintain regular contact with the SCF instructor and career resource center advisor
- Successfully perform the responsibilities of the internship position and demonstrate that the learning outcomes have been achieved
- Complete and turn in all forms before the established deadline determined by the SCF instructor
- Complete the Ready to Work Certification at a minimum of bronze level and submit an updated resume

Note: Failure to successfully complete these steps could result in not receiving a final grade and course credit(s) for participation in the A.A. Internship Program.

What are the responsibilities of the SCF instructor?
- Approve the internship work site
- Work with the student and employer to develop the learning outcomes and complete the Student Learning Plan
- Maintain contact with the student throughout the term to ensure successful completion of the internship
- At the end of the term, collect forms and assignments from the student
- With the employer, make a final assessment and assign a grade
What are the responsibilities of the Career Resource Center Advisor?

- Work with the student to determine eligibility and complete the Student Application for A.A. Internship Program
- Assist in developing a job search strategy, resume and cover letter
- Review the interview process and techniques
- Assist in identifying an appropriate internship site
- Provide an A.A. Internship handbook
- Be sure the employer understands the program and the required process
- Maintain contact with the student and employer during the term
- Work with all parties to ensure forms are completed and received by established deadlines

What are the responsibilities of the Employer?

- Complete, sign and retain a copy of the Contract and Employer Indemnity Agreement
- Work with the student and the SCF instructor to develop the learning outcomes for the course
- Complete the Student Learning Plan and provide a copy to the student
- Supervise the student’s performance
- Complete the Performance Evaluation and mail or fax it to the career resource center advisor by the established deadline

Employer contact information

SCF Bradenton
Haley Richardson
Career Advisor
Bldg. 1, Rm. 207
PO Box 1849
Bradenton, FL 34206
Fax: 941-727-6020

SCF Venice
Wanda Kenney
Career Advisor
Bldg. 100, Rm. 170
8000 S Tamiami Tr.
Venice, FL 34293
Fax: 941-486-2693

A.A. Internship Program Forms Checklist

- Student Application for A.A. Internship Program with SCF unofficial transcript
- Student Contract and Code of Ethics
- Contract and Employer Indemnity Agreement
- Student Learning Plan
- Student Time Log/Journal
- Performance Evaluation

A.A. Internship Program Contact Information

SCF Bradenton
Bldg. 1, Rm. 207
PO Box 1849
Bradenton, FL 34206
941-752-5325

SCF Venice
Bldg. 100, Rm. 170
8000 S Tamiami Tr.
Venice, FL 34293
941-408-1436

e-mail: crc@scf.edu
scf.edu/CareerResourceCenter

7/09
State College of Florida, Manatee-Sarasota
Application For A.A. Internship

Student Name: ___________________________ Date: _______________
Student ID #: G00 __ __ __ __ __ __ Phone: _______________________
Student Address: __________________________ Street City State Zip

I request permission to take: __________________________ Semester Hours: ______
Course Prefix/Number
(Performance Objectives Must be Attached – Faculty Advisor Provides)
Course Title: __________________________ Course Title (Required)

Reason for Request: ___________________________________________

Semester in which course is to be taken: __________________________ Campus: __________
Date student agrees to complete course: __________________________
Currently Enrolled: Yes □ No □ Number of Hours currently enrolled: ______
College Major: __________________________

_________________________________  __________________________
Student Signature  Faculty Advisor Signature

_________________________________  G00
Faculty Advisor ID Number

Note:
► Registration fees must be paid and an official receipt presented to the faculty advisor before course-work may begin.
► Students not currently enrolled must be admitted to SCF prior to completing this registration; current tuition rates and fees apply.
► The faculty advisor will be responsible for turning in the final grade to the registrar. Internships must be completed within one semester.

STUDENT AND FACULTY ADVISOR COMPLETE ALL INFORMATION ON THIS PAGE ABOVE DOTTED LINE

_________________________________  __________________________
Department Chair Signature  Approved □ Denied □ Date: ______
CRN#: ____________ Term: __________

Permit Student □ Instructor Notified □
Instructor To Be Paid Yes □ No □
Syllabus given to student □
Performance standards given to student □
State College of Florida, Manatee-Sarasota is committed to quality educational programs and services that provide opportunities for students to achieve their goals and satisfy community needs. Thus the College has adopted a Code of Ethical Behavior that applies to all employees, faculty, administrators, staff, students, volunteers, contractors and their agents, hereafter referred to as members of the collegiate community. Members of the collegiate community have the responsibility to promote ethical conduct among members.

1. I hereby grant the SCF Career Resource Center permission to make my transcripts, resume and personal information available to prospective employers who have available jobs or internships. I understand that for some jobs drug screening and criminal background checks may be required and that a security clearance may be necessary.

2. I understand that I am not guaranteed a job upon completion of the internship.

3. I hereby release from liability and hold the District Board of State College of Florida, Manatee-Sarasota its employees and agents harmless from any and all claims and causes of action which might be brought by me or my parents or dependents for loss of property, personal injury, or death sustained by me arising out of any activity conducted with the participating employer. I also understand that SCF does not provide insurance coverage for personal property damage or bodily injury covering participants in an internship. (Initials) __________

The Role and Responsibilities of the Intern

1. I understand that I represent SCF while participating in the A.A. Internship Program. I am expected and required to conduct myself in a manner reflecting good citizenship and courtesy both on and off campus. Any misconduct reflects back on SCF and my educational career. The term misconduct includes and is not limited to: false or slanderous statements about SCF or the members of the collegiate community, discrimination, harassment, sexual harassment, disclosure of confidential information, arrest by law enforcement officials concerning alcohol, drugs, moral turpitude and felonious conduct.

2. I understand that information regarding personnel, clients, patients and events or occurrences at the internship site is strictly confidential. Disclosure of such information is a serious breach of confidentiality. Any breach in confidentiality may result in dismissal.

3. I will dress appropriately. Unless stated otherwise, business casual is defined as slacks and a collared, short- or long-sleeved shirt for both men and women. All students must maintain normal standards of cleanliness and neatness.

4. I will avoid unnecessary absences, be prompt, complete assignments carefully and accurately, comply with workplace regulations, work cooperatively with co-workers and take initiative.

5. I will inform the Faculty Advisor of progress including promotions, duty changes or concerns.

6. I will complete/turn in paperwork to the Career Advisor or Faculty Advisor according to established deadlines, inform the Career Advisor of interview progress, internship placements and job offers, and update changes in address and/or phone number immediately in the Career Resource Center.

State College of Florida, Manatee-Sarasota is committed to providing an educational and working environment free from sexual harassment as well as harassment or discrimination based on such factors as race, color, sex, age, religion, national origin, disability, marital, veteran status and sexual orientation. State College of Florida, Manatee-Sarasota strongly disapproves of and will not tolerate harassment of its employees or students. Further SCF will also attempt to protect its employees and students from harassment by non-students and non-employees.

Your signature indicates that you understand and agree to the Code of Ethics as outlined above.

Student Name: ___________________________________________ Date: __________________________

Student Signature:* ________________________________________ Witness: _______________________

Note: *Students under eighteen years of age (18) must obtain parents’ or guardians’ signature for program participation.
An internship is a short term, learning experience designed to provide exposure, training and hands-on work experience within a field related to the programs offered at SCF.

- The employer will contact the candidates to arrange an interview. The employer is under no obligation to accept the candidates for the internship or to hire the intern upon completion of the internship. The employer will notify those candidates not selected for the internship.

- The employer and the intern will determine the length of the internship. The number of hours per day and days per week will be agreed upon in advance to insure adequate hours are provided for the student to receive credits. Interns are required to work 50 hours to earn each credit. Students may earn a maximum of four credits.

- The employer will provide access to the workplace in order for the program manager/faculty advisor to conduct an on-site evaluation of the intern. The employer will supervise the intern designating a supervisor experienced in the field related to the internship.

- The employer will provide assignments compatible with the field and assist the student in developing learning outcomes to be outlined in the Student Learning Plan. The employer verifies the Intern's work hours and completes performance evaluations. User-friendly forms will be provided. The employer will contact the Program Manager/Faculty Advisor or the Career Resource Center Advisor should problems arise.

- Monetary compensation is recommended. Interns are skilled, valuable assets to your company. Unpaid internships can be filled where the experience is primarily one of instruction. Most students are working their way through college limiting the number of hours available to work. Unpaid internships are less likely to be filled if comparable paid positions are offered.

- The employer will provide safety instructions for the intern at the start of the internship. State College of Florida does not provide coverage for injury to the Intern arising from the internship. If applicable, the Employer will provide workers compensation insurance as per Florida Statutes Chapter 440 as it applies to volunteers of non-profit, federal, State and local agencies.

- Employer will carry General Liability Insurance to cover its obligations with minimum limits of $1,000,000 per occurrence, $2,000,000 general aggregate including coverage for personal injury and advertising injury.

- The Employer will carry Automobile Liability Insurance with minimum limits of $500,000 combined single limit, if intern is required to operate an Employer’s motor vehicle.

- All Certificates of Insurance MUST be sent directly by the insurer or by its authorized agent to State College of Florida; Department of Risk Management.

- The Intern Employer shall adhere to all applicable state and federal rules, regulations, and laws including but not limited to child labor laws, Fair Labor Standards Act, Florida Civil Rights Act, Internal Revenue Code, Americans with Disabilities Act, Civil Rights Act of 1964, Age Discrimination in Employment Act, and other laws governing wages, hours of work, and discrimination in the workplace.

For questions please contact:

**SCF Bradenton**
Haley Richardson, Career Resource Center Advisor
Phone 941-752-5259
Fax 941-727-6020
e-mail richahh@scf.edu

**SCF Venice**
Wanda Kenney, Career Resource Center Advisor
Phone 941-408-1436
Fax 941-486-2693
e-mail kenneyw@scf.edu

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**DISTRICT BOARD OF TRUSTEES OF STATE COLLEGE OF FLORIDA**
BY: ____________________________

**INTERN EMPLOYER**
BY: ____________________________

**WITNESSES FOR INTEN EMPLOYER**
Name of Business

---
State College of Florida, Manatee-Sarasota A. A. Internship
Student Learning Plan

Date: __________________________ Company Name: __________________________

Student Name: __________________________ Address: __________________________

Address: __________________________ City/State/Zip: __________________________

City/State/Zip: __________________________ Employer’s Name: __________________________

Phone #: __________________________ Job Title: __________________________

Email: __________________________ Phone #: __________________________

GOO#: __________________________ Email: __________________________

Start Date: __________________________ End Date: __________________________ Rate of Pay: __________________________

Hours/Week: __________________________ Schedule: __________________________

Learning Outcomes for A. A. Internship in Field of Study:

1. Demonstrate ability to communicate effectively. (Reading, writing, speaking, listening)
2. Will develop appropriate work ethic. (Arriving on time, separating work and personal life, timely communication of absences)
3. Ability to adjust to workplace norms. (Dress, grooming, tone of voice, body language)
4. Demonstrate time management by meeting deadlines, prioritizing, and project completion.
5. Will develop interpersonal skills and work effectively with co-workers, supervisors, and clients.
6. Produce work the organization is proud of and will strive for excellence.

List 2-3 work specific Learning Outcomes you expect to gain from this internship that will enhance your knowledge and skills:

1. __________________________

2. __________________________

3. __________________________

Agreement

The student’s grade will be developed based on completion of the above learning plan and the following:

1) One evaluation of the student by the employer or work-site supervisor.
2) One on-site evaluation by the Program Manager/Faculty Advisor.
3) Documentation of hours worked.
4) Journal/Final Assignment.

Student’s signature: __________________________

Employer’s signature: __________________________

Faculty Supervisor signature: __________________________
<table>
<thead>
<tr>
<th>Day/Date/Time MMDDYY</th>
<th># of hours</th>
<th>Journal: Work Activity Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex. M 04/17/07, 3-6 p.m.</td>
<td>3</td>
<td>Installed Hard Drive, Installed Windows XP, Restored Client Data</td>
</tr>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
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<tr>
<td>4.</td>
<td></td>
<td></td>
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<tr>
<td>5.</td>
<td></td>
<td></td>
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<tr>
<td>6.</td>
<td></td>
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<tr>
<td>7.</td>
<td></td>
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<tr>
<td>8.</td>
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<td>9.</td>
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<td>10.</td>
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<td>11.</td>
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<tr>
<td>12.</td>
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<td></td>
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<tr>
<td>13.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Hours this Page: __________

Student’s Signature: ___________________________ Date: ______________

Employer’s Signature: ___________________________ Date: ______________
State College of Florida, Manatee-Sarasota  A.A. Internship Performance Evaluation

Student Name __________________________________________ Company _______________________________________

Faculty Advisor ________________________________________ Employer ______________________________________

Term ___________________________________________ Department _________________________

Date ___________________________________________ Phone _______________________________________

Instructions: The employer should complete this evaluation form. Evaluate the student objectively comparing him/her to other personnel assigned the same or similar jobs. The rating sheet is used to evaluate the student’s performance and to help the student improve future performance.

<table>
<thead>
<tr>
<th>PUNCTUALITY</th>
<th>ATTENDANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ 4 Always on time</td>
<td>□ 4 Perfect attendance</td>
</tr>
<tr>
<td>□ 3 Rarely late</td>
<td>□ 3 Rarely absent</td>
</tr>
<tr>
<td>□ 2 Occasionally late</td>
<td>□ 2 Occasionally absent</td>
</tr>
<tr>
<td>□ 1 Frequently tardy</td>
<td>□ 1 Frequently absent</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INTERPERSONAL SKILLS</th>
<th>ATTITUDE</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ 4 Respectful of others’ ideas, time &amp; culture</td>
<td>□ 4 Very positive virtually all the time</td>
</tr>
<tr>
<td>□ 3 Works well with most people</td>
<td>□ 3 Positive most of the time</td>
</tr>
<tr>
<td>□ 2 Shows little cooperation with others</td>
<td>□ 2 Negative some of the time</td>
</tr>
<tr>
<td>□ 1 Has difficulty working with others</td>
<td>□ 1 Negative</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ABILITY TO LEARN</th>
<th>INITIATIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ 4 Exceptionally quick learner</td>
<td>□ 4 Finds extra work to do</td>
</tr>
<tr>
<td>□ 3 Learns readily</td>
<td>□ 3 Needs little direction</td>
</tr>
<tr>
<td>□ 2 Average learner</td>
<td>□ 2 Needs average direction</td>
</tr>
<tr>
<td>□ 1 Slow learner</td>
<td>□ 1 Needs considerable direction</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QUALITY OF WORK</th>
<th>QUANTITY OF WORK</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ 4 Rarely makes mistakes</td>
<td>□ 4 Highly productive</td>
</tr>
<tr>
<td>□ 3 Makes few mistakes</td>
<td>□ 3 Productive work</td>
</tr>
<tr>
<td>□ 2 Makes average number of mistakes</td>
<td>□ 2 Average productivity</td>
</tr>
<tr>
<td>□ 1 Work is inaccurate</td>
<td>□ 1 Unproductive</td>
</tr>
</tbody>
</table>

In the spaces below, please identify two specific skills the student learned or developed through this internship experience. Rate the skills from 1 to 4 with 4 being the highest and 1 the lowest achievement.

Skill One: ____________________________ 4 3 2 1
Comments: ____________________________________________________________

Skill Two: ____________________________ 4 3 2 1
Comments: ____________________________________________________________

TOTAL POINTS: ___________  A= 40-33  B= 32-25  C= 24-17  D= 16-9  F= 8-0

Student’s Signature: ____________________________  Employer’s Signature: ____________________________

Mail or Fax this completed form to:

**SCF Bradenton**
Haley Richardson, Career Advisor
Bldg. 1, Rm. 207, 5840 26th St., W., Bradenton, FL 34207
Fax: 941-727-6020

**SCF Venice**
Wanda Kenney, Career Advisor
Bldg. 100, Rm. 170, 8000 S. Tamiami Tr., Venice, FL 34293
Fax 941-486-2693