What is the Baccalaureate Capstone Internship Program?

The Baccalaureate Capstone Internship Program provides college credit for work experience in a field related to the student's degree program. As the capstone course for the program, the Baccalaureate Capstone Internship integrates the knowledge, concepts and skills associated with a program of study and helps students understand the "real world" applications of their academic studies. It is one of the final courses taken in the senior year. The student's work experience must meet identified learning outcomes in order to get course credit.

Capstone:
- Provides work experience related to a program of study
- An opportunity to enhance marketability
- May be paid or unpaid, part- or full-time position
- Available during summer, fall and spring semesters
- One semester in duration
- Awards academic credit when learning outcomes are demonstrated

How is the Baccalaureate Capstone different from other internship programs?

Designed specifically for bachelor's degree programs, Capstone is a graduation requirement for selected programs and is highly recommended for all bachelor's programs. Your program manager or advisor of the degree program in which you are enrolled can tell you if you are required to participate in the Baccalaureate Capstone to complete your degree.

Who is eligible to participate in the Baccalaureate Capstone?

Baccalaureate degree-seeking students who have:
- Declared a program of study
- Achieved a minimum grade point average (GPA) of 2.0
- Successfully completed all program core courses*
  *Students who want to participate in the Baccalaureate Capstone program must obtain permission from the program manager or advisor.

If you are uncertain about your eligibility, please check with your program manager or advisor.

What are the benefits of participating in the Baccalaureate Capstone Internship Program?

- Earn college credit for "real world" work experience
- Acquire work experience and build a resume
- Improve your marketability
- Make a connection between academic theory and work
- Develop a professional network
- Gain additional information about career and education choices
- Obtain job references

How do I sign up for the Baccalaureate Capstone Internship Program?

- Check with your baccalaureate program manager or advisor for prerequisite completion and Capstone eligibility.
- Complete the required forms for the Baccalaureate Capstone Internship Program and obtain all needed signatures.
  - Application signed by program manager (required to receive a CRN and register for Capstone)
  - Student Contract and Code of Ethics
  - Contract and Employer Indemnity Agreement
  - Student Learning Plan
- Meet with a career resource center advisor for placement assistance.

What are the student's responsibilities in the Baccalaureate Capstone Internship Program?

- Maintain regular contact with your program manager or advisor and career resource center advisor.
- Successfully perform the responsibilities of the internship position and demonstrate that you have achieved learning outcomes.
- Complete and turn in all forms before the established deadline determined by the program manager or advisor.

Note: Failure to successfully complete these steps could result in not receiving a final grade and course credit(s) for participation in the Baccalaureate Capstone Internship.
What are the responsibilities of the Program Manager or Advisor?
- Work with the student to determine Baccalaureate Capstone Internship eligibility and complete the student application for the Baccalaureate Capstone Internship Program.
- 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?
- 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 a Baccalaureate Capstone Program handbook.
- Be sure the employer understands Capstone 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 program manager or advisor 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 center advisor by the established deadline.

Employer contact information
SCF Bradenton
Kristen Harper, Career Advisor
Bldg. 1, Rm. 207
PO Box 1849
Bradenton, FL 34206
Fax: 941-727-6214

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

Baccalaureate Capstone Internship Program Forms Checklist
- [ ] Student Application for the Baccalaureate Capstone Internship Program
- [ ] Student Contract and Code of Ethics
- [ ] Contract and Employer Indemnity Agreement
- [ ] Student Learning Plan
- [ ] Student Time Log/Journal
- [ ] Performance Evaluation

Are you having difficulty finding an internship site? Search the College Central Network for opportunities, www.collegecentral.com/SCF

Capstone 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

Email: crc@scf.edu
Web: scf.edu/CareerResourceCenter
Internship Info on Web: collegecentral.com/SCF
State College of Florida, Manatee-Sarasota
Application For Baccalaureate Capstone Internship Program

<table>
<thead>
<tr>
<th>Student Name: ____________________________</th>
<th>Date: ______________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID #: G00</td>
<td>Phone: ______________</td>
</tr>
<tr>
<td>Student Address:</td>
<td></td>
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<tr>
<td></td>
<td></td>
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<tr>
<td>I request permission to take:</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Course Prefix/Number</td>
<td>Semester Hours:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>(Performance Objectives Must be Attached – Program Manager/Faculty Advisor Provides)</td>
<td></td>
</tr>
<tr>
<td>Course Title: ____________</td>
<td></td>
</tr>
<tr>
<td>Course Title (Required)</td>
<td></td>
</tr>
<tr>
<td>Reason for Request: ______________________</td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Semester in which course is to be taken:</td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Date student agrees to complete course:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Currently Enrolled: Yes □ No □</td>
<td>Number of Hours currently enrolled: __________</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>College Major: __________________________</td>
<td></td>
</tr>
</tbody>
</table>

__________________________  __________________________
Student Signature           Program Manager/Faculty Advisor Signature

G00
Program Manager/Faculty Advisor ID Number

Note:
► Registration fees must be paid and an official receipt presented to the program manager/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 program manager/faculty advisor will be responsible for turning in the final grade to the registrar. Internships must be completed within one semester.

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

__________________________
Department Chair Signature

Permit Student □ Instructor Notified □
Instructor To Be Paid Yes □ No □

Approved □ Denied □ Date: __________
CRN#: __________ Term: __________
Syllabus given to student □
Performance standards given to student □
PAF Yes □ No □ Date Signed: __________
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 Trustees 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 Capstone 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 Program Manager/Faculty Advisor of progress including promotions, duty changes or concerns.

6. I will complete/turn in paperwork to the Career Advisor or Program Manager/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.

SCF 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. SCF 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; Career Resource Center (contact information below).

- 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**
Kristen Harper, Career Resource Center Advisor  
Phone: 941-752-5259  
Fax: 941-727-6214  
E-mail: harperk@scf.edu

**SCF Venice**
Michele Groves, Career Resource Center Advisor  
Phone: 941-408-1436  
Fax: 941-486-2693  
E-mail: grovesm@scf.edu

Employer
Describe five to ten learning outcomes from this internship that will enhance your knowledge and skills: 

**An example:** Will communicate professionally with internal and external customers.

1. 
2. 
3. 
4. 
5. 
6. 

Attach more if necessary.

Name one process that you will learn.

Name any new technology or software systems you will learn.

Will there be meetings you can attend? (Write the date/time of two upcoming meetings.)

Is there a topic you can research for your employer?

On a weekly basis, how much time will be set aside and when will you and your supervisor meet for Q & A?

**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: _________________________________
Program Manager/Faculty Advisor’s 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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
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<tr>
<td>8.</td>
<td></td>
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<tr>
<td>9.</td>
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<tr>
<td>10.</td>
<td></td>
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<td>11.</td>
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<tr>
<td>12.</td>
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<tr>
<td>13.</td>
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<td></td>
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<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: ______________________  Student/Employer
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. Please identify specific technical skills learned.

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: __________________