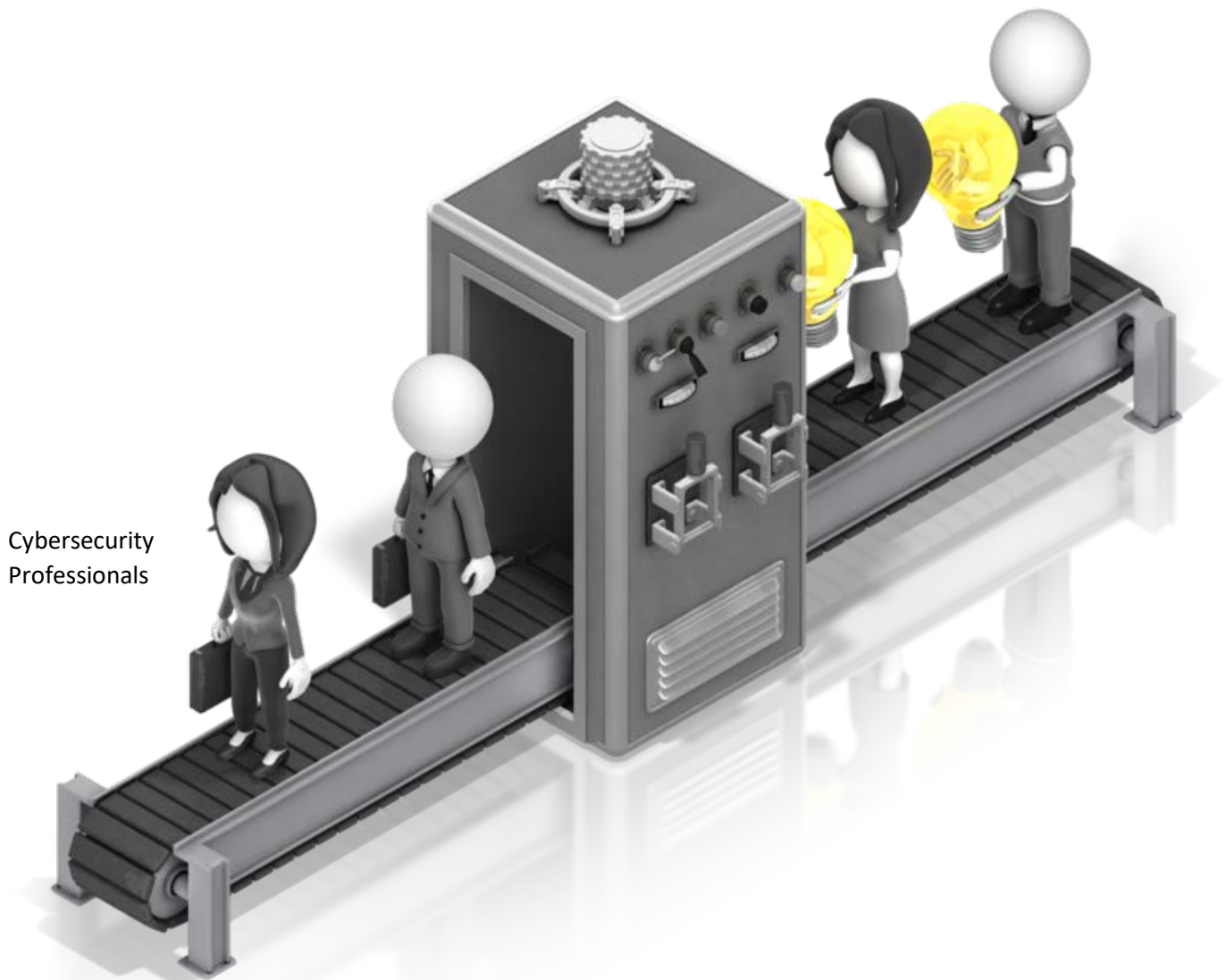


# CyberWatch West Community College Internship Model

Cybersecurity  
Student Interns



Cybersecurity  
Professionals

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# *CyberWatch West Community College Internship Model*

## Introduction

An internship is work experience characterized by intentional learning. During this experience, the student assumes a responsible role in an organization and actively reflects on what they are observing and learning. One of the key goals of an internship is to provide the opportunity for the student to make a connection between their academic preparation and the professional workforce.

Internships can take place in a variety of settings, from corporations, banks, publishing houses, and marketing firms to television studios, human service agencies and research institutes. Students may or may not receive remuneration.

Three essential elements distinguish an internship from a short-term job or volunteer work:

1. the student's academic brought to the practical experience
2. active student reflection during the internship
3. learning outcomes demonstrating the learning accomplished as it relates to the student's academic discipline

Planning is key to a successful internship and the commitment of the student, the worksite supervisor, and the faculty internship coordinator. A learning contract stating the objectives, nature of the work, and learning outcomes is the best way to achieve this agreement in advance. Students register their internships for academic credit and submit learning objectives which relate the practical experience to their academic work.

The following pages are intended as an internship guide for students, employers, faculty members, and worksite supervisors to make the internship a positive experience for all involved. They are intended to help all parties involved understand needed policies, roles and expectations, and to assist in the planning process.

## CyberWatch West Community College Internship Model

### Sources of Internships

Identifying employers that can offer internship opportunities can be quite daunting when launching your internship program. Suggested sources for internships are:

- Alumni – who else understands your program better than someone that has been through it. Remember that your students are the best marketing tool to employers.
- Campus Career Center – department on your campus that employers contact to hire from multiple majors.
- Faculty – employers may have connected with faculty teaching classes with those skills needed for their open position.
- Industry – employers with a need to fill open positions.
- Professional Associations – ISACA, ISSA, ISC(2), HTCIA members are an excellent resource.
- Chamber of Commerce – where local businesses meet to network and help further local business.
- Any other organization where businesses meet such as the Rotary Club and Kiwanis.

### Needed Roles in an Internship Program

Three core roles are needed for a successful internship program:

- Students
- Employers with Worksite Supervisor
- Faculty Internship Coordinator

Guidelines and criteria should be clearly outlined to ensure that all expectations and responsibilities are clearly outlined.

### Student Guidelines and Criteria

All students participating in your internship program should meet minimum requirements to ensure that the internship will not negatively impact their classes and provide a positive experience for the employer. The following student criteria and guidelines are suggested to participate in a credit-granting internship opportunity:

- Please note that although the community college faculty and staff will assist you in finding an internship worksite, ultimately it is up to the student to find an internship
- Currently employed and understand that past work experience DOES NOT qualify for internship credit
- Be currently enrolled at the community college and enrolled in the appropriate internship class
- Internship experience be in their major
- Have completed at least two courses in their major prior to commencing their internship
- Maintain at least a cumulative 2.0 GPA
- Internship must be in a supervised setting
- Assume all inherent risks while completing the internship
- Agree that a family member may not be an immediate supervisor
- Submit completed enrollment forms and follow procedures prior to beginning your internship
- Work the total number hours required based on enrolled units
- Submit time sheets signed by your Worksite Supervisor/Employer
- Complete all assignments on time to your Faculty Internship Coordinator
- Notify Faculty Internship Coordinator of any changes in job, supervision, address, phone number, or email
- Maintain a good behavioral standing with the community college during the internship

## CyberWatch West Community College Internship Model

- Agree that the opportunity for completing a future internship will be lost if a commitment to an employer is made and then broken by the student

### Employer Guidelines and Criteria

Employers are entrusted to develop students while providing quality work products for their organization. The following criteria and guidelines are suggested to participate in the internship program.

- Clearly outline intern responsibilities during the recruiting and selection process
- Develop learning outcomes with the student intern clearly and in writing
- Assign a Worksite Supervisor responsible for the day-to-day oversight of the student intern
- Approve intern time sheets in a timely manner
- Perform student intern evaluations during the internship period that is documented, discussed with the intern, and submitted to the Faculty Internship Coordinator
- Periodically communicate with the Faculty Internship Coordinator during the internship on the progress being made on the learning outcomes
- Provide a safe work environment
- Maintain a good standing with the community college. Commitments made to the student have not been broken except in extreme circumstances.

### Faculty Internship Coordinator Guidelines

The Faculty Internship Coordinator is the instructor of record for the learning experience. The following faculty criteria and guidelines are suggested when coordinating an internship program.

- Assist the intern and employer in the formulation of attainable and measurable learning outcomes
- Ensure that all required forms are completed wholly and on time
- Meet with the internship students (either in person or online) to discuss their progress toward completing the learning objectives and written assignments
- Conduct at least one (or more) worksite visit(s) which provides the opportunity for the Faculty Internship Coordinator and Worksite Supervisor to meet face to face and discuss the student's progress toward achieving the learning objectives
- Assign the student's final grade for the internship course
- Cultivate relationships with potential employers through the sources mentioned earlier

The following suggested process details the steps for faculty supervision of a student intern:

#### *Step 1: Faculty Internship Coordinator*

Agree to serve as a Faculty Internship Coordinator for the internship class.

#### *Step 2: Networking*

When possible, help the student in securing internship opportunities. Identify resources (e.g., Campus Career Center, job search databases, networking opportunities, professional association volunteer opportunities etc.) available to students.

#### *Step 3: Student Learning Objectives (SLO)*

Work with the student to develop the Internship Worksite Proposal / Student Learning Objectives contract (please see the Forms section for an example). This assistance includes helping the student formulate learning outcomes and academic assignments, as well as, negotiating the level of supervision and methods of evaluation.

## *CyberWatch West Community College Internship Model*

### *Step 4: Worksite Visits*

The Faculty Internship Coordinator will conduct at least one (or more) worksite visit(s). The worksite visit provides the opportunity for the Faculty Internship Coordinator and the Worksite Supervisor to meet in person to discuss the student's progress. The student does not need to be present when the worksite visit occurs. Contact the Worksite Supervisor within the first six weeks of the semester. The Student, Worksite Supervisor, and Faculty Internship Coordinator signatures are required on the completed SLOs.

### *Step 5: Communication*

Maintain appropriate contact with the intern and Worksite Supervisor throughout the duration of the internship. Initiate a phone call to the student intern and Worksite Supervisor sometime during the first ten days of the academic term to establish contact and communication.

### *Step 6: Writing Assignment*

Meet with the student intern monthly to review the internship experience. It is recommended that you meet with your internship students in a group. Peer review and sharing the experience can be a valuable learning tool and facilitates effective learning.

### *Step 7: Evaluation*

Meet with the student intern at the end of the internship to review the student's work and to provide closure to the process.

### *Step 8: Final Grades*

Verify student enrollment, evaluate student performance, review the employer/worksite supervisor evaluation, determine whether credit should be granted and submit a final letter grade.

## Internship Tracking Resource

A critical part of any internship program is the tracking of employment opportunities, students eligible and interested in an internship, and a history of those students that have completed an internship. Most college campus Career Centers use a software package, like Symplicity, to connect students with employers. Students can create profiles, upload resumes, and provide work samples for employers to review. Employers can post open opportunities for students in multiple colleges and majors, review student resumes, and receive resume books. Some applications can also manage the workflow of the required documents for students and employers as a record of the internship activity.

## In Summary

Internship experience complements the learning in the classroom. It provides real-world experience and helps students explore employers, industry segments, career paths, and work environments. If your college is seeking to start an internship program, contact CyberWatch West for assistance.

## *CyberWatch West Community College Internship Model*

### Sample Forms

Several forms should be generated for documenting the items mentioned previously. The following forms are based on forms developed at Fullerton College and Cal Poly Pomona. At a minimum, versions of the seven forms below should be created.

**The forms in this publication are provided as examples only. The wording in any agreement should be reviewed by your Legal/Risk Management Department before you use it in any official capacity.**

- Internship Application completed by the student prior to obtaining an internship or enrolling in the internship class. The Faculty Internship Coordinator will verify the information supplied and approve the student's internship eligibility.
- Worksite Proposal/Student Learning Objectives completed by the student and employer to establish learning objectives used to evaluate the student. The Faculty Internship Coordinator should be the last approval signature obtained on this document.
- Confirmation of Placement Form should be completed by the student and signed by the Employer and Faculty Internship Coordinator, as a record of, acceptance of the guidelines and criteria established by the internship program.
- Student Assumption of Risk, Liability Waiver, and Release Form that has been reviewed and approved by your college's Legal/Risk Management Department.
- Employer Evaluation Forms for Mid and End of Term completed by the Employer, discussed with the Student Intern, and provided to the Faculty Internship Coordinator.
- Student Time Sheet completed by the student and approved by Worksite Supervisor documenting the hours worked to ensure the proper number of college credit being earned.
- Employer Internship Agreement completed by the Employer and Community College outlining the Employer's and College's responsibilities.

## CyberWatch West Community College Internship Model

### Internship Application

*Students: Please complete this form, discuss your internship with and obtain signature from the Faculty Internship Coordinator prior to securing an internship or enrolling in the internship class.*

Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Email Address \_\_\_\_\_

Major(s) \_\_\_\_\_

Overall GPA \_\_\_\_\_

I wish to apply for an internship in the following field: \_\_\_\_\_

Other courses I will be taking during the internship semester:

Other internships for which I have earned academic credit:

Why do you want to do an internship? What kind of experience would be most beneficial to you?

What are your career goals? In what way is the internship supportive of these goals? Do you have prior experience related to your proposed internship?

**Please attach your resume and email to the Faculty Internship Coordinator.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty  
Internship Coordinator \_\_\_\_\_ Date \_\_\_\_\_



# CyberWatch West Community College Internship Model

## Worksite Proposal / Student Learning Objectives

To be completed by both the employer and prospective intern. Complete and submit this form to your Faculty Internship Coordinator.

### STUDENT CONTACT INFO (while on internship):

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_  
Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Cell Phone: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Major: \_\_\_\_\_ Semester/Year: \_\_\_\_\_/\_\_\_\_\_ Credit Hours: \_\_\_\_\_

### COMPANY CONTACT INFO:

Company Name: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Supervisor's Phone #: (\_\_\_\_) \_\_\_\_\_ Supervisor's E-Mail: \_\_\_\_\_

### POSITION INFORMATION: Internship Job Title / Job Description (including key duties):

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Average hours per week: \_\_\_\_\_

### Learning Objectives:

Internship learning objectives identify what the student learns throughout the internship by connecting competencies to specific projects or tasks. Learning objectives should be written by the intern in conjunction with his/her supervisor and should be specific to the student's field, or more general skillsets he/she wants to enhance. It's important to make sure the learning objectives are measurable and achievable. Learning objectives also provide supervisors with concrete examples for evaluation purposes, both midway through the internship, as well as, at the conclusion of the experience.

Develop one learning objective per unit of internship class registered (one-sentence statements of skills YOU want to gain or enhance through this experience). I understand that I must submit a minimum of 1 approved learning objectives per unit before I am enrolled in the internship course.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Employer/Worksite Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Internship Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

## *CyberWatch West Community College Internship Model*

### **What are they?**

Internship learning objectives help the student identify what he/she is learning throughout the internship experience by connecting competencies to specific projects or tasks. Key skills he/she will be gaining throughout the experience should be identified. Learning objectives also provide supervisors with concrete examples for evaluation purposes, both midway through the internship, as well as, at the conclusion of the experience.

### **How do you write them?**

Learning objectives should be written by the intern in conjunction with his/her supervisor. The student should identify four key elements they hope to learn while completing their internship. These skills can be specific to the student's field, or more general skill sets he/she wants to enhance. It's important to make sure the learning objectives are measurable and achievable.

Once the learning objectives are identified, the supervisor can help the student pinpoint the projects or work assignments that will help achieve the student's objectives. Keep in mind that the learning objectives are not all about the student and should align with goals of the organization/department.

**Note for returning interns:** New learning opportunities must be determined by the student each semester. Returning students should be better able to analyze assignments to determine the challenge of newer, more specific learning objectives because they have deeper insights into the work environment and the opportunities therein.

### **Requirements:**

1. Typed and double-spaced
2. Give evidence of thought and analysis of the worksite and assignments
3. The objectives are stated in specifics, not in broad generalizations
4. Your paper should show the same degree of professionalism you seek to display to your supervisor while carrying out your responsibilities on the job. It must be correctly spelled and punctuated, neat, clear, concise, and adequately developed.
5. Goal setting is essential to guide the learning process. In learning to identify objectives, you can then direct your experiences to accomplish more specific ends. Self-direction and self-evaluation are the means for professional development.

### **Criteria:**

1. A learning objective is a statement which describes a result, or outcome, you wish to accomplish while on the internship assignment. It is not a statement of what one will do, but a statement of what one hopes to learn while doing tasks assigned.
2. Be as specific as possible about the learning goal. Describe the experiences in which you expect to be exposed to which you hope will result in the specified learning objective.
3. Match your learning objectives to your desired skillsets within your academic major

### **Categories:**

1. Knowledge to be acquired
2. Skills to be developed (intellectual and functional)
3. Problems to be solved
4. Values to be clarified

## *CyberWatch West Community College Internship Model*

### **Good Examples of Learning Objective Statements**

- Learn procedures for organizing and cataloguing contesting items for promotional giveaways
- Gain knowledge regarding overall sales procedures from finding prospects to closing the sale by observing and accompanying sales staff on calls
- Learn proper etiquette in responding to vendors, contract holders, and phone conversations while working in the hospital
- To gain experience in responding to media requests with accurate information by writing news releases, pitches, etc.
- To increase my business presentation and public speaking skills by being put in situations that require me to present to a room of 10+ people
- Gain more knowledge about that happens behind the scenes of a major sports venue during a high-pressure situation, such as the NBA finals
- Become familiar with several types of mortgages offered by Quicken Loans, including different components and benefits/disadvantages
- Further expand my knowledge of cash reconciliation and workforce statistics through every day job activities
- Inquire about the auditing process and how to trace original entries back to their supporting documents to prove the amounts shown on the balance sheet
- Acquire knowledge regarding server maintenance by helping the network administrator document the process
- Gain hands-on experience in upgrading hardware components by working with the technicians on network client computers
- Learn to deal professionally with customers and use conflict management techniques by handling customer and employee complaints
- Input, transmit, and review all confirmations received for purchase orders placed
- Learn how to effectively read the Key Performance Indicators when analyzing the profit or loss situation for the store, as well as create a goal and action plan to fix or continue the current financial behavior
- Learn and enhance coding documentation practices for applications
- Learn how to more fully integrate PHP, CSS and SQL within the development of mobile applications
- Acquire knowledge and experience developing web based applications using Java
- To fully understand the Asset Management software and how to maintain licensing and compliance practices
- Learn and practice effective communication skills while providing professional and friendly service to business customers
- Gain hands on experience with problem solving and critical thinking skills to resolve customers' issues in a timely fashion

# CyberWatch West Community College Internship Model

## Confirmation of Placement Form

Complete and submit this form to the Faculty Internship Coordinator

Student Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

### Responsibilities of Student:

1. Be enrolled in the community college program closely related to the position for which he/she is being considered.
2. Be and remain in good academic standing with the community college.
3. Work at least 75 paid hours or 60 unpaid hours for each 1 unit of credit for the internship class; after internship placement is confirmed and accept, additional hours may be required to meet the objectives as outlined in the work plan.
4. Agree that a family member MAY NOT be an immediate supervisor or mentor.
5. Submit all academic work when due and successfully complete all required assignments to receive college credit.
6. Notify the community college Faculty Internship Coordinator immediately if any problems arise with the internship.
7. Submit weekly reports for the hours completed the week prior.

### Responsibilities of the Community College Faculty Internship Coordinator:

1. Aid student in their personal and professional development.
2. Inform internship worksite of any change in a student's academic status which would affect their internship.
3. Evaluate student's academic work and assign a final credit/no credit grade.
4. Be available to students and worksite supervisors to facilitate problem solving.

### (Student) By signing this document, I am certifying that:

1. I am 18 years of age or older.
2. I am voluntarily agreeing to participate in the community college Internship Program.
3. I have earned at least a CUMULATIVE 2.0 GPA.
4. I recognize inherent dangers exist and assume any and all risks associated with my internship position at \_\_\_\_\_, including transportation to and from the worksite during my internship.
5. I will inform my Faculty Internship Coordinator and Employer of any dangers, risks, or problems that arise at my internship worksite.
6. I accept these responsibilities and risks of participating in the community college internship experience.

**(Worksite Supervisor) I have agreed to accept \_\_\_\_\_ as an intern who will be working a minimum of 75 paid hours or 60 unpaid hours for each 1 unit of academic credit. I understand he/she will be enrolled at the community college and will receive credit for work performed while under my supervision. I have reviewed the guidelines stated above and in the Internship Agreement, and I am willing to accept the responsibilities delineated.**

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Employer/Worksite Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Faculty Internship Coordinator: \_\_\_\_\_

Date: \_\_\_\_\_

# CyberWatch West Community College Internship Model

## Student Assumption of Risk, Liability Waiver, and Release Form

Student's Name \_\_\_\_\_ Student ID Number \_\_\_\_\_

Course ID: \_\_\_\_\_ Dates/Period of Activity: \_\_\_\_\_

By the signature below, the undersigned acknowledges that participation in the community college Internship Program ("Activity") is voluntary. I certify that I am over the age of eighteen years and acknowledge that there may be risks associated with my participation in this Activity, such as serious physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability, or economic loss. These injuries may arise from my own or other's actions, inactions, or negligence, or the condition of the Activity location(s) or facility(ies). Nonetheless, I assume all risks of my participation in this Activity, whether known or unknown to me, including travel to and from the Activity or any events incidental to this Activity.

In consideration for being allowed to participate in this Activity, I knowingly and intentionally release from liability and waive my right to sue the community college, its employees, officers, volunteers and agents from any and all claims, resulting in any physical injury, illness (including death) or economic loss I may suffer or which may result from my participation in this Activity, travel to and from the Activity, or any events incidental to this Activity.

I hereby acknowledge and understand that the Community College is not providing transportation to classes or job sites and that it is my responsibility to arrange for my transportation. As the college is not providing the transportation, I further understand the college is in no way responsible, nor does the college assume liability, for any injury or loss which may result from my transportation.

I specifically acknowledge that in performing these activities, I am doing so in the status of an intern at the organization that I choose, and not as an employee, or agent of the Community College. I further waive any and all claims which may arise from such intern activities, and hold the Community College harmless from any of my negligent acts or the negligent acts of others.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_ on behalf of myself, my heirs, devisees, legatees and estate.

Student—Legal Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_

Emergency Contact Phone Number: \_\_\_\_\_

# CyberWatch West Community College Internship Model

## Mid-term Employer Evaluation of Student Form

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Employer: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Evaluator should mark the appropriate column with a “v.” Please rate the intern compared to other new hires in the same or similar position:

- *Exceptional* (Always demonstrates this ability/consistently exceeds expectations)
- *Satisfactory* (Usually demonstrates this ability/sometimes exceeds expectations)
- *Fair* (Sometimes demonstrates this ability/meets expectations)
- *Unsatisfactory* (Seldom demonstrates this ability/rarely meets expectations)
- *Poor* (Never demonstrates this ability/does not meet expectations)

(Note: If any criteria are not applicable to this internship experience, please leave the response blank.)

Criteria	Poor	Unsatisfactory	Fair	Satisfactory	Exceptional
<b>A. Ability to Learn</b>					
1. Asks pertinent and purposeful questions					
2. Seeks out and utilizes appropriate resources					
3. Accepts responsibility for mistakes and learns from experiences					
<b>B. Reading/Writing/Computation Skills</b>					
1. Reads/comprehends/follows written materials					
2. Communicates ideas and concepts clearly in writing					
3. Works with mathematical procedures appropriate to the job					
<b>C. Listening &amp; Oral Communication Skills</b>					
1. Listens to others in an active and attentive manner					
2. Effectively participates in meetings or group settings					
3. Demonstrates effective verbal communication skills					
<b>D. Creative Thinking &amp; Problem-Solving Skills</b>					
1. Breaks down complex tasks/problems into manageable pieces					
2. Brainstorms/develops options and ideas					
3. Demonstrates an analytical capacity					
<b>E. Professional &amp; Career Development Skills</b>					
1. Exhibits self-motivated approach to work					
2. Demonstrates ability to set appropriate priorities/goals					
3. Exhibits professional behavior and attitude					
<b>F. Interpersonal &amp; Teamwork Skills</b>					
1. Manages and resolves conflict in an effective manner					

*CyberWatch West Community College Internship Model*

Criteria	Poor	Unsatisfactory	Fair	Satisfactory	Exceptional
2. Supports and contributes to a team atmosphere					
3. Demonstrates assertive but appropriate behavior					
<b>G. Organizational Effectiveness Skills</b>					
1. Seeks to understand and support the organization's mission/goals					
2. Fits in with the norms and expectations of the organization					
3. Works within appropriate authority and decision-making channels					
<b>H. Basic Work Habits</b>					
1. Reports to work as scheduled and on-time					
2. Exhibits a positive and constructive attitude					
3. Dress and appearance are appropriate for this organization					
<b>I. Character Attributes</b>					
1. Brings a sense of values and integrity to the job					
2. Behaves in an ethical manner					
3. Respects the diversity (religious/cultural/ethnic) of co-workers					

**J. Open Category: Industry-Specific Skills**

Are there any skills or competencies that you feel are important to the profession or career field (represented by your organization) that have not been previously listed in this evaluation? If so, please list these skills below and assess the intern accordingly.

**K. Additional Comments:**

**L. Overall Performance:**

	Poor	Unsatisfactory	Fair	Satisfactory	Exceptional
If I were to rate the intern at the present time					

**M. Total Number of Hours Intern Worked to This Point:** \_\_\_\_\_

**This assessment must be reviewed with the intern.**

Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title/Position: \_\_\_\_\_

## CyberWatch West Community College Internship Model

### Final Employer Evaluation of Student Form

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Employer: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Evaluator should mark the appropriate column with a “v.” Please rate the intern compared to other new hires in the same or similar position:

- *Exceptional* (Always demonstrates this ability/consistently exceeds expectations)
- *Satisfactory* (Usually demonstrates this ability/sometimes exceeds expectations)
- *Fair* (Sometimes demonstrates this ability/meets expectations)
- *Unsatisfactory* (Seldom demonstrates this ability/rarely meets expectations)
- *Poor* (Never demonstrates this ability/does not meet expectations)

(Note: If any criteria are not applicable to this internship experience, please leave the response blank.)

Criteria	Poor	Unsatisfactory	Fair	Satisfactory	Exceptional
<b>A. Ability to Learn</b>					
1. Asks pertinent and purposeful questions					
2. Seeks out and utilizes appropriate resources					
3. Accepts responsibility for mistakes and learns from experiences					
<b>B. Reading/Writing/Computation Skills</b>					
1. Reads/comprehends/follows written materials					
2. Communicates ideas and concepts clearly in writing					
3. Works with mathematical procedures appropriate to the job					
<b>C. Listening &amp; Oral Communication Skills</b>					
1. Listens to others in an active and attentive manner					
2. Effectively participates in meetings or group settings					
3. Demonstrates effective verbal communication skills					
<b>D. Creative Thinking &amp; Problem-Solving Skills</b>					
1. Breaks down complex tasks/problems into manageable pieces					
2. Brainstorms/develops options and ideas					
3. Demonstrates an analytical capacity					
<b>E. Professional &amp; Career Development Skills</b>					
1. Exhibits self-motivated approach to work					
2. Demonstrates ability to set appropriate priorities/goals					
3. Exhibits professional behavior and attitude					
<b>F. Interpersonal &amp; Teamwork Skills</b>					
1. Manages and resolves conflict in an effective manner					



*CyberWatch West Community College Internship Model*

Criteria	Poor	Unsatisfactory	Fair	Satisfactory	Exceptional
2. Supports and contributes to a team atmosphere					
3. Demonstrates assertive but appropriate behavior					
<b>G. Organizational Effectiveness Skills</b>					
1. Seeks to understand and support the organization's mission/goals					
2. Fits in with the norms and expectations of the organization					
3. Works within appropriate authority and decision-making channels					
<b>H. Basic Work Habits</b>					
1. Reports to work as scheduled and on-time					
2. Exhibits a positive and constructive attitude					
3. Dress and appearance are appropriate for this organization					
<b>I. Character Attributes</b>					
1. Brings a sense of values and integrity to the job					
2. Behaves in an ethical manner					
3. Respects the diversity (religious/cultural/ethnic) of co-workers					

**J. Open Category: Industry-Specific Skills**

Are there any skills or competencies that you feel are important to the profession or career field (represented by your organization) that have not been previously listed in this evaluation? If so, please list these skills below and assess the intern accordingly.

**K. Additional Comments:**

**L. Overall Performance:**

	Poor	Unsatisfactory	Fair	Satisfactory	Exceptional
If I were to rate the intern at the present time					

**M. Total Number of Hours Intern Worked to This Point:** \_\_\_\_\_

**This assessment must be reviewed with the intern.**

Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title/Position: \_\_\_\_\_

CyberWatch West Community College Internship Model

Student Time Sheet

Session:  Fall       Spring       Summer      Month \_\_\_\_\_ Year 20\_\_\_\_\_

Student Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Employer \_\_\_\_\_ Worksite Supervisor \_\_\_\_\_

Work Worksite Phone (    ) \_\_\_\_\_ Student Job Title \_\_\_\_\_

WEEK OF	WEEKLY TOTAL HOURS	WEEKLY SUMMARY OF DUTIES
WEEK _____ TO _____		
M   T   W   TH   F   SAT   SUN 		
WEEK _____ TO _____		
M   T   W   TH   F   SAT   SUN 		
WEEK _____ TO _____		
M   T   W   TH   F   SAT   SUN 		
WEEK _____ TO _____		
M   T   W   TH   F   SAT   SUN 		

I hereby certify these hours to be an honest account of my work experience. I understand that any falsification of this record will result in my losing credit for this course.

\_\_\_\_\_  
STUDENT SIGNATURE      DATE

\_\_\_\_\_  
WORKSITE SUPERVISOR SIGNATURE      DATE

# CyberWatch West Community College Internship Model

## Employer Internship Agreement

This agreement (“Agreement”) is between the Community College and \_\_\_\_\_ (“Internship Worksite”). In consideration of the mutual promises set forth below, the College and Internship Worksite (“parties”) agree as follows:

### 1. Internship Worksite’s Responsibilities

- a. Designate a staff member to supervise the student and act as a liaison to the college.
- b. The Worksite Supervisor agrees to meet with the student regularly to facilitate the student’s learning experience, provide support, review progress on assigned tasks, verify hours worked and give feedback.
- c. Provide an orientation to the student intern to include a worksite tour; an introduction to staff; a description of the characteristics of and risks associated with the Internship Worksite’s operations, services and/or clients; a discussion concerning safety policies and emergency procedures.
- d. Establish work schedules which will accommodate the student’s academic responsibilities.
- e. Relate work assignments as fully as possible to the student’s major area of study and make every effort to maximize student’s learning from this experience.
- f. Provide the student with a written description of the student’s tasks and responsibilities with related learning objectives.
- g. Provide an environment that is physically, psychologically, and professionally safe, including but not limited to: appropriate training, equipment, materials and work area for students prior to students performing assigned tasks, or working with the Internship Worksite’s clients.
- h. Notify the college immediately should the need arise for a premature ending of the internship.
- i. Notify the college immediately if any problems arise regarding a student’s performance or attitude.
- j. Notify the college as soon as is reasonably possible of any injury or illness to a student participating in a learning activity at the Internship Worksite.
- k. If necessary, inform student of the need for a background check, fingerprinting and/or a tuberculosis test; obtain the student’s fingerprints, background check and/or tuberculosis test; and maintain the confidentiality of any results as required by federal and state laws.
- l. Submit a Mid-Term and Final Employer Evaluation of Intern Form detailing the student’s progress on internship assignment.

### 2. College’s Responsibilities

- a. Inform the student(s) of their responsibility to:
  1. Participate in all training required by the Internship Worksite.
  2. Exhibit professional, ethical and appropriate behavior when at the Internship Worksite.
  3. Complete all assigned tasks and responsibilities in a timely and efficient manner.
  4. Abide by the Internship Worksite’s rules and standards of conduct.
  5. Maintain the confidentiality of the Internship Worksite’s proprietary information, records and information concerning its clients.
- b. Provide Workers’ Compensation coverage for the non-paid interns who are injured or become ill as a result of their participation in a learning activity at the Internship worksite.

### 3. General Provisions

- a. This Agreement will become effective as of the date last written below and continue for a period of 5 years unless terminated by either party after giving the other party 30 days’ written notice of the intent to terminate. If the Internship Worksite terminates this Agreement, it will permit any student working at the Internship Worksite at the time of termination to complete his/her work. At the 5 year termination date the agreement can be renewed once it has been reviewed, updated as applicable and executed by the appropriate parties.

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- c. The Internship Worksite and the college agree to indemnify, defend and hold harmless each other from any and all liability for any personal injury, damages, wrongful death or other losses and costs, including but not limited to reasonable attorney fees and defense costs, arising out of the negligence or willful misconduct of their respective officers, employees, agents or volunteers in the performance of this Agreement. This paragraph will survive expiration or termination of this Agreement.
- d. Each party agrees to maintain general liability coverage of at least \$1,000,000 per occurrence, \$3,000,000 aggregate and to provide evidence of coverage upon request. Insurance must be placed with insurers with a current A.M. Best rating of at least A: VII, or State approved self- insurance.
- e. The Internship Worksite and the College will meet upon request or as necessary to resolve any potential conflicts and to facilitate a mutually beneficial experience for all involved.
- f. The Internship Worksite may dismiss a student if the student violates its standards, mission or goals. The Internship Worksite will document its rationale for terminating a student and provide the College with a copy of the rationale upon request.
- g. Students participating in a learning activity at the Internship Worksite are not officers, employees, agents or volunteers of the College or the Internship Worksite.
- h. Nothing contained in this Agreement confers on either party the right to use the other party's name without prior written permission, or constitutes an endorsement of any commercial product or service by the College.
- i. This Agreement may not be altered unless both parties agree in writing. The parties agree to follow all applicable federal, state and local laws and regulations, including but not limited to laws prohibiting discrimination and harassment.
- j. Any notices required by this Agreement will be deemed to have been duly given if communicated electronically or by US mail to the following individuals:

COLLEGE:  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

INTERNSHIP WORKSITE:  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

IN WITNESS WHEREOF, this Agreement has been executed by the parties as of the date last written below.

### COMMUNITY COLLEGE

By: \_\_\_\_\_  
Authorized Signature                      Date  
\_\_\_\_\_  
Printed Name & Title

### NAME OF INTERNSHIP WORKSITE

By: \_\_\_\_\_  
Authorized Signature                      Date  
\_\_\_\_\_  
Printed Name & Title