

## Internship Steps for PALM 494

*Deadline for submission of the paperwork for the Internship course is three weeks prior to the beginning of classes: roughly, December 10 for Spring Semester, April 10 for Summer I, and July 15 for Fall Semester.*

- Successfully complete PALM P493 with a C or better.
- Work with your Academic Advisor to locate a community organization/group/agency where you would like to intern.
  - Take into consideration your plans beyond the degree, and think about sites that would put your coursework for BLS or BOL to work in a community context.
  - Note that your internship must allow for, and your supervisor must agree to, a work schedule of **at least 10 hours per week for at least 14 weeks (or 17.5 hours per week for at least eight weeks, if you are enrolled for a summer semester)**.
  - Provide your prospective internship supervisor with an **Internship Supervisor Information** sheet (available from your advisor).
  - If you elect to perform your internship at the same location where you are employed, your internship work must be done with a different supervisor, in a different department from where you currently work, and at hours clearly separate from the hours you work for pay. These distinctions must be made clear in your internship letter (see below).
- Ask your onsite supervisor for a **letter of commitment** on business letterhead and signed by the person, or naming the person, who will be your direct supervisor.
  - If the person who signs your commitment letter is not the one who will be supervising your day-to-day work, please have the name and contact information of the one who will supervise your work included in the letter.
  - Ask your supervisor if the internship location requires that you have a **background check** or other prerequisites completed before you can begin work at that location. If it does, make plans to complete any requirements immediately. This must be completed before your internship class begins.
    - i. *If the background paperwork has not been completed and returned by the first week of classes, you may be required to drop the internship course.*
- Complete the **internship contract** with your advisor.
- Have your advisor forward the commitment letter and the signed and dated contract to the course instructor so you may be permitted to register. All contracts should be signed by the appropriate Academic Deans and/or Advisors before the deadline for submission of the internship materials to the instructor (see dates above).
- Once contracts and letters have been forwarded to the instructor, he or she will sign them and forward them to Dr. Chris Nesmith. These items will then be sent to the Registrar's Office to have the hold lifted so that you may register for the course.
- Note whether you have enrolled in an online or a two-way video course, and be aware of the schedule for class attendance or module completion on the course syllabus.
- Complete all required academic work for the course (included on the syllabus), and attend your internship on a regular basis, in keeping with the schedule outlined in your internship letter. In addition to the required 10 hours on-site each week, you will complete an average of 5 hours per week of academic coursework.
- If you have questions about the feasibility or advisability of your internship, contact your advisor and/or the instructor of record for the PALM 494 section in which you would like to enroll. Both your advisor and your instructor are there to facilitate finding a practical internship (given time commitments and academic and professional goals) and to help you to be successful in the course and fulfilled in your internship work.

## Template for Internship Letter

*This letter should be on company/organization letterhead and must be completed by the supervisor at the placement site and accompany the internship contract. Both must be submitted before the student may register for the internship course. Please follow the template below. Feel free to include any other information that you deem relevant to describing the internship. By signing this letter, the supervisor agrees to provide evaluation of the intern at midterm and at the end of the semester.*

**(Date)**

To Whom It May Concern:

**(Student Name)** will intern for **(Name of Agency, Group, Association, or Company)** beginning 09 January 2017 (Spring 2017 semester). **(She/He)** will work for a minimum of 10 hours per week for at least fourteen weeks, for a total of 140 hours over the course of the semester. The student will work **(days of the week)** and **(specific hours)**. Duties will include, but may not be limited to, the following: **(Please list duties here)**

As a learning environment, the internship will provide **(Please describe what you expect the student to gain from the internship and how the internship site will act as a learning environment).**

I will report on the student's work performance at the mid-point of the semester and at the completion of the internship, taking into consideration quality of work, timeliness, and efficiency. The student's progress at the internship will be regularly monitored and evaluated by **(Please include a description of how the student will be evaluated on-site on an ongoing basis. This might take the form of weekly or bi-weekly meetings, reports from the intern to the supervisor, or a more formal method specific to the workplace.)**

Sincerely,

**(Name)**

**Title**

**Address**

**Telephone**

**Email Address)**

**\*(If the internship schedule will necessitate more work at particular times during the semester, modifications to the 10 hour per week requirement are allowable. These must meet with prior approval. If this is the case, please have your prospective intern contact his/her advisor or coordinator, who will seek approval from the instructor for the course. Please note that the intern will still need to meet the minimum of 140 hours for the semester.)**

# UNIVERSITY OF SOUTH CAROLINA

## BLS/BOL INTERNSHIP CONTRACT

**ALL REQUIRED SIGNATURES MUST BE OBTAINED PRIOR TO REGISTRATION.**

Student's Name

Student's VIP ID

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Course

Degree

Term

Fall

Spring

Summer I

Summer II

Year

Instructor's Name

To be completed by the student's advisor/coordinator

**Location:**

**On site supervisor:** (Name, Title, Telephone Number, Email Address)

**Description of Internship:** (Start and End Dates, # of weeks, # of hours per week, # of hours total, and Duties)

**Educational Objectives:** (What new skills or information will the student acquire as a result of the internship?)

**Additional Requirements:** (Background checks, drug testing, instructions in privacy issues or HIPAA rules, etc.)

**Method of evaluation:**

*Instructor's Signature* \_\_\_\_\_

**I understand that completion of this form does not constitute registration, and that I must register for this course in the usual manner. Student is to present white copy to the Office of the Registrar to complete registration.**

Student's Signature

Date

Department Chairperson/Area Head

Date

Advisor's Signature

Date

Student's Dean (Undergraduates only)

Date

## Template for Internship Letter

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**(Date)**

To Whom It May Concern:

**(Student Name)** will intern for **(Name of Agency, Group, Association, or Company)** for **Spring/Summer/Fall** semester **(year)**, beginning **(supply start date during the first week of the semester)** and ending **(supply end date during the last week of the semester)**. **(She/He)** will work for a minimum of 10 hours per week for at least 14 weeks, for a total of 140 hours over the course of the semester.\* ***(If this is a summer internship, please substitute a minimum of 17.5 hours per week for at least eight weeks.)*** The student will work **(days of the week)** and **(specific hours)**. Duties will include, but may not be limited to, the following: **(Please list duties here)**

As a learning environment, the internship will provide **(Please describe what you expect the student to gain from the internship and how the internship site will act as a learning environment)**.

I will report on the student's work performance at the mid-point of the semester and at the completion of the internship, taking into consideration quality of work, timeliness, and efficiency. The student's progress at the internship will be regularly monitored and evaluated by **(Please include a description of how the student will be evaluated on-site on an ongoing basis. This might take the form of weekly or bi-weekly meetings, reports from the intern to the supervisor, or a more formal method specific to the workplace.)**

Sincerely,

**(Name**

**Title**

**Address**

**Telephone**

**Email Address)**

**\*(If the internship schedule will necessitate more work at particular times during the semester, modifications to the 10 hour per week requirement are allowable. These must meet with prior approval. If this is the case, please have your prospective intern contact his/her advisor or coordinator, who will seek approval from the instructor for the course. Please note that the intern will still need to meet the minimum of 140 hours for the semester.)**

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# Internship Supervisor Information

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## Thank You

Thank you for considering acting as a supervisor for an internship, using your time and expertise to assist a student's professional and academic development.

## Objectives of the Internship

The internship itself is intended as a learning experience. As a supervisor, you will be integral to this learning, in tandem with the instructor for the student's internship course. The intentions of the internship are to provide the student with a space for the practical application of knowledge gained in academic work and a supervised exploration of a field related to the student's major, or to career or community interests.

## Student's Classwork Commitment

Your intern will be enrolled in PALM 494, USC – Palmetto College's internship course. The intern will be responsible for academic coursework beyond the hours spent at the internship site. Major assignments will include weekly writings on the application of academic learning on-site and a site project in which the student researches and proposes ways in which the intern, given his or her position at the internship site, can facilitate work on-site. The instructor of record for the course will be responsible for all academic work and grading.

## Student Time Commitments

Interns are required to work a minimum of 10 hours per week for at least 14 weeks at the internship site (or 17.5 hours per week for at least eight weeks, if enrolled for a summer semester). Beyond this, the student will likely need to commit another 5 hours weekly to academic work related to the internship.

## Supervisor Reports

In a manner that you decide upon with the intern, you will be asked to regularly monitor both the intern's on-site work and learning. At midterm you will be asked to submit a brief emailed report on the student's progress and at the end of the term you will submit a longer assessment of the internship as a whole. These will be sent to the instructor of record for the internship course, who is also there to help you to navigate any questions or concerns regarding the student's performance.

## Before the Intern Begins

If you agree to act as supervisor for an internship, your intern will need a few things from you before he or she can begin:

- a letter of commitment on business letterhead and signed by you (a template of the letter will be provided by the student);
- information concerning prerequisites for working at your place of business, such as drug testing or other screening processes. If a background check will be required, the student will need to complete the process before the semester during which he or she will be interning begins;
- a work schedule that meets both your needs and other commitments and your intern's needs and other commitments, taking into consideration University and national holidays and reflecting both on-site and off-site work that may be a part of the internship.

## Other Resources

If you have any questions, or to learn more about Palmetto College and your intern's degree program, please call Palmetto College-Extended University at 803-777-8155 or email us at [euceadv@mailbox.sc.edu](mailto:euceadv@mailbox.sc.edu)