



# **Student Internship Handbook**



# What is an Internship?

Internships, or Work-Based Learning, are opportunities for students to apply what they have learned in their professional technical classes into real work settings. They are expected to apply and build upon their technical and soft skills while working for people who supervise and guide their work.

## Internship credit may be earned through the following

- Established internship opportunity with an employer, organization, or individual
- Paid employment within the industry aligned with the students' academic program
- Faculty-lead projects (i.e. research project, technical project, etc.)
- Other approved internship project or activity (approved by faculty and internship advisor)



## Internship process (registration)

1. Find or establish an internship opportunity
2. Review the internship opportunity with your faculty advisor for approval (send via email)
3. Draft a Learning and Training Agreement
4. Faculty advisor will sign or provide email approval for the LTA
5. Site sponsor will sign or provide email approval for the LTA
6. Make an appointment with your internship advisor
7. Your internship advisor will provide you with a registration form and the ITEM code for the internship registration
8. Take the registration form (along with documentation of the faculty approval) to Cascadia College Enrollment Services (Kodiak Corner) for registration
9. Participate in and document your internship hours
10. You and your site sponsor complete evaluations
11. The faculty will assign a grade for the quarter (\*unless there is an agreed upon incomplete contract – see below\*)

Faculty Advisors	
Web App / MoBAS	Brian Bansenauer, Mike Panitz, Nureni Adeyemo
NIT	Chris Cuneo, Nureni Adeyemo
ETSP	Gail Alexander
BASSP	*See Advisor*

# Document Your Internship!

## The Learning and Training Agreement (LTA)

The Learning and Training Agreement (LTA) is the document outlining every student internship. It should be treated as a contract between the student, the faculty advisor, the site sponsor, and the internship advisor. All parties must agree to the content of the Learning and Training Agreement before a student registers or begins working hours toward their internship.

Learning Outcomes are the main way in which students outline the scope of their internship. They must contain the following elements.

- **Learning Outcome** – what will you learn during the internship? (i.e. learn about, further develop skills in, create, develop) These should be tangible, skills-based, and related to their program of study.
- **Qualifications Needed** – What information or knowledge must you possess or learn in order to accomplish the learning? What knowledge areas can you take from the classroom and apply to your learning objective?
- **Performance Indicators** – How will you (and your faculty advisor) measure the results of your learning outcome?

## Internship Registration

### Credit Hour Requirement

For each internship credit you are registered for, you are required to complete 33 hours of work.

You are encouraged to only register for the number of credits you anticipate being able to complete.

### On Campus Internship Credit Limit

Students who wish to participate in on-campus projects, supervised by Cascadia College faculty, are limited to a total of two credits of internship from this type of work.

### Changes to Credit Registration

Students may not decrease their credit enrollment for an internship. If they are unable to complete the work outlined in their Learning and Training Agreement within the quarter, the student may take an incomplete, and finish the work in subsequent quarters.

If an internship project requires additional hours in order to complete the work, the student may request to increase their credit registration, or add another section with approval from their faculty advisor and site supervisor.

### Back-Dating Credit

Students who begin working on internship projects or employment may not back date their credit registration.

## Assignments

Student interns are responsible for completing and turning in all internship documents and assignments.

**The following documents will be assigned to each student in canvas.**

- The Learning and Training Agreement
- The Timesheet
- Mid-point self-assessment(s)
- Final self-assessment/Report
- Student Evaluation of Employer
- Employer Evaluation of Student



### **Time Sheet**

A time sheet will be required for students to document their hours of participation in their internship. The time sheet will be used at the end of the quarter to assess whether required hours have been met per the students credit enrollment.

### **Internship Self-Assessment**

The internship self-assessment assignment will be required at the mid-point and final end-date of each student internship. The self-assessment will examine how many hours have been completed out of the number required for the internship. It will also ask you to assess your work toward each learning outcome and performance indicator from the Learning and Training Agreement.

### **Evaluations**



At the end of each internship, evaluations are required to assess the value of the internship experience for both you, the student and the site sponsor or employer.

If you are participating in on-campus internships, with either a faculty member or campus administrator as their site supervisor, you are not required to complete the student evaluation of the site sponsor. If you would like to provide feedback regarding their experience with their internship advisor, you are welcome to do so, however the assignment document is not required.

If you or the internship advisor does not receive an evaluation from the site supervisor, please inform the faculty responsible for grading the internship. The internship advisor may contact the site sponsor directly to request feedback if needed. The faculty may choose to grade the internship without the evaluation if necessary.

## Incompletes

If you are unable to complete the hours required for your internship within one academic quarter, you may request to take an incomplete. An incomplete grade is similar to an extension of time to complete the required hours.

You will not be automatically awarded a grade of incomplete if required hours/elements of your internship are not complete. You must communicate with your faculty, before the end of the quarter if you want to request an incomplete. It is the faculty advisors decision to award you an incomplete.



### Internship Incomplete Process

- **Contact the faculty advisor via email to request the incomplete. If Approved, complete the following steps:**
- Complete a final self-assessment for the quarter you are registered for.
- Complete an incomplete contract with their faculty advisor by the grading deadline.
- Send a copy of the incomplete contract to the internship advisor, to keep on file.
- Complete all agreed upon hours, work, or projects to finalize the internship.
- Complete one more final self-assessment when the hours requirements are met.
- The faculty will submit a grade revision

### Funding Note

If you are considering an internship incomplete, it is important to review your status with the funding source, paying for your education. **While an incomplete may be altered later with a grade revision, it may have immediate negative financial aid or funding implications.** Incompletes impact credit completion rates, and completion rates below certain percentages may result in reduced or declined funding for school.



### Graduation Note

If you are registered for internship credit within the same quarter you plan to graduate, you must not receive an incomplete. Even if there is a plan to complete the credits and receive a grade change, the evaluator will not approve an application for graduation with an incomplete for required coursework.



## **Your Role as an Intern (Student Responsibilities)**

- You are responsible for finding and establishing your internship
- You are responsible for your internship enrollment
- You are required to be in communication with your faculty advisor before, during, and after your internship
- You are required to be in communication with your internship advisor as required and as needed (we are here to support you)
- It is your responsibility to complete assignments in a timely manner

### **While participating in your internship you must...**

- Be responsible for your work performance, behavior, and presentation – Treat your internship like a real job!
- Be professional and appropriate per the work environment you are working in
- Work on internship projects as directed by your site supervisor
- Maintain communication with your site supervisor and faculty advisor regarding your progress on your internship
- Stay within the scope and timeline of your agreed upon internship project

## **Your support team!**

### **Your Site Sponsor**

- Is your mentor and meant to guide your work
- Provides feedback and support in your professional development
- Gives advice and support in developing your technical skills

### **Your internship advisor**

- Is your administrative support at the college (registration, documentation, and more!)
- May provide some career advising
- May assist you in finding an opportunity

### **Your Faculty Advisor**

- Is your academic/technical skills mentor
- Will guide you in developing your Learning and Training Agreement
- Approves and grades your internship



## Cascadia College Information

---

### Cascadia College Internship Advisors

---

#### **Erika Miller**

**Programs:**  
Information  
Technology  
Emergency  
Management  
BAS - Mobile App

[Emiller@cascadia.edu](mailto:Emiller@cascadia.edu)

425.352.8014

#### **Stephan Classen**

**Programs:**  
Environmental  
Technologies and  
Sustainable Practices  
BAS - Sustainable  
Practices

[sclassen@cascadia.edu](mailto:sclassen@cascadia.edu)

425.352.8387

#### **Cascadia College Non-Discrimination Statement**

Cascadia College is an equal opportunity institution and does not discriminate on the basis of race, color, religion, gender and/or sex, disability, national origin, citizenship status, age, sexual orientation, veteran's status, or genetic information. All Cascadia materials are available in alternative formats and can be requested by contacting the Human Resources office. To request disability accommodations for student events, please contact Disability Support Services at 425.352.8128 or [disabilities@cascadia.edu](mailto:disabilities@cascadia.edu) at least ten days prior to the event.