



Sinclair
Community
College

Business and Public Services Division Business Internship Program Worksite Form

1. All students applying for academic credit must have this form completed.
2. On the back, the supervisor must outline the student's job description and sign the form.
3. Once this form is complete, students will contact the appropriate department person to schedule an appointment.

Business Information Systems: Cheryl Reindl-Johnson, Associate Professor
(937) 512-3545 cheryl.reindl-johnson@sinclair.edu

Computer Information Systems: Martha Taylor, Associate Professor
(937) 512-3143 martha.taylor@sinclair.edu

Management & Marketing: Dennis Brode, Department Chair via Annette Koronowski, Admin Assistant
(937) 512-2615 annette.koronowski@sinclair.edu

4. Keep this completed form and bring it with you to the meeting with the department chair/instructor.

Date _____	Internship Quarter	<input type="checkbox"/> Fall	<input type="checkbox"/> Winter	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	Year _____
STUDENT INFORMATION (To be filled out by <u>Student</u>)						
Student Name _____			Student ID _____			
Phone (home) _____			Phone (cell) _____			
E-mail _____						
Address _____		City _____		State _____	Zip _____	
Program _____		GPA _____	Graduation Date (estimated) _____			
EMPLOYMENT INFORMATION (To be filled out by <u>Supervisor</u>)						
Company Name _____			Department _____			
Address _____		City _____		State _____	Zip _____	
Student Position _____			Student Work Phone _____			
Supervisor Name _____			Supervisor Title _____			
Supervisor Phone _____			Supervisor Email _____			
Hours worked per week _____		Hourly Rate/Salary _____		Date Job Started _____		
		<small>(remains confidential / indicate if unpaid)</small>				
Current Position? <input type="checkbox"/> Yes <input type="checkbox"/> No						

Office Use Only

Registration Approved
(Faculty Sign Here) _____ Instructor _____

Student Notified _____ Email Phone In Person

Employer Approval for Students Employed in a Career-Related Field

A Sinclair student already working in a career-related job **may apply to use current work experience to meet internship requirements.** Internship credit **must be based on new learning** that occurs on the worksite during the **current academic quarter.** New learning projects & responsibilities must consist of work equaling 15-20 hrs/wk for the duration of the 10-week academic quarter.

New learning projects and responsibilities can be achieved in several ways:

1. Employee/student may be assigned additional, new or expanded responsibilities.
2. Employee may move to a different or more career-related job area for part of or in addition to regular work schedule.
3. The supervisor may consider allowing an employee to assist and shadow them in their management responsibilities, if applicable. It is important that the employee be taught and permitted to perform some of the supervisor's routine duties, *not just observe them.*
4. Employee may be assigned to a special project, either developed from the employees own ideas or a supervisor's own need.

Ideas for Projects: developing and implementing a new procedure or technology, documenting a process, and training fellow employees.

The project or part of it must be achievable within the ten-week timeframe of an academic quarter. Longer projects may be broken down into components achievable within one quarter.

The worksite supervisor will be asked to provide the following:

1. Sign-off on student learning objectives to insure they are realistic & apply to what he/she will be doing on the job.
2. Allow the Internship Instructor to visit onsite for an evaluation near the end of the quarter (approx. 30 minutes).
3. Provide ongoing feedback to the student on a regular basis – weekly is ideal.
4. Provide final input to the Instructor regarding the student's performance and completion of initial learning objectives.
5. **Documentation required:** The employer must explain briefly below what the student's expanded job responsibilities will be, describe an assigned project with expected results or list 3-4 new job objectives to be achieved. From these duties, the student develops learning objectives related to coursework he/she has completed in the college major.

List the job duties that the student will perform during the internship.

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

Supervisor's Signature

Supervisor's Name (please print)

Date

Title

Phone

Email

Please contact the Internship Office with any questions:

Melissa Mann

Administrative Assistant, Internship Office

Building 5, Room 113

Phone: 937-512-2769 Fax: 937-512-2437

melissa.mann@sinclair.edu