



# Internship Handbook



**Cooperative Education Department**

BOROUGH OF MANHATTAN COMMUNITY COLLEGE • CUNY

# Internship Handbook

*Prepared by the faculty of the Cooperative Education Department*

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## **Introduction**

A high quality education should offer a “capstone experience.” A capstone experience is an activity students participate in that brings together the different strands of their education and points students firmly toward a career. At BMCC, that experience is the Cooperative Education internship. The majority of students participate in practical hands-on activities that allow them to put into practice many of the things they have been learning in the classroom. It is with enormous pride that the Cooperative Education Department works with students to offer internships designed to take each student to the next step on her or his career path. And we have been doing this since 1963.

This handbook is designed to give you the tools necessary to get the most out of your internship. You should refer to it often to orient yourself to the things you should be doing as you proceed with your internship. The internship course is really an independent learning experience. In practice, interns gain experience and insights as they go through the phases of the internship.

## **Responsibilities**

You have many responsibilities as an intern. Meeting your responsibilities will be factored heavily in your internship grade and may determine whether you are offered a job as a result of your internship. There is never any promise of a job from your internship, but when offers are made it is often because of the sense of responsibility you have shown on your internship.

## **Meeting with Your Coordinator at the Beginning of the Semester**

A few weeks before the beginning of the academic semester (August for fall, January for spring, May for summer) you will receive a letter inviting you to attend a required group meeting with your coordinator. Attendance is mandatory, and you should contact your coordinator to re-schedule your appointment if the one assigned is not convenient. Make sure you get to your appointment at least 10 minutes ahead of schedule. At this group meeting, you will learn about the internship research assignment, starting the placement process, and other internship activities and requirements. These meetings may take from one to two hours and you should come prepared to be there the whole time. Day and evening sessions are generally available.

Your coordinator may ask you to bring certain documents, such as:

- an acceptable resume
- copy of your current class schedule
- transcript or advisement sheet
- documents related to your immigration status
- portfolio or samples of projects in your field.

Please make sure to bring whatever materials your coordinator requests to this initial meeting. At the end of the group meeting, you will know what the “next step” is in your internship. Your coordinator may make an individual follow-up appointment, ask you to contact various businesses or agencies, or provide additional information for your next meeting. Failure to attend one of these group meetings may result in you being dropped from the internship course.

Establishing a good working relationship with your internship coordinator is an important part of your internship experience. Students who get the most out of their internships are those who actively participate in placement with their coordinators. This participation means being on time for appointments, being open to discussion if you are uncertain about your needs and skills, and being open to suggestions from your coordinator. Following your coordinator’s advice is very much like taking directions on a job – the more willing you are to take direction and complete assigned tasks well, the better are your chances of being successful.

## **Meeting with Your Coordinator During the Placement Phase**

During the placement phase of the internship, your coordinator will work with you to develop internship interviews in order to get you started or placed on your internship. You may be asked to call certain businesses, fax or e-mail your resume to businesses, or otherwise contact an organization that is seeking interns. It is essential that you be proactive in the placement phase. This means that you should do whatever you are directed to do so interviews are arranged quickly, interviews are conducted, and the results of those interviews reported to your coordinator. By visiting your coordinator, e-mailing, or calling, you can make sure you get and give the information that will help move you along to starting your internship.

It is important to note that you will not be “assigned” to your internship. You may be competing with other interns from BMCC and other colleges in New York City and the nation for any individual internship spot. Every effort will be made to place you quickly and in the type of internship you are seeking, but being selected may depend on how well you perform at your interview or how effectively you communicate with the internship site representative and your coordinator. It may also depend on your schedule, your individual skills, the needs of the internship site in a particular semester, and other factors. The process may take several weeks. Most interns are placed within the first four weeks of the semester and an intern’s grade will not be affected by when the intern is placed. It is important for you to be flexible in terms of your expectations, as well as flexible with aspects of your personal life—job, school and family responsibilities.

## **What to Expect From Your Internship**

While most internships are unpaid field experiences, they function like regular jobs. Work assignments will vary depending upon the needs of the employer. Often, students expect to be assigned high-level sophisticated duties, but in reality, most interns will be assigned basic tasks in their respective fields. No one should expect to conduct a corporate audit or videotape the Super Bowl from the Goodyear blimp if they have not done a professional worksheet or video taped a live TV production on their own. But performing basic tasks eagerly and well will encourage your internship supervisor to assign you more important duties as the internship proceeds.

It is important to remember that the goals of an internship are not limited to the performance of work tasks related to the intern’s major. Students will be learning and observing appropriate work behavior, including personal hygiene and dress, attitude, punctuality, interpersonal relations, and business communications. Interns learn by observing and asking questions. It is also important for interns to remember that they are representatives of BMCC and the Cooperative Education Department while on their internships and their behavior on the job is a reflection of our college and our programs.

## **Using Your Own Job as an Internship**

Many internship students are already holding their own full-time or part-time jobs in positions related to their majors. Often they are going to college to get credentials for skills they are already using on the job. In these cases, a coordinator may give approval for students to use their jobs as internship positions. The coordinator will work with each intern to develop a plan for utilizing the student's own job as an internship. In order for students to earn internship credit for their jobs, individual job supervisors will be asked to complete an evaluation of the employee/intern. "Own job" students are responsible for fulfilling all of the requirements of the internship course.

## **Making a "Special Arrangement" at Your Own Job**

Students who are holding full time or part time jobs where their duties are unrelated to their major field of study often arrange with their employers to get special work assignments to fulfill the requirements of their internships. These may involve special projects, temporary reassignment to another department, or observing and assisting an employee who is working in the student's chosen career field. Prospective interns should discuss this option with their coordinators.

## **Interviews**

After you have met with your coordinator, you will begin to interview for suitable internship positions. It is your responsibility to make yourself available for all interviews arranged by both you and your coordinator. You must also remember to stay in touch with your coordinator – either by telephone, e-mail or in person – so that all interview possibilities and questions the coordinator might have concerning your internship can be discussed with you.

Going on an interview for an internship position is like going to any regular job interview. The person or persons you will be going to meet will expect you to be ready and willing to answer questions about yourself and your interest in the position being offered. You should be prepared to demonstrate your skills for the internship and to ask questions of the interviewer to get a clearer picture of the position you are investigating. You must bring with you extra copies of your resume and any other materials you may have been asked to produce (reels or disks of video projects, writing samples, a portfolio of graphics projects you may have designed, computer programs or assignments that demonstrate your skills.) You are expected to act and dress professionally at the interview. Men should wear dress pants, a shirt and tie; women a suit or a skirt and blouse. No sneakers, jeans or body piercing jewelry should be worn to an interview. Your coordinator will review with you appropriate dress and interviewing techniques. This initial interview may result in your being offered the internship, or a follow up interview may be necessary.

After any interview, it is essential that you contact your coordinator to tell her or him the results. If you have received a positive response – an internship

offer – you will want to meet with your coordinator to discuss your feelings or problems or questions concerning the position. If you have not received a positive response, you will want to meet with your coordinator to discuss what has happened. Your coordinator may be able to offer suggestions on how to improve matters on your next interview or to offer encouragement for a job well done, regardless of the outcome.

## **Getting Started**

Interns usually start their internships after the beginning of the semester – generally after the first few weeks. During your first week of work as an intern, it is important to stay alert to what is going on at your work site. You will be meeting new people and learning new work assignments. It is important to use this first week to get comfortable and also demonstrate your eagerness to learn and grow on the site. Each day, try to review the things you've learned. Try to use people's names when you talk to them. Try to get some sense of how well you are preparing the tasks you've been assigned. Don't be afraid to ask questions. Asking questions shows you are interested in learning and doing your job well. But do not fall into the trap of acting too familiar or withdrawing from people because you are afraid or unsure of what to do. Your supervisor's and co-workers' sense of you will be determined by how you act in the early days of your internship. Make sure you are dressed correctly and arrive on time each day (ten minutes early is a good rule to follow.) Try to get a sense of how people act in the office and model your behavior on it. If you have questions, ask your internship coordinator when you meet to discuss your first week on the job. Coordinators generally try to meet with students after they've completed their first few days or week at an internship to review these things.

## **Meeting with Your Coordinator During the Internship Phase**

After you are placed, your coordinator will want to meet with you regularly to discuss the progress of your internship and to learn about problems, pressures or successes you are encountering. Your coordinator may set a regular meeting schedule for you or ask you to simply come by on a regular basis. It is your responsibility to stay in touch following the instructions of your coordinator. Make sure to relate changes in your life that may affect your work schedule. When you are selected for an internship, you will set up a work schedule and be expected to keep to that schedule. As an intern you are required to work a minimum of 12-15 hours a week for the duration of the semester. If by the 14th week of the semester you have not completed at least 150 hours, you will be expected to continue in your internship beyond the end of the semester to complete your hours.

Students must be available to work within one of the following schedules:

- Monday through Friday from 9 am until 1 pm
- Monday through Friday from 12 pm until 5 pm
- Two full days a week. Full days means 9 am to 5 pm on any given day. (This is generally required for Video Arts and Technology students, Multimedia Programming and Design students, and a choice for students in other majors.)

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There are few, if any, internships on the weekends or evenings. Coordinators cannot promise to secure an evening or weekend internship for you and may request that you delay your internship until you are able to arrange a suitable schedule.

School holidays are not necessarily work-place holidays, so you should look down the road and make sure that a conflict does not develop between your personal and school plans and the expectations or needs of your internship site. If you plan to take time off for spring break, for example, make sure your internship site knows this well in advance. Do not simply assume that your internship supervisor or site will understand that you are off from school so you are taking time off from your internship. Moreover, sometimes college conversion days may be at odds with your work schedule. Make sure to work out necessary adjustments in advance.

### **Following Up on Assignments and Issues**

Another internship responsibility is following up and completing assignments or working on issues that arise during the internship. The primary assignment is the completion of the internship term project. A more detailed discussion of this appears below. But it is also important not to lose sight of issues or problems that arise during the internship. If you are having problems with your internship schedule, you should work with your coordinator or internship supervisor to work them out. Occasionally, employers will call your coordinator to relate a problem that has been recognized. Your coordinator may call you or arrange a meeting to discuss the problem. It is important to understand that working through problems is both a career and life challenge, one that you should try to approach openly so that the resolution puts you in a better place than before. Some common issues are being on time, knowing how to act around people in the work place, communication problems, completing assignments, asking for help if you need it, taking responsibility for errors, accepting criticism and acting assertively and positively to correct problems. It might be wise to tell your coordinator about persistent personal problems that affect your schoolwork or other activities so that strategies for dealing with them can be devised.

### **Responsibilities to Your Employer**

Just as you have responsibilities to your coordinator, you also have responsibilities to your internship supervisor and the company or organization you are working for. When you accept an internship, you are indicating that you are taking on the task of being a contributing member of the work place. You are expected to keep to your arranged work schedule, to dress properly, and act maturely. As an intern you are assisting an organization with its day-to-day tasks. Your reliability, responsibility, honesty, dedication, friendliness, energy, and eagerness are things your supervisor expects from you, and rightly so. Workplace ethics can sometimes become a problem if you take things you should not, use phones for private conversations frequently or without permission, use computers and access to the internet for personal

reasons. Interns can be dismissed from their internships if they violate generally accepted rules of behavior and professionalism. If you have questions, you should talk to your coordinator. Dismissal from your internship site may result in your having to retake the internship course in a subsequent semester, possibly delaying graduation.

## **When the Internship Ends**

Interns are required to work a minimum of 12-15 hours a week for the duration of the semester. There is no maximum number of hours. Your employer may be happy to let you work additional hours so you can gain more experience. Also, offering to work more hours than the minimum demonstrates your desire to learn, grow, and contribute. The Cooperative Education Department requires you to stay on your internship until a week before final exams. If you have not acquired 150 hours, you will have to continue until you do. About two weeks before the end of the semester, you should tell your site supervisor what your last day will be. Do not surprise your employer by announcing at 4 pm on a Tuesday that this is your last day. Your employer has come to rely on your being there on a set schedule. Giving two weeks notice is a common courtesy in the workplace and you should act accordingly.

Employers sometimes use the news that you are completing your internship to consider offering you a job, having some kind of end-of-internship celebration (like taking you out to lunch) or otherwise recognizing the end of your time in the firm.

## **Paperwork**

Coordinators use a variety of forms to develop, document and assess your internship. It is important to complete paperwork when given to you and to keep track of the paperwork your coordinator has assigned. Below is a list of the forms that you may be given or required to complete. Examples of these forms are contained in the Appendix. However, some coordinators may use additional forms not contained in this list.

- Internship information sheet
- Intern data card
- Term paper selection form
- Internship syllabus
- Internship job description questionnaire
- Internship term paper project
- Term paper interview question lists
- Internship student survey

## **Visits**

During the semester, coordinators try to visit all of their students. Your coordinator will tell you about his or her method for doing this. Students are encouraged to be involved with scheduling visits. The visit is an opportunity for the coordinator to see you on the job and learn more about where you are working and who you are working for. Visits help express the seriousness with which the

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college approaches internships. A visit allows your internship supervisor to learn more about the college's programs and policies. Visits may take up to an hour. It is important that when you have a visit scheduled you be there as planned or address changes in your schedule well ahead of your coordinator's arrival. While coordinators attempt to visit all of their students, the number of students, their work schedules, weather, and other responsibilities may keep your coordinator from visiting you. Your coordinator may also stay in touch with your supervisor by phone to monitor your performance and progress.

There is no effect on your grade if the coordinator does not visit you during the semester.

### **End-of-Semester Seminars**

Near the end of the semester you are required to attend an end-of-semester seminar arranged by your coordinator. Information about this seminar will be communicated to you by your coordinator. This meeting is an opportunity for interns to meet with each other and their coordinator and perhaps faculty in their major to discuss their internship experiences, get back their term papers and acknowledge in some fashion the end of the internship. Make sure to attend.

### **Grading Policy**

The internship is a 2-credit course. Internship grades are determined from three sources.

Employer's Evaluation	50% of grade
BMCC Coordinator's Evaluation	25% of grade
Term Paper Project	25% of grade

Each of these sources is explained below.

### **Employer Evaluation**

An essential part of your internship is the Employer Evaluation form that is sent to your employer by the Cooperative Education Department. The form asks your supervisor to evaluate your attitude at work, relations with others, judgment, dependability, ability to learn, the quality of your work, and your attendance and punctuality. This evaluation process is similar to periodic evaluations that many full-time employees receive in the workplace to determine the nature of yearly pay increases, promotions, and dismissals. Your supervisor may wish to discuss the evaluation with you, and your coordinator may meet with you to discuss the outcome in order to bring both positive and negative ratings to your attention. The Employer Evaluation counts for 50% of your grade for the internship.

**Appendix A: Internship Information Sheet**



COOPERATIVE EDUCATION DEPARTMENT

**INTERNSHIP INFORMATION SHEET**

**INSTRUCTIONS: Fill in ALL information requested and PRINT CLEARLY**

Name \_\_\_\_\_ CTD \_\_\_\_\_  
 Semester:  Spring  Summer  Fall Year \_\_\_\_\_ Social Security #: \_\_\_\_\_  
 Name: last \_\_\_\_\_ first \_\_\_\_\_ MI: \_\_\_\_\_  Male  Female  
 Address: Street \_\_\_\_\_ Apt \_\_\_\_\_ Telephone \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 U. S. Citizen  Resident Visa # \_\_\_\_\_  Foreign Student \_\_\_\_\_  Other \_\_\_\_\_

Are you receiving or will you be receiving **College Work Study**?  Yes  No  
 Remedial Courses Completed  Yes  No Total Number of Credits Completed \_\_\_\_\_  
 Expected graduation date \_\_\_\_\_ Last Known **Grade Point Average (GPA)** \_\_\_\_\_

**WORK EXPERIENCE: (LIST PRESENT OR LAST JOB FIRST)**

Year \_\_\_\_\_ Name of Company or Organization \_\_\_\_\_ Telephone \_\_\_\_\_  
 To \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State, Zip \_\_\_\_\_  
 Beginning Salary \_\_\_\_\_ Position \_\_\_\_\_ Dates (continue on the next line) \_\_\_\_\_  
 End Salary \_\_\_\_\_

Year \_\_\_\_\_ Name of Company or Organization \_\_\_\_\_ Telephone \_\_\_\_\_  
 To \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State, Zip \_\_\_\_\_  
 Beginning Salary \_\_\_\_\_ Position \_\_\_\_\_ Dates (continue on the next line) \_\_\_\_\_  
 End Salary \_\_\_\_\_

Year \_\_\_\_\_ Name of Company or Organization \_\_\_\_\_ Telephone \_\_\_\_\_  
 To \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State, Zip \_\_\_\_\_  
 Beginning Salary \_\_\_\_\_ Position \_\_\_\_\_ Dates (continue on the next line) \_\_\_\_\_  
 End Salary \_\_\_\_\_

**WORK EXPERIENCE (CONTINUED)**

Use the skills, abilities, or comments that can be helpful in placing you. Typing: \_\_\_\_\_ wpm

FOREIGN LANGUAGES	COMPUTER LANGUAGES	OFFICE MACHINES	OTHER

List courses in your MAJOR which you have completed and their GRADES

COURSE	GRADE	COURSE	GRADE
<b>1</b>		<b>5</b>	
<b>2</b>		<b>6</b>	
<b>3</b>		<b>7</b>	
<b>4</b>		<b>8</b>	

If currently employed, is job RELATED TO YOUR MAJOR?

Yes     No                      If Yes:     Part Time     Full Time

Explain how: \_\_\_\_\_  
 \_\_\_\_\_

If you are NOT currently employed or your present job is NOT RELATED to your major, describe the **ideal** type of internship position you would like to have. (Include job title, type of company, and dates)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I HEREBY AUTHORIZE THE COOPERATIVE EDUCATION DEPARTMENT TO RELEASE TO ANY POTENTIAL EMPLOYER ANY AND ALL OF MY PERSONAL INFORMATION WHICH PERTAINS TO MY PLACEMENT. THIS AUTHORIZATION SHALL REMAIN IN EFFECT UNTIL CANCELLED BY ME IN WRITING.

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

Internship Handbook Form - 05, APRIL 2005

**Appendix B: Intern Data Card**

**Borough of Manhattan Community College - Intern Data Card - Cooperative Education Department**

Name: Last \_\_\_\_\_ First \_\_\_\_\_ M.I.  P.H.D.

Major \_\_\_\_\_ SS \_\_\_\_\_ CSO \_\_\_\_\_ GPA \_\_\_\_\_

Address \_\_\_\_\_ Starting Date \_\_\_\_\_ Semester \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Internship Job Title \_\_\_\_\_ Actual Hours \_\_\_\_\_ Voted on \_\_\_\_\_

SOBOS: AY \$ \_\_\_\_\_ Pa. EST \$ \_\_\_\_\_ WA \_\_\_\_\_ Institution I. \_\_\_\_\_ S. \_\_\_\_\_

Year	98	99	00	01	02	03

**for office use only**      **SUPERVISOR INFORMATION BEGINS**      **for office use only**

Name: Mr. Ms. \_\_\_\_\_

Title \_\_\_\_\_

Department \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Student: First \_\_\_\_\_ Last \_\_\_\_\_ Major Code \_\_\_\_\_

Coordinator

Own Job

Placed

Special

Volunteer

Paid

Stipend

Other

## Appendix C: Term Paper Selection Form



Cooperative Education Department

## TERM PAPER SELECTION FORM

THIS FORM MUST BE SUBMITTED TO —AND APPROVED BY— YOUR COORDINATOR **BEFORE** YOU BEGIN YOUR INTERVIEWS.

## Cooperative Education Interns:

Students who fail to hand in a term paper by the deadline will receive a **Failing** grade for the entire course.

Please check (✓) the **group** you are choosing for your interview:

- A** Three persons who are employed in the personal department of three types of companies that employ people in the career areas in which you are interested.
- B** Three persons who are employed in the **same** job functions (in different types of organizations) in the career area in which you are interested.
- C** Three persons who are employed in three **different** but related and interdependent job functions (in the same organization) in the career area in which you are interested.

List the three (3) **types** of people you will interview by their **Job Title** and **Types of Organization** (the name of specific persons or organizations are not required at this time but will be required in the final paper).

Interview number	JOB TITLE Just 'titles' — no names	TYPE OF ORGANIZATION OR INDUSTRY Just 'types' — no names
1		
2		
3		

Student's Name \_\_\_\_\_ Major \_\_\_\_\_ Date \_\_\_\_\_  
 —PLEASE PRINT CLEARLY—

Appendix D: Internship Syllabus



COOPERATIVE EDUCATION DEPARTMENT

SEMESTER  
Intern Coordinator  
Room: ..... Tel: .....  
Office Hours: By Appointment

CED 300 Internships  
Contact Hours: 15  
Credits: 2

**Note:** There is no regular classroom time for the internship. Students will meet with the coordinator during individual appointments (to be arranged).

**A. DESCRIPTION**

Each student intern is assigned to a coordinator (a faculty member in the Department of Cooperative Education) who is knowledgeable about the student's major. The coordinator helps the student secure internship placement in a work site related to the student's major, or assists the student to "reconstruct" his/her present position as an internship, or develop — by special arrangement — an internship with his/her present employer, and serves as the student's instructor and advisor during the field experience.

Cooperative Education interns are expected to work fifteen (15) hours a week, complete a term project assigned by the coordinator, and be evaluated by the worksite supervisor. Students to be placed will be expected to arrange their schedules so that they are free mornings or afternoons, Monday – Friday, or two to three full days per week.

**B. PREREQUISITES AND/OR COREQUISITES**

1. Completion of all remedial requirements and a GPA  $\geq$  2.0
2. Completion of 24 credits of course work, including at least two courses within the student's major field of study or area of interest.
3. Completion of CED 201/Career Planning, where required.

**C. OBJECTIVES**

1. To put classroom theory in student's major into practice in order to gain work experience.
2. To gain a minimum of 15 hours per week for the duration of an academic semester of hands-on experience within their academic major, within the structure of an internship.
3. To develop practical skills in:
  - interpersonal relations
  - business decision making
  - adapting to the demands of a variety of work situations
  - gain insight into specific aspects of a field of interest
4. To network with, and learn from, professionals in the student's major field of study or interest and to use and expand on oral and written workplace communication skills through the completion of an interview-based research project.

**D. REQUIRED TEXTS AND/OR SUPPLEMENTARY MATERIALS**

There are no texts or materials required for this class.

**E. EVALUATION AND REQUIREMENTS OF STUDENTS**

1. Acceptable resume
2. For those students who require placement, an available schedule allowing for a minimum of 15-20 hours a week of work: either 2 full days or half days (every morning 9:00-12:00, or every afternoon 1:00-5:00) with the same available hours every day.
3. Proper business attire for all interviews.
4. Once placed in an internship, students must submit to their coordinator a letter from their on-the-job supervisor indicating the supervisor's agreement to participate in the program and to complete an evaluation of the intern's performance.
5. Interns must keep regular appointments with the internship coordinator until placement, and maintain regular contact with the coordinator after placement. Maintaining contact with the coordinator is the student's responsibility. If interns cannot keep scheduled appointments with coordinators, they must contact coordinator or department secretary to reschedule appointment.
6. Grading — Internship grades are determined from three sources:
  - On-the-job Supervisor's Evaluation — 50% of grade
  - BMCC Coordinator's Evaluation — 25% of grade
  - Term Paper — 25% of grade
7. **College Attendance Policy** — At BMCC, the maximum number of absences is limited to **one more hour** than the number of hours a class meets in one week. In a two-hour class that meets once a week, you are allowed three hours of absence (**not** three class days). In the case of excessive absences, the instructor has the option to lower the grade or assign an "F" or "WU" grade.

**F. ACADEMIC ADJUSTMENTS FOR STUDENTS WITH DISABILITIES**

Students with disabilities who require reasonable accommodations or academic adjustments for this course must contact the **Office of Services for Students with Disabilities — Room N-320**. BMCC is committed to providing equal access to all programs and curricula to all students.

**G. BMCC POLICY ON PLAGIARISM**

Plagiarism is the presentation of someone else's ideas, words or artistic, scientific or technical work as one's own creation. Using the idea or work of another is permissible only when the original author is identified. Paraphrasing and summarizing, as well as direct quotations, require citations to the original source. Plagiarism may be intentional or unintentional. Lack of dishonest intent does not necessarily absolve a student of responsibility for plagiarism.

Students who are unsure how and when to provide documentation are advised to consult with their instructors. The library has guides designed to help students to appropriately identify a cited work. The full policy can be found on BMCC's web site [www.bmcc.cuny.edu](http://www.bmcc.cuny.edu).

**H. OUTLINE OF INTERNS RESPONSIBILITIES — Due Dates to be announced —**

1. Attend Pre-Internship Orientation
2. Attend Group Internship Intake Session
3. Meet with coordinator at individual appointments for assessment and placement referral
4. Participate in employment interviews or special arrangement meetings with employers/supervisors
5. Maintain contact with the coordinator after placement through appointments and telephone calls.
6. Submit **Supervisor's Agreement to Evaluate Memorandum**
7. Complete **Internship Job Description Questionnaire**
8. Complete Term Paper Project
9. Attend End-of-Semester Seminar

**Appendix E: Internship Job Description Questionnaire**



COOPERATIVE EDUCATION DEPARTMENT

**INTERNSHIP JOB DESCRIPTION QUESTIONNAIRE**

As a requirement of your internship course, you must complete and submit the following information with regard to your internship this semester. You must ask your supervisor to help you complete the Job Description and Personal Objectives sections.

When completed carefully and thoughtfully, this questionnaire becomes a useful tool—for you, your supervisor, and your coordinator. If you have any problems in filling it out, feel free to telephone your coordinator at (212) 220-2055.

Semester \_\_\_\_\_

**STUDENT INFORMATION**

Student's Name: (First) \_\_\_\_\_ (Last) \_\_\_\_\_ (Major) \_\_\_\_\_

**COMPANY INFORMATION**

Company Name \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Company Products / Services \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ Department \_\_\_\_\_

Company Telephone \_\_\_\_\_ Supervisor's Telephone \_\_\_\_\_

**POSITION INFORMATION**

Internship Job Title \_\_\_\_\_ Department \_\_\_\_\_

Starting Date \_\_\_\_\_ Last Day of Work \_\_\_\_\_

Work Schedule: (Days / Hours) M \_\_\_\_\_ T \_\_\_\_\_ W \_\_\_\_\_ Th \_\_\_\_\_ F \_\_\_\_\_ Total Hours per Week \_\_\_\_\_

Salary: \_\_\_\_\_ Hourly (if part time) \_\_\_\_\_ Weekly (if full time)

**Job Description:** Ask your supervisor to assist you in completing this section.

Purpose of the job: (to the employer) \_\_\_\_\_

Internship Duties: (in order of importance) \_\_\_\_\_ Regular / Periodic

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

Irregular / Occasional

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

**Relationships:** With what other employees / departments will you interact?

Other employees: (list) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Other departments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Under what circumstances will you deal with customers / clients?

\_\_\_\_\_  
 \_\_\_\_\_

**Job Training:** Have you or will you receive any training — of what nature?

\_\_\_\_\_  
 \_\_\_\_\_

**PERSONAL OBJECTIVES** Ask your supervisor to assist you in completing this section.

What **SUBJECT AREAS**, related to your major, do you expect to learn more about through your job this semester?

- a. The subject area of \_\_\_\_\_
- b. The subject area of \_\_\_\_\_
- c. The subject area of \_\_\_\_\_

What **SKILLS**, related to your major, do you expect to learn or develop through your job this semester?

- a. Ability to \_\_\_\_\_
- b. Ability to \_\_\_\_\_
- c. Ability to \_\_\_\_\_

\_\_\_\_\_  
 Student's Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Supervisor's Signature

\_\_\_\_\_  
 Date

— Two Weeks After Starting Date —

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## Appendix F: Internship Term Paper Project

### INTERNSHIP TERM PAPER PROJECT

Your internship term paper assignment is to do an interview-based term paper dealing with career information on your field of career interest. Specifically, you will be interviewing three persons who currently work in the field you hope to enter. It is up to you to decide who to interview and how to define your field of interest. Your interest may be a broad category or you may have a very focused or specific interest. By attempting to define your interest, you will be able to make clearer decisions on who you wish to interview.

#### Who to Interview:

- Students must arrange the interview appointments themselves and interview each of these people **in person**.
- The people you choose to interview should be those individuals who you feel can give you valuable information on the field you hope to enter and on how one can enter and develop in the field.
- You may choose people you are in contact with on the job, people in other companies, people doing different but related work, personnel representatives who recruit and hire workers in your field, or other professionals.
- Your choices should be made on the basis of getting valuable and timely information. The more personal interest you put into this project, the better the results will be.

**NOTE: You do not have to be working to get started on this assignment. It is not based on your working experience as an intern.**

**— GET STARTED AS SOON AS POSSIBLE —**

- Once you have arranged your interviews, you should prepare for them by studying the list of questions supplied to you.
- Try to make the questions your own by rephrasing them or tailoring them to your own interests.
- Being comfortable with the questions you ask will make your interviews easier and more interesting.
- At each interview, be prepared to take notes on your conversations. If you wish to use a tape recorder, it is best to ask your subjects' permission in advance.
- Try to write up the interviews (first draft) the same day you conduct them, while the interview is fresh in your mind. Later you can supplement your notes by including your impressions and thoughts not written down.

**Please note that failure to submit a term paper will result in you failing this course.**  
**ALL TERM PAPERS ARE DUE ON .....**

## **FORMAT FOR THE PAPER**

You will be writing an 8-page typed term paper. Remember to double space when you type. Use correct grammar and spelling when writing this paper.

### **Introduction: (1 page and at least 3 paragraphs)**

This section should introduce you by indicating:

- that you are a student with an interest in \_\_\_\_\_ and why you chose your major or career field.
- what your career goals are. They may be either short-term (upon graduating) or long-term (5 to 10 years in the future).
- what you hope to learn from the interviews that will follow.

### **Body: (Summary of Interviews — 6 pages)**

- Summarize each of your three interviews in about 2 pages apiece (3 interviews x 2 pages = 6 pages).
- Present each of your interviews in essay format. Do not present them as a script.
- In your summary, relate who you have talked to, provide a brief description of each person, the title, educational background and company of your subject, the responses and information provided by the person, and any other things that you found interesting or important — environments, vibrations, etc. (see separate sheets for suggested questions to be asked).

### **Conclusion: (1 page and at least 3 paragraphs)**

Your conclusion should tie the interviews and Introduction together by indicating:

- whether or not, and to what extent, the interviews met your expectations.
- what have you learned? Have your views changed? For the better? The worse? Are you more interested, aware, afraid, excited, disappointed? What did you learn that you did not expect to learn?
- In relation to your career goals, what were the most important things that you gained from this project?

Appendix G: Term Paper Interview Question Lists



COOPERATIVE EDUCATION DEPARTMENT

**TYPICAL QUESTIONS TO BE ASKED WHEN INTERVIEWING SOMEONE EMPLOYED IN THE FIELD IN WHICH YOU ARE INTERESTED**

1. What made you choose this field?
2. How did you get your first job in this field?
3. How long have you been in this field? Which organizations have you worked for and when? What positions have you held since you entered this field and how did you get them?
4. What is your formal educational background? What schools did you attend, what was your major, and when did you graduate?
5. What do you do, specifically? What are your duties and your responsibilities? What is your official job title?
6. What technical / intellectual skills and strengths are required for success in this field?
7. What personality and emotional strengths are required for success in this field?
8. What are the **advantages** of working in this field?
9. What are the **disadvantages** of working in this field?
10. What is a typical salary for someone in a position similar to yours?
11. If you could "do it all over," would you choose the same field? Why?
12. What are your career goals for the immediate future?
13. What, historically, has been the experience of minorities, women, etc., in this field?
14. What advice would you give to someone just planning to enter this field?
15. What advice would you have for me, specifically, based on all I've told you about myself?

REV. September 2005

Appendix H: Internship Student Survey



COOPERATIVE EDUCATION DEPARTMENT

INTERNSHIP STUDENT SURVEY

1. WITH WHAT COMPANY / ORGANIZATION WAS YOUR INTERNSHIP?

2. WHAT TYPE OF INTERNSHIP DID YOU HAVE?

PLACED BY FACULTY COORDINATOR    
  OWN JOB WITH A SPECIAL ARRANGEMENT    
  OWN JOB

3. MY INTERNSHIP RESPONSIBILITIES WERE RELATED TO MY MAJOR:

ALL THE TIME    
  MOST OF THE TIME    
  HALF OF THE TIME    
  SOME OF THE TIME    
  NONE OF THE TIME \*

COMMENTS:

4. THE COURSE WORK IN MY MAJOR PREPARED ME FOR THE TASKS I WAS REQUIRED TO DO DURING MY INTERNSHIP:

ALL THE TIME    
  MOST OF THE TIME    
  HALF OF THE TIME    
  SOME OF THE TIME    
  NONE OF THE TIME \*

COMMENTS:

5. MY INTERNSHIP GAVE ME THE OPPORTUNITY TO DEVELOP ADDITIONAL SKILLS:

ALL THE TIME    
  MOST OF THE TIME    
  HALF OF THE TIME    
  SOME OF THE TIME    
  NONE OF THE TIME \*

COMMENTS:

6. I WAS ABLE TO APPLY THE FOLLOWING SKILLS IN MY INTERNSHIP:

— Check all that apply —

INTERPERSONAL RELATIONSHIP SKILLS    
  DECISION-MAKING SKILLS    
  COMMUNICATION SKILLS  
 PROBLEM-SOLVING SKILLS    
  TECHNICAL SKILLS    
  PLANNING AND ORGANIZATIONAL SKILLS  
 OTHER

7. I WAS ABLE TO APPLY SKILLS LEARNED IN MAJOR CLASSES TO MY INTERNSHIP:

ALL THE TIME    
  MOST OF THE TIME    
  HALF OF THE TIME    
  SOME OF THE TIME    
  NONE OF THE TIME \*

LIST SKILLS:

COMMENTS:

\* IF NONE OF THE TIME, PLEASE PROVIDE COMMENTS

8. I FELT I WAS LACKING IMPORTANT SKILLS THAT WERE NEEDED IN MY INTERNSHIP: — Check all that apply —

<input type="checkbox"/> INTERPERSONAL RELATIONS SKILLS	<input type="checkbox"/> DECISION-MAKING SKILLS	<input type="checkbox"/> COMMUNICATION SKILLS
<input type="checkbox"/> PROBLEM-SOLVING SKILLS	<input type="checkbox"/> TECHNICAL SKILLS	<input type="checkbox"/> PLANNING AND ORGANIZATIONAL SKILLS
<input type="checkbox"/> OTHER _____		

9. DID YOU TAKE THE CAREER PLANNING COURSE (CED 201)?

YES  NO

10. WHAT ARE YOUR PLANS AFTER GRADUATING OR TRANSFERING FROM BMCC?

CONTINUE WITH CURRENT JOB  YES  NO  FULL TIME  PART TIME

NAME OF EMPLOYER: \_\_\_\_\_

FIND A JOB  YES  NO  FULL TIME  PART TIME

CONTINUE MY EDUCATION  YES  NO  FULL TIME  PART TIME

IF YES, NAME OF SCHOOL: \_\_\_\_\_

11. WERE YOU OFFERED EMPLOYMENT AT YOUR INTERNSHIP SITE?

YES  NO  FULL TIME  PART TIME

IF YES, WILL YOU ACCEPT THE OFFER?  YES  NO

WHY DIDN'T YOU ACCEPT THE JOB?  ALREADY EMPLOYED  LOCATION  DIDN'T LIKE JOB  SALARY

FAMILY CONFLICT  PLAN TO CONTINUE EDUCATION  OTHER \_\_\_\_\_

IF OTHER, EXPLAIN \_\_\_\_\_

12. MY INTERNSHIP INFLUENCED MY FUTURE CAREER GOALS:

COMPLETELY  STRONGLY  MOSTLY  SOMEWHAT  NOT AT ALL

13. OVERALL, HOW WOULD YOU RATE YOUR INTERNSHIP EXPERIENCE?

EXCELLENT  VERY GOOD  GOOD  FAIR  POOR

14. I WOULD RECOMMEND MY INTERNSHIP SITE TO OTHER STUDENTS:

COMPLETELY  STRONGLY  MOSTLY  SOMEWHAT  NOT AT ALL

WHY \_\_\_\_\_

WHY NOT \_\_\_\_\_

15. ADDITIONAL COMMENTS:

# Notes

# Notes

# Notes