

## Internship Registration Packet: Job Description Form

**Purpose:** Verification of Employer's interest in hiring a student as a Student Intern Employee in a job that supports work-based experiential learning is required for registration in a Coordinated Internship course.

**Submit to:** Academic Department or Coordinator of Curriculum Initiatives.

### Internship Sponsoring Organization Details

Sponsoring Organization: \_\_\_\_\_

Department Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Company Website: \_\_\_\_\_

Organization Type:       For Profit       Not for Profit       Government

Internship Compensation:       Paid       Not Paid       Other (e.g., stipend, tuition reimbursement).

The Internship Supervisor will:

- Plan to provide meaningful work to the student intern. The balance of accommodating the needs of the sponsoring organization with assignments that complement the student's academic program is important, and while it is understood that some tasks may be repetitive or clerical in nature, the supervisor should endeavor to provide the intern with a variety of tasks that build skills and experience. When available, NOVA would prefer that the internship supervisor at least hold an associate's degree.
- Review company policies and information related to employment policies, procedures, manuals, handbooks, and other documents that the student must know while working; when available make electronic or hardcopies of these materials available to the student.
- Engage the Student Intern in conversations about the job that supports work-based experiential learning and strive to facilitate deeper conversations that make connections between subject matter content learned in classes and professional career development.
- Allow sufficient time **off** from work and employment responsibilities to meet with the Faculty Supervisor for instructional meetings and remain flexible in the work schedule to support the student in completing a NOVA program of study.
- **Meet with the Faculty Supervisor** for either an in-person or virtual site-visit within the first three weeks of the internship.
- Provide an evaluation of the student intern at the mid-term and end of the semester to the Faculty Supervisor, who will oversee evaluation and grading of the internship. An evaluation form will be supplied to the internship supervisor by the student. The evaluation will include, but is not limited to, work/tasks completed, professionalism and educational preparation.
- Communicate to the Faculty Supervisor if a Student Intern does not regularly attend work as scheduled or decides to withdraw from the internship.

The Internship Supervisor agrees that (Student Name) \_\_\_\_\_ will be provided (#)hours \_\_\_\_\_ of work each week during the internship period, which shall begin on (Date) \_\_\_\_\_ and end on (Date) \_\_\_\_\_. The start and end dates must fall within the first and last day of the semester for which academic credit is earned.

The preliminary internship job description on company letterhead is attached.

Internship Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_