

PALAU COMMUNITY COLLEGE INTERNSHIP TRAINING GUIDELINES

I. PURPOSE AND GOALS

A. Purpose

1. Internship program is a collaborative training arrangement between the college and employer which provide students the opportunity to acquire educationally related work experience to enhance their skills which may lead to permanent employment or to pursue further education.

B. Goals

1. To promote the development of skills and abilities relevant to productive employment to meet the needs of the communities.
2. To assist graduates in obtaining meaningful and productive employment.
3. To promote the participation of the community and employers in curriculum review and development.
4. To assist in providing trained local manpower to meet the needs of the community.

II. RATIONALE AND BENEFITS

A. For Students

1. Furnishes an opportunity to develop and refine occupational competencies necessary to secure employment and advance in a chosen occupation.
2. Enable classroom-learning experiences to become more relevant.
3. Employment experiences serve as motivating factors by giving meaning and purpose to the theoretical and practical assignments presented as part of the related classroom instruction.
4. Provides an opportunity to broaden understanding and appreciation of the world of work.
5. Helps assess aptitudes and interests in determining future educational and occupational goals.
6. Offers an opportunity to acquire specialized occupational competencies for areas in which training may not be currently available.
7. Develop work habits and attitudes necessary for individual maturity and job competencies.

B. For the College

1. Allows utilization of community resources to expand the curriculum and provide more individualized instruction.
2. Enriches the curriculum by providing occupational experiences needed for the attainment of specific occupational goals.
3. Provides a means of evaluating the relevancy and effectiveness of the college curriculum.
4. Increases the college's retention rate by helping students clarify career goals and providing a practical means of reaching them.
5. Provides an opportunity for college personnel to keep abreast of technological changes.
6. Increases the availability of learning facilities without major expenditures for shop and laboratory equipment.

C. For Employers

1. Reduce training and orientation costs by facilitating student transition from college life to the world of work.
2. Provides a pre-assessment of potential full-time employees.
3. Provide an opportunity to render an important public service.

D. For the Community (within or outside of Palau)

1. Provides an effective means of preparing students to become productive citizens.
2. Provides a means for developing good community and college relations by utilizing human and physical resources in the community.
3. Display local employment opportunities to students.

III. CHARACTERISTICS OF THE INTERNSHIP TRAINING PROGRAM

- A. It is a 4-credit training that requires a minimum of **96 contact hours** per semester.
- B. Allow students who are in their final semester of education to be placed on jobs with employers in the private as well as the public agencies as trainees in their respective field of training for the duration of a semester.
- C. Allow students to gain relevant and practical experience critical to the needs of the employers and students themselves.
- D. Provide employers with potential future employees.
- E. Provide the college with critical inputs for curriculum development and program improvement.

IV. ELIGIBILITY REQUIREMENTS

- A. A student must have met the minimum requirements for internship training.
- B. A student must be enrolled in an eligible program of studies at PCC.
- C. Student must have completed all the core requirements for his/her occupational field of training or at most have one course remaining to be taken simultaneously with Internship training.
- D. A student must apply to the program at least one semester before his/her final semester of training.
- E. A student must have been recommended into the program by his/her program instructor.
- F. Students must maintain a minimum of 2.0 cumulative grade point average.

V. INTERNSHIP TRAINING COORDINATION

A. Role of Coordinator

- 1. Locates, analyzes, and evaluates training stations and keeps a list on file.
- 2. Identifies training supervisors at prospective training stations, which can provide training appropriate to students' interests, capabilities, and goals.
- 3. Places students on appropriate training stations.
- 4. Assists students in employment training orientation.
- 5. Ensures that safety provisions are followed regarding the facilities and equipment at training stations.
- 6. Assists the training sponsors' employees in accepting the training status and role of the student learners.
- 7. Encourages the training supervisor to follow a progression of experiences for the student learner.
- 8. Visits training stations at least two times a semester to observe students and discuss progress with them. Also, discusses the work habits, attitudes, and proficiency of trainees with training supervisors.
- 9. Evaluates the student's performance at the training station.
- 10. Mediates problems that arise between the students and employers regarding the training.
- 11. Assists in the placement of students on permanent jobs right after the internship training.

B. Role of Program Instructor

- 1. Determine the readiness and placeability of students.
- 2. Determine the appropriateness of student placement.
- 3. Develop a course outline for the training.
- 4. Developing learning objectives and appropriate tasks for the training.

C. Role of Employer

- 1. Provide acceptable working conditions at the site to ensure the safety of the trainees.
- 2. Appoint appropriate and impartial Site Supervisor(s) to supervise and monitor the students' day-to-day training activities.
- 3. Provide appropriate training to students that conform to student learning objectives.
- 4. Evaluate student performance and issue appropriate letter grades.
- 5. Provide inputs to the College to improve curriculum development and the training program.

D. Role of Student

- 1. Must conform with the prevailing rules and regulations of the participating company or agency.
- 2. Must provide optimum quality of services expected of the training program.
- 3. Must provide self-evaluation report for the experienced gained from the program as well as the assessment of the training station.