

INTERNSHIP ORIENTATION



OVERVIEW

Purpose and Goals of Internship/Service Learning

Required Documents and Placement Process

Required Contact Hours

Basic Workplace Etiquette and Protocols

Termination of Internship/Service Training

Common Concerns and How to Deal with Them

Completion of Internship

Purpose of the Internship Program

The internship program is a collaborative training arrangement between the college and employer;

it provides students the opportunity to acquire educationally related work experience;

students are able to enhance their skills, which may lead to permanent employment or to pursue further education.



Goals of the Internship Program

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

PLACEMENT PROCESS

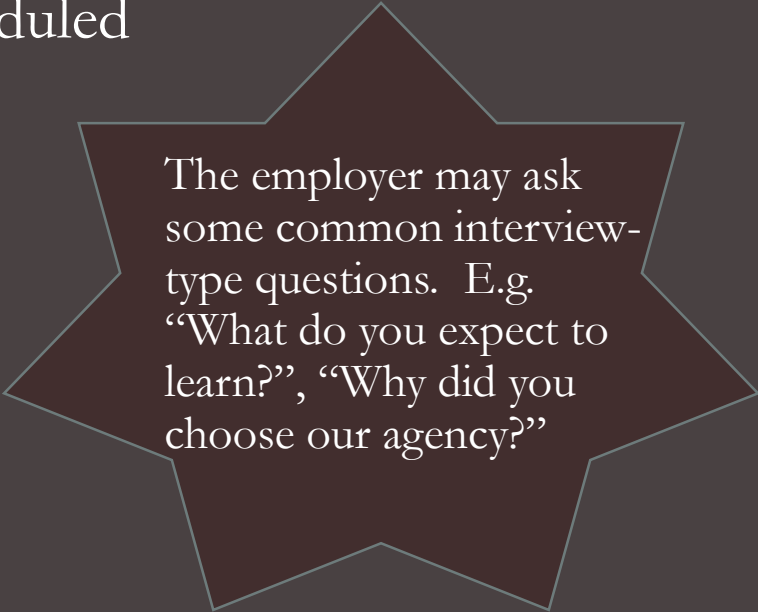
1. After the student has registered and applied, request letters (for employers to allow student interns) are sent out to the agencies by the college
2. If an agency agrees to the request, a placement meeting is scheduled (Employer, Internship Coordinator, Intern)
3. If an agency denies the request, we go back to Step 1

DURING THE PLACEMENT MEETING

The Internship Coordinator will introduce the student intern to the employer, hand over, and explain the internship packet.

PACKETS:

1. Student Packets (Electronic)
 - * Internship Syllabus
 - * Internship Guidelines
 - * Task List
 - * Student Evaluation
2. Employer Packets
 - * Internship Syllabus
 - * Internship Guidelines
 - * Task List
 - * Employer Evaluation
 - * Timesheet (Depending on Agency)



The employer may ask some common interview-type questions. E.g. “What do you expect to learn?”, “Why did you choose our agency?”

At the conclusion of the meeting, an agreement will be signed by all parties involved. This agreement will ensure that everyone involved is aware of their respective responsibilities during this time.

For the following programs:

AG, BA, BU, CJ, IT, LS, OA, PW, SC, TH

96 hours at the worksite (before semester ends)

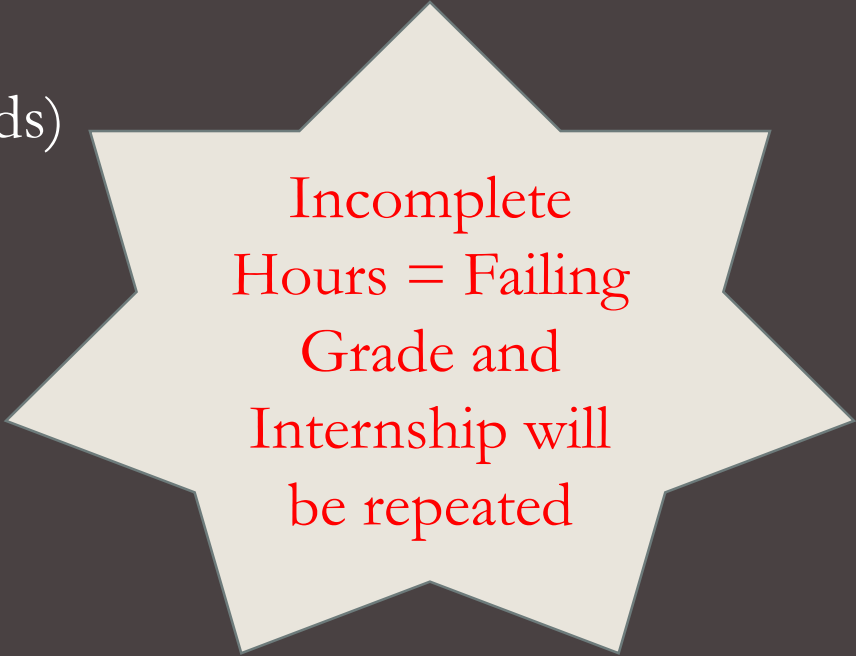
For the following programs:

AC, AT, CT, ED, ET, GE, SE

128 hours at the worksite (before semester ends)

Your class schedules may indicate the “class times” of 8:00 a.m. – 5:00 p.m. **HOWEVER**, your schedule is flexible, provided that it is approved by your work supervisor. You are recommended to work a minimum of 3-4 hours each day, but no more than 8 hours a day.

REQUIRED CONTACT HOURS



Incomplete
Hours = Failing
Grade and
Internship will
be repeated

WORKPLACE ETIQUETTE

etiquette noun

e·ti·quette

Definition of *etiquette*

1 : the customary code of polite behavior in society or among members of a particular profession or group.

1. Arrive on time/Follow the approved work schedule
2. If work is missed, inform the appropriate person at least 24 hours ahead of time. Bring a doctor's note if you were sick. Keep in mind that missing hours have to be made up!
3. Dress appropriately following the agency's protocols (E.g. Business casual, skirts/slacks, blouse, safety shoes)
4. Use your indoor voice and speak professionally (avoid slang and no profanity)
5. Use professional protocols (communication, safety, confidentiality)
6. Do not conduct personal business during work time (personal calls/errands, social media, visits)
7. Show initiative and be courteous (do the extra work, be a team player!)
8. Keep an open mind: Be ready to learn, adapt, and change!
9. NETWORK!!



**GOOD MANNERS
NEVER
GO OUT OF STYLE!**

TERMINATION OF INTERNSHIP/SERVICE LEARNING

Students may have their
internship/service learning
terminated if they:

Violate workplace
regulations/policies

Violate PCC's
regulations/policies

Do not show up to work/lack
contact hours

Are unable to perform the
required duties/skills needed
for the internship

Students whose internships/service learning are terminated for any of the above reasons or due to any unethical circumstances will **not** receive college credit

Internship concerns may include the following:

Responsibilities different from those outlined in your Task Lists

Bias (age, race, religion, etc.)

Harassment

Lack of training / supervision

Deficiency of work

COMMON CONCERNS

WHO TO CONTACT REGARDING ANY CONCERNS

- Inform your site supervisor
- Contact me immediately!



YOU'VE COMPLETED THE HOURS! WHAT TO DO NOW?

- ◆ Let your supervisor know and remind them to evaluate you.
- ◆ Double check your timesheets and make sure your supervisor has signed/certified your completed hours.
- ◆ Fill out your evaluation (you can come here and I'll print it out for you to fill and submit)
- ◆ Submit these three documents to me so I can compute your grade 😊
- ◆ Last day to submit documents: Last Day of the Final Exam Week
- ◆ And YOU'RE DONE!!



CONTACT INFORMATION

- 20. MENGES**
Staff Housing
- 21. MIICH**
Continuing Education Training Room
Continuing Education Office
Financial Aid Office
Admissions & Records Office
Bookstore
Student Life Office
Upward Bound Office
- 22. OLIK**
Student Housing (Dorm B)
- 23. RRIU**
Adult High School Classroom - Rm. 1
Drafting Classroom - Rm. 2
- 24. SEBUS**
Classrooms - Rm. 50, 51, 56, & 57
Faculty Office (Nursing) - Rm. 54
Restrooms
- 25. SMUUCH**
Classrooms - Rm. 52, 53, 58, & 59
Faculty Office - Rm. 55
- 26. TAN SIU LIN PCC LIBRARY**
Library - 1st and 2nd Floor
Academic Affairs Office - 3rd Fl.
Committee on Programs & Curricula Office
Faculty Office - 3rd Fl.
Faculty Conference Room
Associated Students of Palau Community College (ASPCC) Office
Associated Students of Palau Community College (ASPCC) Conference Room
- 27. TEKRAR**
Maintenance Assistance Program
Electrical Technology Program - Rm. 44
Air-Condition & Refrigeration - Rm. 4
Electrical Technology Shop - Rm. 45
- 28. TEKUU**
Automotive Mechanics Technology Program - Rm. 36
Small Engine and Outboard Marine Technology Program - Rm. 38
Restrooms
- 29. TEMEKAI**
Construction Technology Program - Rm. 29
Agriculture Science Program - Rm. 30
Science Laboratory
Academic Tutoring Center
Career and Technical Education Classroom
Center for Teaching Excellence Office
General Electronics Technology Program
General Electronics Technology Lab.



Academic Tutoring Center
PCC Temekai Building, 2nd Floor



Contact Numbers
488-2659/775-7065



Email
volettep@palau.edu



Messenger
Volette S. Polloi



FB/Messenger Group Page
To be provided at Internship Orientation

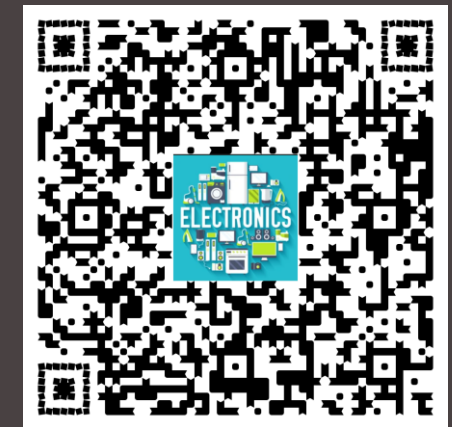




Questions? Comments? Random Thoughts?



SCAN YOUR PROGRAM QR CODE TO OBTAIN YOUR INTERNSHIP DOCUMENTS



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