

Solano College Cooperative Work Experience Education

4000 Suisun Valley Rd Rm. 1811, Fairfield, CA 94534 • www.sccworkexperience.com • Phone (707) 864-7139 Fax (707) 864-7165

INTERNSHIP MEMORANDUM OF UNDERSTANDING

Internships and Cooperative Education are experience-based learning at its best. This powerful form of student-focused learning is a partnership between the community, Solano College and students seeking experience related to their occupational studies and professional goals. Most of Solano College's occupational programs accept internship/volunteer courses in their curriculum, utilizing experience-based learning in support of Solano College's missions and goals. The Cooperative Education Office is the administrative hub for the campus' internship/volunteer program, promoting and facilitating experiential learning for many students. The office will work with your company/organization to help you create a "win-win" internship/volunteer program.

Definition of an Internship/Volunteer Course

- An internship/volunteer course is a student focused learning experience. An internship/volunteer opportunity exists primarily for the benefit of the student.
- While working and learning at an internship/volunteer site, our students are required to enroll in Occupational Education courses. This enables the faculty to supervise the students' activities while they work with you.
- For Solano College students, the most popular type of internship/volunteer position is "part-time" – 10 to 20 hours per week during academic term. This schedule allows a student to continue with coursework during the internship/volunteer position.
- A minimum of 75 hours (approximately five hours per week for 15 weeks) paid work (60 hours unpaid) is required for students to earn one unit of academic credit. Many interns/volunteers are willing to work longer and therefore earn more credits. Students may earn up to six units per semester.
- Please keep in mind that most Solano College students pay for their own education and prefer paid positions that will assist them with the costs of school.

Appropriate Internship/Volunteer Activities

- Activities must relate to student's vocational major or to a professional field where that academic knowledge can be applied to hands-on experience.

- Interns/volunteers must work and learn under the supervision of a professional employee of the host company/organization.
- Clerical/non-professional tasks must be limited to 20% or less of the intern's/volunteer's total responsibilities.

Student Safety and Risk Management

It is the policy of Solano College to seek a safe and healthful experience for students participating in off-campus experience based learning activities, such as internship/volunteer opportunities. In order to reduce the likelihood of physical injury, property damage, and liability exposure, the college has developed policies, procedures, and guidelines to reduce the risk to those students in such programs. Please refer to the attached "Internship/Volunteer Memorandum of Understanding" which must be signed by a representative of your company/organization.

Planning a Successful Internship/Volunteer Program

A great program begins with good planning. Build your company/organization's internship/volunteer program by first developing work activities that will be appropriate for an intern/volunteer. Write well-designed position descriptions. Determine how you will interview students and what your selection criteria will be. Decide how you will orient and train interns/volunteers - particularly during the first few days. Consider who will supervise students and what form the supervision will take. Finally, plan how you will provide interns with feedback and performance evaluation. Contact the Cooperative Education Coordinator if you would like more detailed information related to designing high-quality internship/volunteer programs.

1. Carefully review all attached information. If you have any questions or concerns, please contact the Cooperative Education office.
2. Please complete the attached forms "Employer Request for Intern/Volunteer" and "Internship/Volunteer Site Agreement."
3. If you have more than one internship/volunteer position, photocopy the form and complete a separate description for each.
4. Great position descriptions attract great interns/volunteers.
 - Position descriptions must be detailed and should identify appropriate occupational majors.

Continued on next page...

- One-line descriptions are not sufficient.
 - Use attractive terms in the title, duties, and qualifications that will assist students in making a decision to apply.
5. The "contact person" is the professional employee who coordinates your internship/volunteer program. As our link to you, he/she will be the point person for correspondence & communication from the Cooperative Education Office.
 6. Make copies of all completed forms for your files.
 7. Return the completed and signed forms and all position descriptions to the Cooperative Education Office.
 8. Include any materials that provide students with additional information about your company or organization, the position(s), or your internship/volunteer program's structure.
 9. As soon as all necessary information is received and reviewed by the Cooperative Education Office and appropriate faculty, your internship/volunteer opportunities will be made available to students.

When Students Apply for Your Positions

Students review the position description information you submit. Qualified applicants are provided with your organization's contact information and are instructed to submit their cover letter, resume, and any other specified materials to your contact person unless you specify otherwise.

1. Call students directly for interview arrangements, or decline their application. If they don't hear from you within two weeks after applying, we instruct them to contact you for follow-up information.
2. It is best if students can meet with you for interviews at your company/organization location. However, with sufficient lead-time and depending on the time of year, we can arrange for interview facilities on campus. Please contact the Cooperative Education Office for further details.
3. Students are not eligible to begin their internship/volunteer positions until your contact person notifies the Cooperative Education Office that you have made your final selection. Interns/volunteers are only allowed to work during official academic terms.

Contact is the Key

It is very important to stay in contact with the Cooperative Education Office so your internship information is kept current for students. Let us know when information changes; or when you make changes to your program.

Occupational Programs at Solano College

Accounting
Aeronautics
Automotive Body and Repair
Automotive Technician
Avionics Technician
Banking and Finance, Bank Operation
Biotechnology Production Technician
Business -- General (transfer)
Business -- Insurance Property & Casualty
Business -- Office Technology
Computer and Information Science
Computer Forensics
Cosmetology
Criminal Justice, Corrections
Criminal Justice, Law-Enforcement
Drafting Technician
Early Childhood Education
Electronics Technology
Fire Technology
Home Economics, (Fashion Design, Interior Design, Life Management, Home Economics)
Human Services
Industrial Management, Safety
Maintenance Technician
Management
Marketing
Mechatronics
Ornamental Horticulture
Professional Photography
Real Estate
Retail Management
Small Business Management
Water and Wastewater Technology
Welding, Industrial Technology
Welding Technician
Graphic Design and Illustration
Journalism
Nursing, Registered
Physical Therapy Assistant
Sports Medicine / Fitness Science
Hazardous Substance & Waste Handling Technician

Fast Track Job Direct Certificates:

Account Clerk
Certified Nursing Assistant
Computer Information Security
Computer Investigations
Database Specialist
Electronic and Surveillance Technician
Emergency Medical Technician
Fitness Professional
General Office Assistant
Home-based Computer Processor
Home Technology Integrator
Insurance Specialist
Legal Office Assistant
Manufacturing Technology
Medical Front Office Clerk
Microsoft Office Specialist
Nail Technician
Pre-fire Technician
Retail Clerk
Web Developer
Web Programmer
Welding Equipment Operator
Wildland Fire Technology

Guide to a Successful Internship Program

Many companies and organizations have found internships/volunteer opportunities are 1) an effective means of identifying, assessing, and developing future career professionals; 2) a method for accomplishing meaningful work; and 3) a strategy for developing the managerial skills of the employees who work directly with interns/volunteers. However, these goals will be accomplished only if the program is well planned and organized from the beginning. Below are some guidelines to setting up a program that works for both your organization and for students.

1. Conduct an internal audit

- Can you provide meaningful work assignments?
- Are you prepared to invest time teaching and training interns/volunteers?
- Is there a staff person who wants to supervise interns/volunteers (Note: the question is not who wants to have an intern/volunteer)?
- Can you provide financial support (e.g. salary, mileage reimbursement, supplies)?
- Do you have sufficient office/work space for an intern/volunteer?

2. Select the intern supervisor

- Is this person committed to and capable of developing people?
- Does this person have the professional content expertise necessary to effectively coach and/or mentor students in the content area?
- Does this person have the time to work with interns/volunteers?

3. Develop work activities

- Will these activities be most appropriate for a college student at the freshman or sophomore level?
- Are there projects and tasks that will benefit your organization and at the same time provide a student with the opportunity to develop professional skills?

4. Develop position descriptions

- Provide an overview of the internship/volunteer position - work assignments, time frame, and application procedures.
- Clearly identify any necessary occupational or academic background or qualifications.
- Clearly outline expected outcomes.

5. Selecting interns and preparing for their arrival

- Do not automatically accept intern/volunteer candidates without interviews.

- Select interns/volunteers and notify the Cooperative Work Experience Education Coordinator.
- Discuss start and end dates.
- Provide interns/volunteers with information regarding work attire, and agree on days and work schedule.
- Notify employees that interns/volunteers will be starting and provide them with background information about the projects interns/volunteers will be doing.
- Set up a workspace for interns/volunteers.

6. Supervise the intern

- On the first day, introduce interns/volunteers to all staff they will be working with.
- Orient students and get them started on assignments.
- Provide any necessary training (computer systems, equipment, specific company procedures, etc.)
- Meet with interns/volunteers on a regular basis to provide feedback and insure projects are on track.
- Speak with the college internship contact to share information about progress.

7. Evaluation and assessments

- Ask interns/volunteers to complete an evaluation regarding their experience with your organization.
- Evaluate the intern/volunteer's performance and discuss it with him/her.
- Write a letter of recommendation if appropriate.
- Bring closure to the internship/volunteer period, not only for the student, but also for the organization.
- Identify improvements to your internship/volunteer program.

Request For Intern/Volunteer

(PLEASE PRINT LEGIBLY WITH INK OR TYPE)

Date _____

Business/Agency/Organization _____

Street Address _____ City _____ State _____ Zip _____

Contact Person _____ E-mail Address _____ Phone _____

INTERNSHIP/VOLUNTEER INFORMATION

It is the responsibility of the listing Business/Agency/Organization to request removal of this position from the Work Experience posting list

Number of Interns/Volunteers Desired: _____ Shift Time _____ Hours Per Week _____

Duration: One Semester Two Semesters Ongoing Other _____

Compensation: Paid (Rate \$ / hr) _____ Stipend _____ Unpaid (Non-profit or government agencies as per Federal Labor Laws)

Benefits? _____

Job Title: _____

Describe job duties, responsibilities or project to be performed by the intern/volunteer: _____

Basic qualifications: _____

Describe training/orientation provided by the organization: _____

Applicant Selection Process

SCC SHOULD:

- Refer interested students directly to the contact person listed above.
- Send applications/resumes to the contact person listed above (SCC does not pre-screen applicants).
- Other _____

Return completed application to Solano Community College, Attn: Debra Berrett Occupational Education Coordinator, Room 1811, 4000 Suisun Valley Road, Fairfield, CA 9434, or fax to (707) 864-7165.

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INTERNSHIP/VOLUNTEER SITE AGREEMENT

Please sign the date this document. Make a copy for your files before mailing or faxing it to the Cooperative Education Office.

1. We understand and agree that the internship/volunteer opportunity is primarily a student-focused learning experience. It is further understood that unpaid interns/volunteers are not employees and shall not be entitled to any form of compensation or benefits. Student interns who are paid are considered an employee of the participating organization.
2. We understand and agree the intern/volunteer must work and learn under the supervision of a professional on-site. That person will function as a "co-educator" with the Cooperative Work Experience Education faculty during the student's placement.
3. We understand and agree that the internship/volunteer activities must relate to student's occupational field of study and/or to a professional field where that academic knowledge would be utilized.
4. We will provide accurate and complete position descriptions for each potential internship/volunteer opportunity and each position will provide students with professionally oriented activities similar to what a new entrant in the field would experience. Clerical or non-professional tasks will be limited to 20 percent or less of the intern/volunteer's total responsibilities.
5. If requested, we will meet with the student's Cooperative Work Experience Education faculty advisor on-site and we will provide such assistance as necessary to allow the student to accomplish his or her internship/volunteer course assignments (such as, defining objectives, informational interviews, organization charts, timesheets, evaluation forms.)
6. We will comply with the following statement of Non-Discrimination: Solano College is committed to equal opportunity employment and does not make its facilities or intern/volunteer programs or services available to any employer or organization that unlawfully discriminates in the selection of individuals on the basis of race, color, national origin, ethnicity, religion, sexual orientation, gender, pregnancy, disability or age.
7. We understand and agree that unpaid student interns/volunteers officially enrolled in the Solano Community College District Cooperative Work or other similar Work Experience courses as part of their college curriculum and are assigned to private or other public employers are covered members under the Solano Community College District Workers' Compensation program so long as they are in unpaid status.
8. We understand and agree to inform students of potential health and safety risks inherent in an off-campus based learning activity and shall inform students of organization health and safety practices.
9. **We have read and agree to comply with the Solano College Student Safety and Risk Management Guidelines.**

Company/Organization Representative's signature

Date

Printed name

Name of Company/Organization

STUDENT SAFETY AND RISK MANAGEMENT

Position Statement:

It is the policy of Solano College to seek a safe and healthful experience for students participating in off-campus experience-based learning activities, such as internships/volunteer opportunities. In order to reduce the likelihood of physical injury, property damage, and liability exposure, the college has developed policies, procedures and guidelines to reduce the risk to those students in such programs.

1. Liability

The company or organization offering an experience-based learning opportunity must be aware that it will hold the responsibility for any liability that could result from inviting a student to do paid work under their supervision on their premises. Unpaid student interns/volunteers will be covered under the Solano College policy only if they are officially registered in the appropriate Cooperative Work Experience Education course. The college does not accept liability for unpaid students participating in off-campus experience-based learning activities if they are not officially registered in the appropriate course or courses. Please ask all interns/volunteers to provide proof of registration.

2. Insurance

The college does not provide medical, and health or accident insurance for students participating in off-campus experience based learning activities. Students are entitled to use services available at the campus student health center during its normal hours of operation only. Students are advised to carry an adequate health insurance policy of their own.

3. Student Safety & Personal Risk

Students must be informed of any potential personal health or safety risk that may be inherent in an off-campus experience-based learning activity. Inform students of any potential personal health or safety risks.

4. Site Selection

Selection of an experience-based learning site must be the decision and responsibility of the student, however it is the policy of the college not to refer students to a home based business entity.

5. Hold Harmless and Indemnification

Students are advised not to sign a "hold harmless and indemnification" agreement from a host organization. No employee of the college (management, staff, or faculty) is authorized to sign such document.

6. Fair Labor Standards Act (US Department of Labor)

Businesses and organizations are advised to consult with an appropriate legal adviser before developing an unpaid internship or other off-campus experience-based learning activity program. An analysis of the on-the-job experience that the individual will have in relation to the standard set forth under the Fair Labor Standards Act (FLSA), U.S. Department of Labor (DOL) should be carefully considered.

7. Independent Contractors

Students should not be expected to participate in off-campus experience-based learning activities as "Independent Contractors." Independent Contractor agreements do not meet acceptable criteria for academically related off-campus experience-based learning programs.

Application of the Fair Labor Standards Act (FLSA) to School-Related Programs *Checklist*

Do students have to be paid? Do FLSA child labor laws apply?

With respect to the individual student's placement at a business establishment, do all of the following apply?

- _____ YES _____ NO 1. The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a vocational school (i.e., a curriculum is followed and the student is under continued and direct supervision either by representatives of the school or by employees of the business).
- _____ YES _____ NO 2. The training is for the benefit of the trainee or student; such placement is *not* made to meet the labor needs of the business.
- _____ YES _____ NO 3. The trainee or student does not displace a regular employee, does not fill a vacant position, does not relieve an employee of assigned duties, and does not perform services that, although not ordinarily performed by employees, clearly are of benefit to the business.
- _____ YES _____ NO 4. The employer providing the training derives *no advantage* from the activities of the trainee or student and, on occasion, the employer's operations may actually be impeded.
- _____ YES _____ NO 5. The trainee or student is not necessarily entitled to a job at the conclusion of the training period.
- _____ YES _____ NO 6. The employer and the trainee or student understand that the trainee or student is not entitled to wages for the time spent in training.

YES to all six criteria

NO to any six criteria

The individual student is NOT an employee within the meaning of the FLSA. Wages are not required.

Either the business or the school system must compensate the student worker; both parties are jointly responsible for compliance with labor laws.