Greenfield Community College Internship Form and Contract

GCC Internship student:

Here are the steps to completing this internship contract/application and getting you registered for your internship. Remember, you can’t start counting hours toward your internship until you are registered for the internship, which will appear on your myGCC.

Once you have secured your internship site and have a job description:

1. Find a faculty mentor. The internship coordinator will help with this if needed.
2. Write your internship contract with your faculty mentor (If mentor is new to the process, have them check with the internship coordinator).
3. Get all required signatures: faculty mentor, your own, the internship site supervisor.
   a. If your site is remote, the internship coordinator will coordinate e-signatures
   b. The dean’s signature comes later in the process (see below)
4. Also sign application/contract where applicable (CORI, Medical Records, Acknowledgment of Risk form, a total of 4 student signatures).
5. File your internship contract (hard copy) with the internship coordinator (or your faculty mentor will do this for you).
6. Include a signed Drop/Add slip (your signature AND your mentor or advisor).
7. If not currently enrolled as a student, use the “Non-Degree Registration” form (not the Drop/Add slip), available here: https://www.gcc.mass.edu/registrar/register/
8. Have your faculty mentor send this application/contract electronically to the internship coordinator for his files and for final review/completion.
9. Check with the internship coordinator to see if grants will cover internship tuition or stipend.
10. If you receive Financial Aid, confirm that financial aid will cover credits if applicable.
11. If you receive Veteran’s benefits, let the internship coordinator know that. He can work with GCC’s Office of Veteran’s Services to insure payment of your internship credits.
12. If you are an international student, you must meet with the SEVIS coordinator in the Admissions Office to arrange for permission to work at an internship site.
13. The internship coordinator will create a cover note and forward your application/contract to the administrative assistant for the area that the internship is in.
14. The admin. asst. will create the “course” in GCC’s Banner registration system.
15. The admin. asst. will get the dean’s final approval and signature.
16. The admin. asst. will forward the application/contract to the Registrar’s Office.
17. Check your “myGCC” to see when you are enrolled. The internship will show on your schedule.
18. Once you have confirmed your registration in myGCC, you may begin your internship.

If you have questions about any of the items on this checklist, please ask them early in the process (your advisor, the internship coordinator, or your faculty mentor).
INTERNSHIPS I & II
Description and Contract

An internship extends a student’s learning opportunities beyond the classroom setting. An internship allows the student to work with a faculty mentor and a sponsor from a business or organization to gain hands-on experience in professional work environments that relate to their academic and career interests. Students should be able to relate the internship experience to knowledge and skills that they have gained through college-level classroom instruction.

Internships I and II carry the course number 293 and 294 respectively, and may be completed for anywhere from one to six credits. However, no more than six credits from 293/294 numbered courses can be used to satisfy requirements for any one degree or certificate.

An internship might not be accepted in transfer to a Baccalaureate degree awarding institution.

☐ 293 (1 – 6 credits) Internship I is a site-based learning experience. In consultation with an appointed faculty mentor and a site supervisor, students will develop and fulfill a list of learning goals and expectations. Activities could include site-based research and presentations, field experiences, apprenticeships, performing tasks commensurate with the student’s professional goals, shadowing professionals, etc. Before the internship begins, the student and faculty mentor will agree upon the credits to be awarded (45 on-site hours per credit). At the end of the internship, the grade will be determined by the faculty mentor, in consultation with the student and the site personnel, on the basis of the degree to which the student has advanced their understanding in the field of interest.

☐ 294 (1 – 6 credits) Internship II is a site-based learning experience. In consultation with an appointed faculty mentor and a site supervisor, students will develop and fulfill a list of learning goals and expectations. Students will put to practice skills and knowledge gained in previously taken courses and program related experiences. Thus, it is expected that the relationship between student and the site is mutually beneficial – students will gain real-life experience as they put theory to practice and the site will have value added in some significant way. Before the internship begins, the student and faculty mentor will agree upon the credits to be awarded (45 on-site hours per credit). At the end of the internship, the grade will be determined by the faculty mentor, in consultation with the student and the site personnel, on the basis of the degree to which the student has advanced their understanding in the field of interest.

To begin the process to sign up for an internship, see your academic advisor and/or the faculty mentor with whom you will work. Internship forms can be obtained from the Registrar’s Office, from the Internship Coordinator or online at gcc.mass.edu/forms. Note: The faculty mentor will confer with the department’s chair/coordinator or his/her designee to confirm the appropriateness of the placement.
Greenfield Community College
Internship (Field Experience/Apprenticeship) Form

Student’s Name: ___________________________ ___________________________ #: ________
Last First M. Student ID #

Phone #: _________________________________

Course Code: ___________________________ Internship In: ___________________________
Code/Number (Subject)

Credits: _______ Method of Grading: ___________ Advising Code: ________
PA/FA or Letter Grade

Term: □ Fall ______ □ Spring ______ □ Summer 1______ □ Summer 2______

Faculty Mentor: ________________________________

Internship Site: ________________________________

Internship on-site contact person: ________________________________

Phone: ________________________________

Email: ________________________________

Field of Focus: ________________________________

(To be determined in consultation with faculty mentor) How often and for what purpose will you meet with or contact
your faculty mentor? ________________________________

How many hours per week will you be working? ________________

For how many weeks? ________________ Minimum # of hours ________________

What is the anticipated start date? ________________________________

What is the anticipated end date? ________________________________
Learning Plan (To be filled out in consultation with the faculty mentor)

As the student, what do you hope to gain from this internship? List specific learning objectives.

How will you demonstrate success in achieving those learning objectives? (Examples here could include a daily journal of your experiences, research papers, a portfolio of your creations, and/or etc.)

What will the business or organization where you are placed gain from your involvement? (This question is most germane if you have signed up for a 294 level experience.)
The Student: I attest that the information on page one is correct. I have read and/or helped to draft the learning plan on page five and agree to fulfill and demonstrate success in fulfilling the objectives. I recognize that, as an intern from Greenfield Community College, I represent the college to the community. I therefore agree to conduct myself professionally on the job. I will meet the expectations of behavior, dress, punctuality, and industriousness commensurate with the responsibilities that I have been given. I will treat my placement workers and supervisors and the company’s/organization’s customers/clients with utmost respect.

Student Name: (print) ____________________________________________________________
Student Signature: __________________________________________ Date: ________________

The Faculty Mentor: It is my best judgment that this proposed placement is suitable for this student and this student is prepared and appropriate for the proposed placement. I have reviewed the internship information in the learning plan on page five and agree to oversee the student’s progress in fulfilling those objectives. I have conferred with the department’s chair/coordinator or his/her designee to confirm the appropriateness of this placement.

Faculty Mentor Name: (print) ____________________________________________________
Faculty Mentor Signature: ______________________________________ Date: ______________

The On-site supervisor: My company or organization agrees to permit this student to participate as an intern as described in the Learning Plan. I agree that the learning objectives as described on page five are realistic and I will work to assist the student, through their experiences at my site, in achieving the stated objectives. I have read, understand, and agree with the GCC Affirmative Action Statement on page seven and at http://www.gcc.mass.edu/hr/about/

On-site Supervisor’s Name: (print) ________________________________________________
On-site Supervisor’s Signature: ___________________________ Date: ________________

Dean: I have reviewed this document and conclude that the proposed internship satisfies the College’s academic standards and requirements and that the credits offered are reasonable and appropriate upon satisfactory completion of the proposed internship.

Dean’s Name: (print) ____________________________________________________________
Dean’s Signature: ___________________________ Date: ________________

FOR REGISTRAR’S OFFICE USE ONLY (after course is built)

Registrar: I have checked the student’s record and internship form.

Registrar’s name (print): __________________________________________________________
Registrar’s signature: ___________________________ Date: ________________
**Criminal Offender Record Information Checks**

Students interested in participating in an academic internship that involves working with children, the disabled, or the elderly, or includes a clinical affiliation with a private or public health care provider, will be required to undergo a Criminal Offender Record Information (CORI) check. Depending on the contents of a student’s CORI report, participation in an internship, may be denied. I understand that my internship site may require a CORI check and I agree to provide the necessary documentation if requested. I also understand that a CORI check may be done directly by the host site company or organization. CORI checks may be performed pursuant to Mass. General Laws, Chapter 6, Sections 167-178B, and consistent with guidelines of the Executive Office for Health and Human Services, and/or the Commonwealth’s Department of Public Health. For more information, please contact Laura Earl, CORI Officer, at (413) 775-1816.

Participant’s Signature:_________________________________________
Printed Name:__________________________________________________
Date:__________________________________________________________

**Medical Records/Immunizations**

Students interested in interning in health care settings, including medical offices, may be required to provide additional health information and immunization records, as determined by the facility, to be eligible. The College does not monitor or maintain records for students participating in internships, though you may be able to obtain proof of immunization and other test results from Health Records (N348) if you provided them to the College.

Participant’s Signature:_________________________________________
Printed Name:__________________________________________________
Date:__________________________________________________________

**GCC Affirmative Action Statement:**

Greenfield Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College’s Affirmative Action and/or Title IX Coordinator, Joan Murphy, 413-775-1312 or murphyJ@gcc.mass.edu, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission, or the United States Department of Education’s Office for Civil Rights.

Internship Form
GREENFIELD COMMUNITY COLLEGE
INTERNSHIP ACKNOWLEDGEMENT OF RISK AND CONSENT FORM

Section I (To be completed by participating Student and reviewed by supervising Faculty Member)

Internship Site: ________________________________________________________________

Supervising Faculty member: __________________________________________________

Detailed Description of Internship Activity: ________________________________________

Section II (To be completed by the participating Student)

I understand that there are certain dangers, hazards and risks associated with my participation in the internship activity(s) described above. I further understand that all risks cannot be prevented. I have considered the risks associated with participating in this internship and knowingly and voluntarily assume all said risks. Furthermore, I represent that I am physically and mentally capable of participating in this internship and that I am capable of using the equipment, if any, associated with the activity.

On behalf of myself, and my family, heirs, assigns, and personal representatives, I hereby agree to indemnify, hold harmless, release from liability and waive any legal action against Greenfield Community College, its governing board, officers, agents and employees (collectively, “the Released Parties”) for any personal injury, death, or property damage I may suffer, due to any cause, including but not limited to the negligence of the Released Parties, arising out of or in any way connected to my participation in the internship or while in transit to or from said internship.

I represent that I am covered by adequate medical/health/accident insurance for any injury that I may suffer at the internship site. In the event I require medical services due to an injury suffered during the internship, I understand and agree that Greenfield Community College does not provide medical services or medical personnel at the internship site and is under no obligation to provide transportation for me to obtain medical services.

I understand and agree that this document shall be construed in accordance with the laws of the Commonwealth of Massachusetts. If any term or provision of this document shall be held invalid or unenforceable, the remaining terms and provisions shall remain in full force and effect.

I understand that by signing this document I am representing that I have read and understand all of its terms and conditions and that I fully intend to be bound by the same. I also understand that I may wish to consult with an attorney prior to signing this document.

Student’s Name (print): ________________________________________________________

Student’s Signature: ________________________________________ Date: ________________

Emergency Contact: Name: __________________________________ Phone: ______________

If the internship participant is under 18 years of age, in signing this form in the space provided you are indicating that you, as parent or guardian or ward of the above named person, have decided to allow the above named person to participate in this internship placement and that you have read and understand the information provided here.

Signature: Parent/Guardian/Ward ___________________________ Date _____________________

Printed Name

REV 06/20/19