



# Internship Handbook

Dear Internship Partner:

Thank you for providing our students with opportunities of potential internships as part of their technical education program and studies. As a technical college, we know there is no substitute for hands-on experience and training. Your partnership and support of internships enables our college to graduate students who have skills that more closely align with business and industry.

In addition to hands-on training, we also recognize the importance of soft skills in the workplace. Our instructors strive to build soft skills training into their labs and their classrooms, and internships give students the ability to apply those skills in a working environment.

We look forward to continuing to expand internship opportunities to our students. Please do not hesitate to reach out to us with new ideas or needs so that we can continue to enhance our partnership!

Sincerely,



John Wilkinson  
President  
North Georgia Technical College

# Mission and Goals

North Georgia Technical College, a unit of the Technical College System of Georgia, is a residential, public, multi-campus institution of higher education serving the workforce development needs of Northeast Georgia. The college provides access to student-focused occupational programs at the associate degree, diploma, and certificate levels; Adult Education; and customized business and industry training through traditional and distance education methodologies and college-wide services.

## Goal 1

Provide quality, industry-driven education and training with a focus on enrollment, degree production and job placement.

## Goal 2

Create an environment of expectation for Adult Education to increase the adult literacy rate, the number of high school equivalency credentials, transition to college, and continuous integrated education training.

## Goal 3

Offer systematic, relevant, and responsive educational programming driven by community demographics and market needs to sustain and grow the communities we serve.

## Goal 4

Increase engagement and enrich campus life through student activities, program outreach, and community involvement.

## Goal 5

Sustain a culture of service to our customers by promoting effectiveness and accountability of departmental programs and services.

## Vision

Our vision is that North Georgia Technical College will be the preferred provider of technical and adult education, offering quality education and training in convenient locations at a cost its customers can afford. The college's faculty and staff will be recognized as leaders in workforce development and will be competent to meet the various needs of North Georgia Technical College's customers.

We envision a community climate of continuous learning that provides a diversified student population with the opportunity to obtain an education in nontraditional settings and on nontraditional schedules. Collaboration with other institutions, agencies, and organizations will provide our customers with the highest quality of services in the most cost-efficient way.

## Why Should You Create an Internship?

Internships provide valuable industry knowledge and training for students while allowing you to meet the needs of your industry and business by preparing potential future employees. Internships benefit employers in several ways, including:

- Creation of a source of qualified and better trained students and graduates.
- Creation of a relationship between an industry/company and the college.
- Serving as development programs to find and train potential future employees.
- Opportunity to evaluate students for potential future employment.
- Assistance of students in day-to-day tasks.
- Development of work ethics for potential employees.

Students benefit from internships in several ways as well, including:

- Greater job satisfaction.
- Hands-on training and education.
- Better job opportunities upon graduation.
- Development of professional skills.
- Reinforcement of academic courses and classroom learning. Students often understand course work better when they can apply it hands on.
- Development of work ethics.

## Internship Best Practices

- Allow interns to participate in professional development activities.
- Allow interns to participate in meaningful assignments and make them a part of your organization. It is usually expected that interns will do some amount of "grunt" work, but allow them to be part of real work assignments as well. The more they learn now, the less they must learn later.
- Provide feedback and communication. Use the same process you would for full-time employees.
- Make sure interns understand they have responsibilities that must be fulfilled.
- Evaluate interns as you would full-time employees.
- Consider assigning a mentor to an intern – someone who is not a supervisor, if possible.
- When possible, make the internship a paid position.



## *What Does an Internship Program Look Like?*

An internship is a program offered to students by an employer. Its purpose is to provide students with practical work experiences and to provide employers with a potential source of trained future employees. Internships typically will have the following attributes:

- A beginning and end date. Students may work part time or full time for a designated period or for a designated number of hours, typically, one full semester. However, an internship may be extended at the discretion of the employer.
- Interns have a comprehensive work plan.
- Interns have mentors within the organization.
- Interns are evaluated throughout the internship and/or at the end of the internship.

## *Should You Pay an Intern?*

It is up to you to decide if you want to pay an intern and how much you are going to pay them. Students and interns may not be considered employees under The Fair Labor Standards Act and, therefore, may not have to be paid. However, offering a paid internship may allow you to attract more desirable candidates or allow you to interview and choose from a pool of student applicants.

## Credit and Non-Credit Internships

Internship opportunities may be credit bearing or non-credit bearing. Some require students to complete an internship to fulfill requirements for graduation. These are credit bearing and typically require a minimum of 120 hours of documented work to receive 3 hours of course credit.

A non-credit bearing internship does not provide any graduation credit to students but still provides all the other benefits of the internship experience.

Whether an internship is credit or non-credit is dependent upon individual program requirements and the needs of the student. If you would like to find out whether your internship opportunity is for a credit program, please ask the program faculty. (Refer to Contact Information page for a list of the program faculty.)

## Creating an Internship

1. Determine what your needs are.
  - a. Do you need help with specific projects or in general?
  - b. How long will the internship last?
  - c. Will this be a paid or unpaid opportunity?
2. Create a job description and plan.
  - a. Describe the job duties of the internship.
  - b. Knowledge, skills and abilities.
  - c. GPA requirements, if any.
  - d. Preferred major or background.
  - e. State whether this is a paid or unpaid internship and state the pay rate, if applicable.
  - f. Include the time period of the internship. Internships most likely will coincide with the academic calendar and run for one or more semesters.
  - g. Feel free to ask the program faculty to look over your draft of the job description and plan.
3. Sign an Internship Memorandum of Agreement with NGTC. A copy of this agreement will be provided by program faculty.

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#### 4. Find Interns

- a. This should be conducted with assistance from NGTC program faculty.
- b. Send the job description and announcement to program faculty.
- c. Set up an interview and application process if you desire. Consult with your HR department if you have one.
- d. Attend an NGTC career fair to recruit candidates.
- e. Collect resumes and applications.
- f. Interviews can be conducted in person or remotely by Zoom,<sup>™</sup> Skype<sup>™</sup> or by telephone. Program faculty can assist with this process by setting up a location on campus for interviews or providing computer access for students to interview with you.



#### 5. Monitor the internship

- a. Establish a designated supervisor for your intern.
- b. If possible, assign a mentor to the interns who is not a supervisor – someone who can help the intern with day-to-day tasks and responsibilities.
- c. Evaluate your interns on a regular basis and provide constructive feedback and encouragement. Meeting with them in person will allow you to provide feedback and allow interns to ask questions.

d. Communicate with NGTC program faculty about the interns and internship. Have the interns met expectations? Have there been any negative issues?

#### 6. Follow up/exit interviews/final evaluations

- a. Consider conducting an exit interview with your interns. Ask them about their experiences and what went well or did not go well. Use this data to change or improve future internships.
- b. Complete the final evaluation survey required by the NGTC program.



## *Employer Responsibilities*

Employers who wish to hire interns must sign an Internship Memorandum of Agreement with NGTC. A copy of this agreement will be provided by program faculty.

For credit bearing internships, each intern's supervisor must sign a weekly time sheet provided by the intern or by program faculty accurately documenting the intern's work hours. Employers must agree to provide program faculty with an evaluation of the intern at the conclusion of the internship time period. This will be in the form of a survey evaluation document that will be provided by NGTC program faculty.



## *Student Responsibilities*

In addition to their daily or weekly job responsibilities, students are responsible for providing periodic documentation of their work hours for credit bearing internships. This will be in the form of a weekly time sheet that must be signed by their supervisor. This timesheet must be sent to program faculty on a weekly basis. Students will be responsible for obtaining the required signature and forwarding the time sheet to program faculty.

Failure to provide the work documentation may result in a reduced grade or dismissal from the internship and/or the internship course. Non-credit bearing internships do not require weekly time reporting.

Interns are also responsible for following all rules, requirements, policies and procedures outlined by their internship provider. Failure to do so may result in removal from the internship and the internship class, and no course credit towards graduation will be awarded.





## Work Ethics

North Georgia Technical College instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation,



organizational skills, productivity, respect, and teamwork. Employers should evaluate the same work ethics traits of each intern. If a student intern is not meeting these work ethic requirements, please contact program faculty.

## Work Ethic Traits and Definitions

WORK ETHICS TRAITS	DEFINITION
Appearance	Displays appropriate dress, grooming, and hygiene.
Attendance	Workplace attendance: arrives/leaves on time; notifies supervisor in advance of planned absences.
Attitude	Demonstrates a positive outlook; demonstrates mannerly behavior; follows chain of command.
Character	Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility.
Communication	Displays appropriate non-verbal, verbal, and written skills.
Cooperation	Handles criticism, conflicts, and complaints appropriately; works with others.
Organizational Skills	Prioritizes and manages time and resources effectively; demonstrates flexibility in handling change; follows directions and procedures for the work environment.
Productivity	Completes tasks assigned efficiently, effectively, and timely; demonstrates problem-solving capabilities.
Respect	Tolerates other points of view; acknowledges and appreciates the rights of others; has regard for diversity.
Teamwork	Works collaboratively with others toward a common goal in a respectful and cooperative manner; participates appropriately as a team member.

# Policy Information

## NSF Non-Discrimination Statement

North Georgia Technical College ("Grantee") receives grant funds from the National Science Foundation ("NSF").

Grantee complies with Title VI of the Civil Rights Act of 1964 (42 USC § 2000d) (prohibits discrimination on the basis of race, color, or national origin), Title IX of the Education Amendments of 1972 (20 USC §§ 1681 et seq.) (prohibits discrimination on the basis of sex in Federally assisted education programs or activities), Section 504 of the Rehabilitation Act of 1973 (29 USC § 794) (prohibits discrimination on the basis of disability), the Age Discrimination Act of 1975 (42 USC §§ 6101 et seq.) (prohibits discrimination on the basis of age), and all regulations and policies issued by NSF pursuant to these statutes.

In addition to statutory prohibitions, Executive Order (E.O.) 11246 bars various types of discriminatory employment practices under grants for construction, and E.O. 13166 "Improving Access to Services for Persons with Limited English Proficiency (LEP)" requires government agencies to take steps to provide meaningful access to its programs and activities to members of the public who are limited in their English proficiency, including recipients' programs and activities.

To that end, in accordance with the above-referenced nondiscrimination statutes and executive orders, and NSF's implementing regulations and policies, no person in the United States shall, on the ground of race, color, national origin, sex, disability, or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Grantee receives Federal financial assistance from NSF.

When Grantee receives a complaint alleging discrimination under any of these statutes and the complainant requests that NSF conduct the investigation, the original complaint is to be sent to the Director, Office of Diversity and Inclusion (ODI), National Science Foundation, 2415 Eisenhower Avenue, Alexandria, VA 22314.

The complainant may also use Grantee's internal discrimination complaint process: <https://northgatech.edu/disclosures-and-notices/equal-opportunity-institution>

## Legal Compliance Notice

North Georgia Technical College expects employers to be aware of the legal issues regarding internships. More information can be found in the Fair Labor Standards Act <https://www.dol.gov/agencies/whd/compliance-assistance/handy-reference-guide-flsa>



# Equal Opportunity Institution

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting goods and services.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following person(s) has been designated to handle inquiries regarding the nondiscrimination policies:

## **Dr. Michael King, VP of Student Affairs**

- [mking@northgatech.edu](mailto:mking@northgatech.edu)
- Title VI, IX, II
- North Georgia Technical College
- 1500 Highway 197 N.
- P.O. Box 65
- Clarkesville, GA 30523
- Telephone: 706-754-7711

## **Kay Morgan, Special Populations and Retention Coordinator**

- [kmorgan@northgatech.edu](mailto:kmorgan@northgatech.edu)
- Sec. 504/Title I/ADA
- North Georgia Technical College
- 1500 Highway 197 N.
- P.O. Box 65
- Clarkesville, GA 30523
- Telephone: 706-754-7828

Telephone numbers are accessible to persons who are deaf or hard of hearing through the Georgia Relay by dialing 711 or 1-800-255-0056 from a TTY/TDD.

## **Disclosure Statement**

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### **NGTC Career Services**

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### **Office of Academic Affairs**

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