

Internship Procedures

Clark County Skills Center

Requirements before the student participates in an Internship:

1. The student must be earning a passing grade in the program and be able to demonstrate technical skills necessary for the internship.
2. The student must demonstrate professionalism skills that are acceptable in the workplace.
3. The student must successfully pass a written and practical safety test with results on file with the teacher.
4. The Internship (training) Agreement must be completed and in place before the student begins the internship experience. The instructor is responsible for the accurate and timely completion of the internship agreements before the student starts the internship.
5. An orientation with the student's employer/supervisor must take place before the student starts the internship. The orientation can be accomplished by e-mail with an immediate follow-up site visit (see attached e-mail model).

Requirements while the student is participating in an Internship:

1. A site visit must take place every 30 hours or once every 3 weeks. The traditional Skills Center internship, 40 hours or 4 weeks, must include an orientation visit and a site visit. The orientation visit is a follow-up to the orientation e-mail and must be accomplished ASAP once the student starts the internship.
2. The internship instructor must be actively involved with site visits during the time that students are out on internships or a minimum of 7.5 hours per session per week unless all site visits have been accomplished within the 3 week period.
3. Each student will participate in a weekly coordination meeting at the Skills Center. The coordination meeting will be with the program instructor or with the program instructor and WBL Coordinator.
4. An "Internship Site Visit Log" will be kept by each instructor for each session while students are out on an internship experience. The log will document site visits for each student and employer/supervisor (see attached Internship Site Visit Log).
5. An evaluation of the student's performance during the internship will be completed by the employer/supervisor at the end of the internship experience or at each grading period. The evaluation will include (1) the student's performance, (2) the days and hours of the student's worksite attendance, (3) signature of the employer/supervisor, and (4) the signature of the instructor or WBL Coordinator.

Requirements after the student completes the Internship:

1. The following items must be turned in to the instructor's supervisor immediately after the completion of the internship experience. These items are necessary for state audit purposes.
 - a. The completed Internship Agreements.
 - b. The completed Internship Site Visit Log.
 - c. The completed student Evaluation Forms.
 - d. A record of the student's internship days and hours signed by the employer & teacher.