Guidelines for Host Organizations

Thank you for considering one of our students for an internship opportunity. The College promotes internships as a mechanism for students to more thoroughly understand their chosen major and to also begin preparing them for employment upon graduation. To help you understand and better prepare for a GCC intern, the following guidelines have been established for your review.

The Internship Process at GCC
Students identify their own internship opportunities, and then present them to the academic department’s internship coordinator for his/her review. If the internship is deemed worthy of academic credit, a faculty sponsor is assigned as the intern’s overseer. The faculty sponsor insures that the internship is meeting GCC standards as described in the internship application, and will periodically contact both the intern and the onsite supervisor for progress updates on the internship experience.

Interns have several standards and academic requirements to fulfill. These requirements will vary according to the department and individual faculty sponsor’s standards. Generally, each student intern will be expected to keep some type of log or journal of his/her experience and produce a work product or paper related to the experience.

What Qualifies as an Acceptable Internship Opportunity?
- The internship position should provide a meaningful experience to complement his/her academic studies.
- There should be opportunities for progression in responsibilities and authority to make decisions.
- There should be opportunities to learn via close working relationships with experienced supervisors and co-workers.
- The intern should be exposed to a variety of work experiences that require responsibility and decision-making.
- The intern should be provided with a variety of experiences that lends exposure to the culture of the organization.
- There should be a focus on projects that are relevant to the student’s major.

What would not Qualify as an Acceptable Internship
- Repetitive work with little opportunity for decisions, initiative, and independent thinking.
• A narrow focus with little opportunity for a broader exposure to the culture of the organization.
• Entry level with little potential for advancement (e.g., janitor, short-order cook, fast-food server, lifeguard, full service gas station attendant)
• The College does not grant internship credit for any experience in which a student is paid by the federal government.

Host Organization Responsibilities
We ask that the host organization provide contact information and also a job description and/or list of assigned duties for the internship position.
• Identify the on-site supervisor, complete with work address, e-mail, and phone number. The faculty sponsor is required to make several contacts with on-site supervisor throughout the internship experience.
• Provide a job description and/or a list of primary duties.
• Provide a work schedule.
• Allow the faculty sponsor and internship coordinator, as appropriate, to visit the organization to observe both the organization’s activities and the student’s performance.
• Reimburse the student intern for all work-related out-of-pocket expenses.
• Establish a work area that enables the student to utilize computers, telephones, and other office equipment.
• Complete and submit to the Internship Coordinator a Job/Internship Description Form.

On-site Supervisor’s Responsibilities
The on-site supervisor will oversee the intern and be the primary point of contact between the faculty sponsor and the host organization. We ask that the on-site supervisor:
• Introduce the student to the organization and the work environment, and make the student a working member of the organization.
• Provide meaningful instruction and work throughout the performance period.
• Have meaningful interaction with the student in order to give guidance, answer questions, solve problems, and provide feedback.
• Conduct periodic evaluations of the student’s performance and provide constructive guidance for any needed improvements.
• Provide constructive feedback when the faculty sponsor initiates a contact.
• Notify the faculty sponsor of any problems.
• Near the end of the job or internship, complete the Performance Assessment Form and submit it to the student’s faculty sponsor. This assessment will be used by the faculty sponsor in determining the student’s final grade.
**Intern’s Responsibilities**

Grove City College treats each approved intern as a representative of the College and expects the highest standards of performance, ethics, and conduct. Each student approved for an internship is expected to:

- Perform all job functions to the best of his/her ability.
- Demonstrate commitment and involvement in the work experience.
- Be responsive to the supervisor and any other management personnel.
- Be punctual and dependable on the job.
- Be alert to and eager to participate in special opportunities on the job.
- Dress appropriately at all times on the job, consistent with the standards of the host organization.
- Conduct him- or herself with total integrity and honesty.
- Maintain an attitude of courtesy and openness.
- Represent Grove City College in a positive manner.
- Maintain communication with the faculty sponsor to discuss general internship progress, including progress on academic assignments related to the internship; any unusual situations uncomfortable interpersonal relationships, substantive deviations from the internship expectations, and other issues as appropriate.