

VMCCA Internship Components

(135 Hours = 1 Credit)

Paperwork 15%

- Prerequisite Understanding: signed by students and parent (page 4)
- Code of Conduct: signed by student (page 7)
- Guidelines for Beginning Internship/Learning Objectives: signed by student, Supervisor, and Career Development Coordinator (page 9)
- Internship Agreement: signed by student, parent, Supervisor, and Career Development Coordinator (pages 10-11)
- Timesheet: signed by student and Supervisor when complete (page 20)
- Student Internship Evaluation: signed by student and Career Development Coordinator (pages 21-23)
- Thank you card to Supervisor/Organization

Journals 25%

Students complete weekly journal reflections on Canvas (online site).

Final Presentation with Visual Aid 30%

- Pictures on the job, of the facility
- Description of organization
- Duties and skills gained
- Internship experience as it relates to course work
- Sample work
- Future plans

Supervisor Evaluation 30%

This form was developed to help the Career Development Coordinator assign the student's academic credit. In addition, it provides us with feedback on our students work ready skills. (pages 25-26)

HONORS Credit for the Internship

In order to receive the Honors credit, you must complete **TWO** additional activities (pages 14-18).

- Three career interviews
- Career brochure
- Organizational chart
- Policy manual

VMCCA Career Development Coordinators/Internship Contacts

Rusty Baldwin rbaldwin2@wcpss.net and Jill Oliver oliver@wcpss.net

The VERNON MALONE COLLEGE AND CAREER ACADEMY Internship Experience



VMCCA Internship Q&A

What is an internship?

An internship is a career preparation activity in which students complete 135 hours to participate in and observe work firsthand within a given industry. Ideally students will rotate through a number of departments and job functions. Internships provide the student an opportunity to “test-drive” career possibilities, gain experience in the field they are interested in pursuing, determine if they have an interest in a particular career, create a network of contacts, and obtain school credit.

Does every student get an internship?

There are factors beyond our control which may prevent students from interning. These include: transportation, industry, age requirements, education requirements, GPA, work ethic, attendance and location. In addition, Nurse Aide students complete clinical hours which replace their internship experience. Also, Cosmetology students complete floor hours which replace their internship experience.

Are internships paid?

The goal of the VMCCA internship program is to provide a work experience opportunity. Compensation for interns is at the discretion of the organization/sponsor.

Is transportation provided?

It is the student’s responsibility to provide/coordinate reliable transportation to their internship site.

How are internships arranged?

- The Career Development Coordinators will actively seek internship opportunities for students upon receipt of the Internship Preference Form. Based on the information provided by the student we but cannot guarantee placements.
- Family contacts and family friend’s are often the best sources for providing information on potential internships because they already know the student and their work ethic.
- Students perform Internet searches using Google to find local companies they would like to intern with. Once they find companies or organizations they’re interested in, they will need to contact the company/organization to see if they will host an intern.
- Once an opportunity has been identified, the student sends their resume and waits to be offered an interview. VMCCA provides interview practice opportunities.

If we find an internship opportunity for our child, what do we need to do to make it official?

Once you confirm a business/organization is willing to hire your child as an intern, email Mr. Baldwin (rbaldwin2@wcpss.net) so he can contact the sponsor, set up a meeting time and begin the internship paperwork process.

Does my child leave school early for internship?

This depends on which period of the day the student is scheduled for Internship. Most students are scheduled for 4th period internship. In this case the student signs out at the main office daily and leaves campus to go to their internship site.

Can my child be fired from their internship?

The internship sponsor has the right to terminate the internship. It is the intern’s responsibility to share their concerns with the Career Development Coordinators as soon as they surface.



“The expert in anything was once a beginner.”

-Helen Hayes