



## Fort Lewis College Internship Packet

Thank you for choosing to sponsor a Fort Lewis College student intern. We hope that this collaboration will be not only an important learning experience for our students, but also one for your agency. At Fort Lewis College we feel that getting students experience in their field before graduation is an important part of their college career, as well as, an important part of their professional development.

A successful internship consists of several things:

- Substantive learning opportunity.
  - Students will further their academic, personal, and career goals.
- Collaborative effort between student, agency, and Fort Lewis College.
  - Creating an environment that promotes critical thinking, observation, and reflection.
- Completion of a minimum of fifty hours during the internship experience.
  - Approved hours by Fort Lewis College staff.

Employers benefit by:

- Sharing their expertise.
- Having quality candidates for temporary projects and positions.
- Recruiting new talent.
  - Internships can be a very cost effective way of searching for, testing, training, and recruiting new talent while students gain invaluable career related work experience.

At Fort Lewis College, we have adopted the National Association of Colleges and Employers' definition of an internship (whether it is a paid or unpaid experience):

1. The experience is an **extension of the classroom**: a learning experience that provides for applying the knowledge gained so far in their college career. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The **skills** or knowledge learned must be **transferable** to other employment settings.
3. The experience has a **defined beginning and end**, and a job description with desired qualifications.
4. There are clearly **defined learning objectives/goals** related to the professional goals of the student's academic coursework.
5. There is **supervision by a professional** with expertise and educational and/or professional background in the field of the experience.
6. There is **routine feedback** by the experienced supervisor.
7. There are **resources, equipment, and facilities provided** by the host employer that support learning objectives/goals.

We require agencies to post internships on our Skyhawks' Jobsource. Please go to: <https://fortlewis-csm.symlicity.com/employers/> to post an internship or job opening.

**Agency steps to create an internship:**

- 1) Review internship requirements (p. 1), roles & expectations (p. 3), and set up check list (p. 7).
- 2) Complete a profile on Skyhawks Job Source.
- 3) Contact main Career Service Coordinator contact for position review and marketing efforts.
- 4) Interview students, select intern, and sign internship agreement (p.4-6) that the intern filled out.
- 5) Provide feedback to intern and Fort Lewis College.

**Student steps to finding an internship:**

- 1) Fill out internship application (p. 9).
- 2) Search Skyhawks Job Source and identify position.
- 3) Interview & accept position.
- 4) Fill out job description (p. 8) and internship agreement (p. 4-6) and get signatures.
- 5) Provide feedback to agency & Fort Lewis College.

**Fort Lewis Contacts:**

Main Contact:

**Jill S. Kolodzne**, Career Service Coordinator  
School of Arts and Sciences  
970-247-7321, [jskolodzne@fortlewis.edu](mailto:jskolodzne@fortlewis.edu)

Secondary:

**Pat Dommer**, Career Service Coordinator  
School of Business Administration and  
Teacher Education  
970-247-7562, [dommer\\_p@fortlewis.edu](mailto:dommer_p@fortlewis.edu)

Or:

**Tana Verzuh**, Career Service Coordinator  
School of Arts and Sciences  
970-247-7564, [tverzuh@fortlewis.edu](mailto:tverzuh@fortlewis.edu)

We hope that this packet will answer a majority of your questions. However, if you do find yourself wondering about anything involved in this process, please don't hesitate to contact any of the Career Services Coordinators. We would be happy to help you through the process!

Please find enclosed the following internship packet documents:

- Page 3: Partnership Roles & Expectations form (Agency form)
- Page 4-6: Internship Agreement form (Student & Agency form)
- Page 7: Internship set up checklist (Agency form)
- Page 8: Job description & contact information form (Student form)
- Page 9: Application for Internship form (Student form)

## **Partnership Roles and Expectations**

The success of the internship experience depends on the interaction of three components of the internship network: the student, Fort Lewis College, and the sponsoring agency. The following lists responsibilities and expectation of each party during the internship:

### **Fort Lewis College:**

- Will recruit, mentor and support interns.
- [Will provide worker's compensation insurance for the intern. (may be under Agency)]
- Will routinely communicate with agency staff and identified project officials.
- Will be available for resolution of issues related to the intern.

### **Fort Lewis College Intern:**

- Will pay for housing.
- Will provide transportation for the project.
- Will provide the agency with reports on the projects completed.
- Will routinely communicate with agency staff and identified project officials.
- Will work the schedule as agreed upon with agency.
- Will complete all required FLC internship requirements.
- Will abide by all agency rules, regulations, policies, & procedures.
- Will accomplish duties assigned in agreed upon professional work plan.
- Will demonstrate professional dress, commitment, enthusiasm, and professional ethics (including confidentiality policies).
- Will provide constructive feedback for program improvement.

### **The Agency:**

- Will interview & select intern.
- Will support the education and professional development goals of the intern.
- Will provide orientation to agency culture, mission, and organization.
- Will provide tools, equipment, and materials for the project as needed.
- Will assign an agency supervisor to work directly with the intern.
- Will identify a list of project sites, work goals, objectives, and priorities for the internship.
- Will provide feedback to help evaluate and improve the intern's skills.
- Will be available for resolution of issues related to the intern.
- Will provide training for position.
- Will provide safety training if needed.
- Will provide constructive feedback to FLC faculty & staff for process improvement.



**Internship Agreement**  
**[Insert Host Agency Name]**  
**Fort Lewis College**  
**[Insert Dates of Internship]**  
**[Insert course #]**

**1. Overview**

In partnership with [Insert Host Agency Name], Fort Lewis College (FLC) is providing one intern during [insert time period] in order to [insert general goal] by providing hands on experience with [general type of work ex: field work and outreach exercises]. The FLC intern will be based out of [insert location]. Training and orientation will be provided by [insert Host Agency name].

The FLC intern will serve a period of [ # of ] weeks and will be supervised by [insert agency person & title.] Training and orientation will be provided by [insert Host Agency name]. The FLC intern will collaborate with agency staff to: [insert Position Description, Responsibilities, Benefits--tasks, types of work, reporting & evaluation statements]. The intern will wrap up the project and reporting requirements in the last [# of] days of work.

Funding for this intern will be provided by [insert Host Agency or grant name] using money allocated for this purpose.

**2. Scope of Work**

**Professional Work Plan**

The FLC intern with agency supervisor will develop a detailed plan to accomplish specific goals in service learning, leadership, reporting and evaluation. The plan will provide clear expectations for the FLC intern about training, work schedule, service dates and performance standards. The breakdown should include a minimum of 80% project work, and a maximum of 20% office/administrative work duties.

**Service Learning**

FLC strives to expand people's view of their world through a continuum of hands-on experiences and educational programs occurring outside of traditional classrooms. Interns are students who are motivated by the opportunity to develop and practice work skills that they will be able to use in their professional lives. Ongoing training and mentorship provided to interns throughout the program assure that goals of this project are achieved in a safe, efficient and professional way.

**Leadership Development**

FLC aims to instill young people with practical skills to help them be contributing members and leaders of society. Professional development and good work ethics are a key part of this process. Interns will be held to high performance and professional standards. Goal setting, performance reviews and a culture of feedback will provide interns the opportunity to grow and realize their potential through service and hard work. The FLC supervisor will work with the agency partner to establish clear expectations and opportunities for members to practice leadership in the office, field and community.

**Reporting and Evaluation**

Final reports and evaluations are the means to communicate the success of our partnership internally and externally. The report will highlight accomplishments of the project in the context of the goals set out in the work plan. The agency supervisor in partnership with FLC supervisor will provide the framework for the final report.

### 3. Partnership Roles and Expectations

#### Fort Lewis College Supervisor:

- Will recruit, mentor and support interns.
- Will provide worker's compensation insurance for the intern.
- Will routinely communicate with agency staff and identified project officials.
- Will be available for resolution of issues related to the intern.

#### Fort Lewis College Intern:

- Will pay for housing.
- Will provide transportation for the project.
- Will provide the agency with reports on the projects completed.
- Will routinely communicate with agency staff and identified project officials.
- Will work [insert schedule].
- Will complete all required FLC internship requirements.
- Will abide by all agency rules, regulations, policies, & procedures.
- Will accomplish duties assigned in agreed upon professional work plan.
- Will demonstrate professional dress, commitment, enthusiasm, and professional ethics.
- Will provide constructive feedback for program improvement.

Points of contact for Fort Lewis College are:

#### **FLC Supervisor**

#### **FLC Title**

1000 Rim Drive  
Durango, CO 81301  
(970) 247- ???? office  
[facultyname@fortlewis.edu](mailto:facultyname@fortlewis.edu)

#### **Intern Name**

1000 Rim Drive  
Durango, CO 81301  
(970) 247- ???? cell  
[student@fortlewis.edu](mailto:student@fortlewis.edu)

#### **[Insert Agency]:**

- Will interview & select intern.
- Will support the education and professional development goals of the intern.
- Will provide orientation to agency culture, mission, and organization.
- Will provide tools, equipment, and materials for the project as needed.
- Will assign an agency supervisor to work directly with the intern.
- Will identify a list of project sites, work goals, objectives, and priorities for the internship.
- Will provide meeting space, computer and telephone access for the intern.
- Will provide feedback to help evaluate and improve the intern's skills.
- Will be available for resolution of issues related to the intern.
- Will provide training for [insert type].
- Will provide safety training including [insert type].
- Will provide constructive feedback to FLC faculty & staff for process improvement.

Points of contact for the [insert agency] are:

**Primary Agency Name**

Agency Title  
Agency Address  
Agency Phone  
Agency Email

**Secondary Contact Agency Name**

Agency Title  
Agency Address  
Agency Phone  
Agency Email

**4. Internship Timeline**  
**[Insert dates/schedule]**

**5. Photo Release**

By signing this Internship Contract, I agree to authorize Fort Lewis College and [Insert Agency name] to use internship images of me or comments taken from my internship reports, presentations, posters, or other publications for use in promoting the internship program.

- Agree.** I agree with the above statement and approve use of my internship photos or work.
- Disagree.** Please do not use my internship photos or work in future publications.

**6. Internship Contract**

I agree that I have read, understand, and will adhere to the internship expectations presented above in this document.

_____	_____	_____
Date	Printed Name of Student	Signature

_____	_____	_____
Date	Printed Name of Agency Supervisor	Signature

_____	_____	_____
Date	Printed Name of FLC Staff	Signature

## Internship Set-up Checklist

### ❖ Fort Lewis College introduction

- Key staff
- FLC overview

### ❖ Employer introduction

- Key staff
- Employer overview

### ❖ Roles & Responsibilities

- Intern
- Employer
- FLC Staff

### ❖ Work plan development

- Work schedule
- Hours
- Length
- Breaks
- Time off
- Holidays
- Goals & Objectives

### ❖ Reporting & Evaluation

- Timesheets
- Project report
- College credit
- Evaluation
- Other \_\_\_\_\_

### ❖ Training

- Orientation to work place culture
- On the job training
- Safety & Job hazard Assessments
- Required training

### ❖ Discipline

- Employer procedures
- FLC Staff support

### ❖ Worker's Compensation

- Fort Lewis College
- Employer

### ❖ Intern benefits

- Pay
- Travel stipend
- Housing
- Work vehicle

### ❖ Office orientation

- Desk
- Phone
- Internet
- Email
- Security clearance
- Equipment needed \_\_\_\_\_

**JOB DESCRIPTION AND CONTACT INFORMATION**

Fort Lewis College  
Durango, CO 81301

If the employer has a job description, it may be attached to this form.

Student Name:

Agency/Organization Name:

Business Address:

City:  State:  Zip:

Supervisor Name:  Title:

Phone Number:  Extension:

Email:

Job Description:

Duties:

Qualifications:

Approved: \_\_\_\_\_ Date: \_\_\_\_\_



# APPLICATION FOR INTERNSHIP

Fort Lewis College  
Durango, Colorado 81301

NAME:  DATE:

ADDRESS:

CITY:  STATE:  ZIP CODE:

HOME PHONE NUMBER:  ( ) WORK NUMBER:  ( )

E-Mail Address:  Student ID:

SEMESTER IN WHICH YOU PLAN TO ENROLL FOR INTERNSHIP:

YOUR MAJOR:

TOTAL CREDIT HOURS COMPLETED:

TOTAL CREDIT HOURS COMPLETED IN YOUR MAJOR AREA:

GRADE POINT AVERAGE:  GRADE POINT AVG IN MAJOR:

CREDITS ATTEMPTING (ENROLLED IN) THIS TERM:

ANTICIPATED GRADUATION TERM/YEAR:

COMPANY OR TYPE OF POSITION(S) IN WHICH YOU PREFER TO COMPLETE YOUR INTERNSHIP ASSIGNMENT:

APPLICANT'S SIGNATURE:

**Note: Please attach a copy of your resume, an official Fort Lewis College transcript and an internship goal statement to this application.**