

SUNY Cobleskill's

# Baccalaureate Internship Manual

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Adapted from the State University of New York University Faculty Senate, Undergraduate Academic Programs and Policies Committee 2004-2007, [www.suny.edu/facultysenate](http://www.suny.edu/facultysenate) and from the SUNY University Faculty Senate, Internships and Co-Ops, A Guide for Planning, Implementation and Assessment, Internship Guide Subcommittee, of the UFS Undergraduate Academic Programs and Policies Committee, 2016.

The State University of New York University Faculty Senate adopted *Internships: A Guide for Planning, Implementation, and Assessment* on April 28, 2007. The State University of New York Faculty Council of Community Colleges adopted *Internships: A Guide for Planning, Implementation, and Assessment* on September 17, 2007.

# Baccalaureate Internship Manual

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## **Part I: Introduction**

At the State University of New York College of Agriculture and Technology at Cobleskill the majority of baccalaureate degrees culminate with a capstone internship. This credit bearing internship is generally a semester long and required for graduation.

For students, internships offer valuable learning opportunities outside the classroom setting. Internships also serve as a bridge between the traditional academic setting and the professional world to which the student aspires. These opportunities also provide students with a venue to apply their classroom education in a real-world work experience, under both employer and faculty supervision.

For the academic institution, internships offer a rich array of opportunities for faculty development, positive college/community relationships, and interaction with professional communities throughout the state, country and world. Internship supervision may serve as a particularly fruitful means of faculty development, giving faculty face-to-face contact and exchange with the professional world most closely related to a faculty member's academic expertise.

For the organization that serves as the setting for the internship experience, internships offer an opportunity to contribute directly to the educational and developmental growth of participating students. The internship can also foster a useful relationship between the sponsoring organization and the academic institution in which both parties benefit through shared knowledge, resources and goals.

### **Definition**

Internships discussed in this guide will be limited to those academic experiences for which a student earns academic credit in an agreed upon, supervised work experience related to a student's baccalaureate major. Credit is awarded to the student by the college on the recommendation of the faculty supervisor.

Internships are considered experiential learning and occur when students are placed in a real-world environment where they collaborate with others, using skills such as critical thinking, problem solving, communication and teamwork. Experiential learning is an integral part of SUNY Cobleskill's mission, and to state it simply, "real life, real learning" is experiential

learning. Internship opportunities are offered to help prepare students for future employment.

## Student Eligibility and Preparation

To be eligible for the baccalaureate internship, students must meet all institutional and degree requirements. Students pay tuition, as with any other course. The baccalaureate internship program requires advanced standing as a matriculated student in the college with active, enrolled student status. Specific course requirements, determined by the supervising academic department as well as by internship sites, may require students to have specific academic and professional skills. (See chart below for departmental requirements.)

### Internship Eligibility Requirements for Bachelor Degree Programs

Department	Prerequisites	Credits Awarded/Hours
Agricultural Business/ Animal Science	90 credits 2.0 overall GPA 380 Internship Orientation class	Ag. Bus. 12 credits/ 480 hours An. Sci. 14/ 600 hours
Agricultural Engineering Technology	85-90 credits 2.0 overall GPA Internship Orientation class	15 credits/600 hours
Applied Psychology	Students need to have completed ALL other requirements for graduation 2.5 GPA or better overall GPA	12 credits/480 hours
Biotechnology	Minimum 2.5 major field GPA and 2.5 overall GPA Normally reserved for senior students BIOL364 Biotechnology, BIOL 410 and a minimum of one additional course at the 200 level or above in Plant Sciences, Animal Sciences or Fisheries and Wildlife.	6 credits/270 hours
Business, FSMA, Cyber Information Technology	24 credits of upper-level coursework 2.5 major field GPA	12 credits/405 hours
Communications	2.0 overall GPA	3 credits/135 hours
Culinary Arts	90 credits 2.0 GPA CAHT 380 /CAHT 485 taken concurrently	12 credits/480 hours
Early Childhood	All Early Childhood courses completed with no more than 2 Upper Level LAS courses remaining and 2.5 overall GPA.	12 credits / 450 hours
Environmental and Energy Technologies	90 credits and 2.0 overall GPA.	12 credits/600 hours
Wildlife Management	90 credits and 2.0 overall GPA.	15 credits/600 hours

Graphic Design Technology	2.5 overall GPA with 60 credits completed. May be taken incrementally over the last two years of study. Faculty approval required.	3 credits/135 hours
Plant Science/Landscape Contracting/Turf	90 credits and 2.0 overall GPA.	15 cr./600 hours

**Note:** All programs have specific course requirements, such as Internship Orientation, that must be satisfied prior to internship. Contact department chairs for these specific requirements. All students are expected to be in good academic standing prior to the internship.

## Roles and Responsibilities

For an internship to be successful, the intern, faculty supervisor and site supervisor must collaborate. The Internship Learning Agreement (ILA) provides a template for the student, site supervisor and faculty supervisor to develop and establish the objectives and activities that the intern will work on throughout the internship. Students are responsible for developing objectives for the ILA and seeking approval from their faculty supervisor for internship. Faculty supervisors must approve the completed ILA prior to site supervisors' signing the document. Students need to communicate effectively with both their faculty and site supervisors throughout the internship. The ILA also lists the broad internship "student learning outcomes (SLOs)" for the student's major field of study. The responsibilities of the intern, faculty supervisor and site supervisor listed as follows:

### Intern Responsibilities:

- Obtain approval from the faculty supervisor or the faculty member designated to approve internships in the department granting the credit for the proposed internship and site;
- Work with the faculty supervisor to complete the Internship Learning Agreement, obtain appropriate signatures, and submit by the deadline;
- Satisfy all financial obligations for the internship including tuition and fees;
- Perform to the best of ability those tasks assigned by the site supervisor which are related to the learning objectives and to the responsibilities of the internship position;
- Abide by SUNY Cobleskill Student Conduct Code and academic policies, and follow all the rules, regulations and normal requirements of the internship site;
- Complete the academic requirements outlined in this ILA under the guidance of my faculty supervisor;
- Notify the faculty and site supervisors of any changes I need to make to this agreement or of any concerns or problems that may develop during the on-the-job experience;
- Terminate my participation only after discussing my concerns with my faculty supervisor and providing notice, when possible, to the site supervisor.
- Complete both the periodic and final evaluation forms in a timely manner;
- Return to campus for a final internship presentation and reporting.

**As a SUNY Cobleskill student planning to participate in a credit bearing internship experience to fulfill the academic requirements for my major:**

- I understand that I am choosing to fulfill my internship requirement through an in-person internship and accept the associated risk;
- I agree to comply with all safety regulations at my internship site including guidance set forth by the Department of Health, which may include wearing PPE/masks at the internship site;
- I understand that if I violate the safety policies at my internship site I may be dismissed from the site and/or my program and be subject to a conduct code violation;
- I have been offered alternative online projects (remote instruction and not in-person) which would allow me to fulfill my internship requirement;
- I understand that if I choose not to complete an in-person internship or I become uncomfortable at the internship site that I can notify the college and receive online projects which will allow me to fulfill my internship requirement.

#### **Faculty Supervisor Responsibilities:**

- Keep in contact with the student (a minimum of 3 substantive contacts during internship) to provide guidance, support and evaluation;
- Visit the internship site (if possible) and contact the site supervisor at least four times during the semester to discuss the student's performance (using the most appropriate means of communication);
- Assess the student's learning based upon internship duties, a daily journal or log, communication with the site supervisor, the site supervisor's periodic and final evaluations, completed activities required by the department including specified hours at the site, and the final student paper or other assignments. Submit appropriate paperwork for final credit and grades.

#### **Site Supervisor Responsibilities:**

- Clearly discuss the requirements of the internship with the student intern;
- Work with the student to complete on-site goals, duties and learning objectives;
- Provide ongoing supervision and feedback to the student on his/her performance;
- Communicate with the faculty supervisor and meet with him/her during the site visit or through any correspondence;
- Complete the periodic and final evaluations of the student's performance.
- **Affirm that this internship site represents and warrants that it is currently, and for the term of this Agreement will continue to be, in compliance with all applicable laws, regulations, and public directives, including, but not limited to, those issued in times of an emergency, regarding the health and safety of employees, the public, and student interns. Failure to comply with this provision will be considered a material breach of this Agreement.**

## **Part II: Planning**

Academic departments and institutions that offer internships have a responsibility to assure effective internship supervision. The faculty supervisor should be a full-time member of the

department from which the internship is offered and should be qualified to supervise the internship in the respective subject area, but exceptions may occur as determined by the department. Department faculty will determine which faculty will serve as supervisors for internships.

## **Student Compensation**

While focusing on the quality of the internship and academic components of the learning experience, SUNY Cobleskill allows students to engage in paid or unpaid internships.

## **Site Selection**

A good internship site will provide the student with practical experience in the student's area of academic interest. The site's personnel should provide mentoring and instruction to the student as part of the student's internship. Designated faculty will work with students to find internship sites and site supervisors suitable to the student's goals and the department's academic criteria.

There are several ways to locate acceptable internship sites:

- A. Students are responsible for researching, identifying, and finding possible internship opportunities. This activity will help students identify their own career goals and the manner in which they may best be achieved, and it will also help students learn career preparation skills that will be useful after graduation. Students may seek internships at sites already listed by the college as participating businesses/agencies or propose one found campus resources including faculty, Advisors, the Director of Internships and Graduate Pathways, the Center for Career Development staff, the Office for International Education, the Internship Orientation course instructor, professional acquaintances or Internet research. All internship opportunities must be reviewed and approved by the faculty supervisor prior to the student accepting an offer for internship.
- B. A business/agency may solicit a department for participation in the program. Those wishing to host an intern may be asked to submit a proposal describing the responsibilities and activities that would be assigned to an intern.
- C. Faculty may use professional contacts to solicit internships at appropriate sites.
- D. Assistance for students looking for potential internship opportunities is available on the Center for Career Development website.

A site visit is highly recommended prior to accepting the business/agency participation in the internship program.

## **Financial Aid and Student Health Insurance**

Students remit tuition (payment) to the college for internship credit, as they would for any other course. Students preparing to engage in an internship that will result in a total course load of less than 12 credits (thus dropping the student below full-time status if not enrolled in additional courses) should check with their financial aid advisors to determine their eligibility for financial

aid and with their health insurers to determine whether insurance coverage applies to the internship.

## Internship Learning Agreement (ILA)

The Internship Learning Agreement (ILA) is an arrangement between the student intern, the faculty supervisor and the site supervisor to identify the learning objectives and activities that will be part of the internship and will include the established student learning outcomes (SLOs). Students are not permitted to have related family members, such as mother/father, aunt/uncle, sister/brother, serve as their site supervisor for internship.

As with all credit-bearing courses, student learning outcomes (SLOs) have been predetermined for all internships by the faculty within each department. These SLOs for internships reflect institutional goals relating to communication, cognitive and personal skills the faculty expects students to demonstrate, as well as more discipline-specific goals at the departmental level. The SLOs are listed on the ILA.

Internship objectives and activities should be specifically designed for individual internships to help accomplish stated learning outcomes. During the internship experience, both faculty and site supervisors will monitor the intern's activities.

The ILA - Internship Learning Agreement must be completed and signed prior to the start of the internship. The student is responsible for submitting the completed "Objectives and Activities and the ILA web form, which will be processed by the School Office, and should follow the deadlines listed in the ILA. **ILA's will NOT be processed after 14 days into a given semester or summer. If a student wishes to file an ILA after the 14-day deadline, the student can file a Request for Late Registration for Internship form, which can be found on the Registrar Office's web page (scroll to bottom to locate the form):**

<https://www.cobleskill.edu/academics/registrar/forms.aspx>

Please find instructions below for completing the ILA on the Center for Career Development's web page, under "Internships" and then choose "Manuals and Forms."

ILA - Internship Learning Agreement and the "Internship Paperwork Flow" can be found here: <https://www.cobleskill.edu/academics/career-development/manuals-forms.aspx>

## Internship Paperwork Workflow

<b>Student</b> - Find your major's ILA-Student Learning Outcomes & Objectives and
<b>Student</b> - Submit the completed web form with attached ILA-Student Learning Outcomes & Objectives and Activities document.

**Faculty Supervisor**- Work with the student to complete and approve ILA-Objectives and Activities and make sure they have the details and contact information they need for the ILA web form.

**Student**- Fill out the ILA-Internship Details and Contact Information web form (link/button found on Center for Career Development's webpage).

**School Secretaries**- Will review the web form and send out the entire Internship Learning Agreement for signatures through Adobe Sign, using the contact information provided on the web form. If there are errors that cannot be corrected, the student may be asked to resubmit the web form.

**School Secretaries**- If necessary, the paperwork will be processed so liability insurance can be set up for the internship site.

**Signature Workflow:** Student – Faculty Supervisor – Site Supervisor – Dean – VPAA

**School Secretaries**- Once all signatures are obtained on the Internship Learning Agreement and

When the student submits a completed ILA with Objectives and Activities included, the School Office will set up a workflow to obtain the following signatures: student intern, faculty supervisor, site supervisor, Dean and then the VPAA's office for signature. Upon approval and return of the forms, the secretary will register the student in the internship course. (An affiliation agreement is required when an internship is not being paid an hourly wage. See next section, "Affiliation Agreement," for details.)

The VPAA's Office will retain a copy of the ILA for the college's records. The CCD is responsible for generating the online periodic and final evaluations to the student intern and the site supervisor half way through and again just prior to the completion of the internship. Faculty can access the evaluations on "Formstack" with the link provided by the CCD.

The CCD will archive the evaluation data approximately 6 weeks after the close of each semester or summer and send it to the Deans. The Deans will make the data available for faculty for the purposes of program review.

The “Objectives and Activities” form and the ILA -Internship Learning Agreement can be found at:

<https://www.cobleskill.edu/academics/career-development/manuals-forms.aspx>

ILA web form:

[https://microsoftintegration.na2.echosign.com/public/esignWidget?wid=CBFCIBAA3AAABLb1qZhB3PeCHrTbQ60\\_2hQtzRD34hhwBHeBnMTjuQenUQ2qUCDAfV6L\\_4RZRLp8KI\\_fq7UE\\*](https://microsoftintegration.na2.echosign.com/public/esignWidget?wid=CBFCIBAA3AAABLb1qZhB3PeCHrTbQ60_2hQtzRD34hhwBHeBnMTjuQenUQ2qUCDAfV6L_4RZRLp8KI_fq7UE*)

## Affiliation Agreement

A written affiliation agreement between the college and the site is required when an internship is unpaid or offers a stipend. No Affiliation Agreement is required when interns are paid an hourly wage.

Procedure for completing Affiliation Agreements:

1. The School Office receives the Internship Learning Agreement (ILA) and notes if the internship is “paid” or “unpaid.”
2. If the ILA indicates “unpaid” or if the student is receiving a *stipend* in lieu of an hourly wage, an Affiliation Agreement form must be completed, signed and processed.
3. Affiliation Agreement forms are completed by the School Office and emailed to the site supervisor for signature. It is then faxed or scanned back to the school secretary. It is the secretary’s responsibility to follow up and facilitate return of the signed agreement. **The secretaries inform the faculty supervisor and the student intern that the student may not begin the internship without the completion of the Affiliation Agreement process.** As soon as the signed Affiliation Agreement is received it should be forwarded to the CCD for processing through SUNY Administration.
4. The Center for Career Development is responsible for completing an Affiliation Contract and submitting it to SUNY. An Insurance Certificate is issued in the name of the employer/site, usually within 10 days. The CCD emails the Insurance Certificate to the school secretary immediately upon receipt. It is the secretary’s responsibility to notify the student, site supervisor and faculty supervisor that the student may begin the internship.
5. **Student interns are NOT permitted to begin an internship until the Affiliation Agreement has been processed and the site has received a copy of the Insurance**

**Certificate.**

The Affiliation Agreement is available to the school secretaries as they are responsible for completion and submission to employers for signature. When the necessary paperwork is finalized for liability insurance, the School Secretaries will register the student for the internship and notify the student, the Faculty Supervisor and the Site Supervisor through e-mail.

Non-Clinical

AFFILIATION AGREEMENT BETWEEN  
\_\_\_\_\_  
AND  
STATE UNIVERSITY OF NEW YORK  
College at Cobleskill

This Agreement is made by and between \_\_\_\_\_, with its office(s) located at \_\_\_\_\_ (hereinafter referred to as "Host") and the State University of New York, an educational corporation organized and existing under the laws of the State of New York, and having its principal place of business located at University Plaza, Albany, New York 12246, for and on behalf of SUNY Cobleskill (hereinafter referred to as "University").

WHEREAS, University has undertaken an educational program in the discipline of \_\_\_\_\_; and

WHEREAS, University and Host desire to have an association for carrying out said educational program.

NOW, THEREFORE, it is agreed that:

1. University shall assume full responsibility for planning and executing its educational program in the discipline of \_\_\_\_\_ including programming, administration, curriculum content, faculty appointments, faculty administration and the requirements for matriculation, promotion and graduation, and shall bear all costs and expenses in connection therewith. University further agrees to coordinate the program with Host's designee. Attached as Exhibit A is a copy of the curriculum.
2. University shall be responsible for assigning students to Host for practical experience. University shall notify Host one (1) month in advance of the planned schedule of student assignments to practical duties including the dates, number of students and instructors. The schedule shall be subject to written approval by Host.
3. University, at its sole cost and expense, shall provide faculty as may be required for the teaching and supervision of students assigned to Host for practical experience.
4. University agrees that at all times students and faculty members are subject to the supervision of

Host and are considered part of Host's workforce only for purposes of access to and disclosure of protected health information ("PHI") as defined by 45 CFR 164.501. University shall inform students and faculty that they must comply with all rules applicable to both students and faculty while at Host's facility, and that failure to comply shall constitute a cause for terminating such student's assignment to or such faculty member's relationship with Host. Host will provide copies of all policies and procedures to the students and faculty members. University and Host agree to cooperate with one another's operational, regulatory, licensure and accreditation requirements including but not limited to related surveys, audits, and other reviews.

5. Students and faculty members shall respect the confidential nature of all information that they have access to in accordance with the policies and procedures of University and Host. Host acknowledges that University is a public entity and that Host's proprietary information may be subject to disclosure pursuant to New York State Public Officers Law or other applicable law. University is an agency of the State of New York, and as such, any and all agreements to which University is a party are considered public record and subject to disclosure under the New York State Freedom of Information Law ("FOIL").

6. Host may terminate any student's or faculty member's assignment from Host when a student or faculty member is unacceptable to Host for reasons of health, performance, or for other reasons which, in Host's reasonable judgment and to the extent allowed by law, cause the continued presence of such student or faculty member at Host not to be in the best interest of Host. Host will report any such action to University orally and in writing.

7. Host, as it deems necessary and proper, shall make available for student experience classrooms and other facilities, including equipment and supplies, libraries, and cafeteria facilities, consistent with its current policies concerning availability. Host shall also provide orientation for University faculty and students.

8. Host shall have no responsibility for the transportation of faculty or students.

9. Except as set forth in Paragraph 4 of this Agreement, students and faculty members shall not be deemed employees, servants or agents of Host, but shall be considered invitees. Neither party shall pay the other any compensation or benefits pursuant to this Agreement. The parties acknowledge that Host is not providing any insurance, professional or otherwise, covering any students or faculty members.

10. University agrees that it shall secure Workers' Compensation Insurance for the benefit of all faculty and other University employees required to be insured by Workers' Compensation Law, and shall maintain such coverage throughout the duration of this Agreement. The laws of the state where Host is located shall dictate whether a student is covered by Workers' Compensation Law.

11. Subject to the availability of lawful appropriations and consistent with the New York State Court of Claims Act, University shall hold Host harmless from and indemnify it for any final judgment of a court of competent jurisdiction for University's failure to perform its obligations hereunder or to the extent attributable to the negligence of University or of its officers or employees when acting within the course and scope of this Agreement.

**“[Partner] represents and warrants that it is currently, and for the term of this Agreement will continue to be, in compliance with all applicable laws and regulations regarding social distancing, PPE and all other applicable safety protocols associated with the COVID -19 crisis. Failure to comply with this provision will be considered a material breach of this Agreement.”**

12. Host shall indemnify and hold harmless University, its officers, employees and agents from and against any and all damages, claims, losses and/or expenses (including reasonable attorney's fees) which may finally be assessed against University in any action arising out of the acts or omissions of Host under this Agreement. The State of New York reserves the right to join in any such claim, demand or suit, at its sole expense, when it determines there is an issue involving a significant public interest.

13. University shall maintain during the term of this Agreement liability insurance, in amounts not less than \$3,000,000 for bodily injury and property damage combined single limit; and Host is to be additionally named insured under such liability policy or policies. The persons insured under such policy or policies shall be the students of the State University of New York with respect to liability arising out of their participation in the program carried out under this Agreement. University's faculty members are covered by the defense and indemnification provisions of section 17 of the Public Officers Law with respect to liability arising out of their participation in the clinical program carried out under this Agreement. University agrees to notify Host in writing no less than ten (10) days written notice prior to the cancellation, modification or non-renewal of any insurance coverage. Notwithstanding the foregoing, Host shall remain liable for direct damages resulting from its negligence.

14. It is mutually agreed that neither party shall discriminate on the basis of race, color, national origin, religion, creed, age, disability, sex, gender identity, gender expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction.

15. In accordance with the provisions of the Family Educational Rights and Privacy Act (“FERPA”), in order for University to share information about the student from the student's educational records, Host must agree not to disclose the information to a third party without the student's consent, and to use the

information only for the purposes for which it was disclosed.

16. This laws of the State of New York shall govern this agreement without regard to conflict of law provisions. Any dispute arising under this Agreement shall be resolved in a court of competent jurisdiction in the State of New York. This Agreement contains the entire understanding of the parties with respect to the matters contained herein.

17. This Agreement or any of its provisions shall not be assigned, delegated, transferred, conveyed, sublet, or otherwise disposed of without the prior written consents of University, the New York State Attorney General and the New York State Office of the State Comptroller, and any attempts to assign, delegate, transfer, convey, sublet, or otherwise dispose of this Agreement without said written consents shall be null and void.

18. The effective date of this Agreement shall be \_\_\_\_\_ and shall continue in full force and effect for five (5) years or until terminated as set forth in this paragraph. This Agreement may be terminated by either party upon ninety (90) days written notice to the other, provided, however, that no such termination shall take effect until the students already placed in the program have completed their scheduled clinical training.

19. For purposes of written notification:

To UNIVERSITY

State University of New York at Cobleskill  
106 Suffolk Circle \_\_\_\_\_  
Cobleskill, New York 12043  
\_\_\_\_\_

To HOST

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the dates set forth below:

By: Susan J. Zimmermann, Ph.D., Provost \_\_\_\_\_  
SUNY Cobleskill Date  
Knapp Hall, Room 202  
106 Suffolk Circle  
Cobleskill, NY 12043

By: \_\_\_\_\_ Date  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

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## Scheduling and Substitutions

**Scheduling:** A student will be registered for an internship course once the ILA is completed, approved and signed by the VPAA and submitted to the school office. The school secretary will then enroll the student in the internship course. Registrations cannot be processed if a student has a “hold” or if a student’s status is inactive. Please refer all students with holds to the Student Accounts Office. Students with inactive student status should contact the Admissions Office for reinstatement. Once the hold has been resolved or the student is reinstated with active status, the student will be registered. However, students only have until the **fourteenth day** of the current semester to be registered for internship. If student finds an internship site after the **fourteenth day** of the semester they will have to wait to begin until the opening of the next semester or summer or complete a “Request for Late Registration for Internship” form (scroll to bottom):

<https://www.cobleskill.edu/academics/registrar/forms.aspx>

**Students having difficulty finding an internship for a specific semester may request an “Academic Leave” utilizing the “Academic Leave form” which can be found in the Registrar’s Office.** This “academic leave” status will postpone repayment of student loans for one semester and the student will not have to reinstate with the Admissions Office for the following semester.

## Request for Late Registration for Internship

Please type all information requested. Print the form, obtain the appropriate signatures and submit to the Registrar’s Office for processing. Note: Any unauthorized changes, altered dates or forged signatures will result in disciplinary action.

Sections 1 and 2 must be completed BEFORE obtaining the Dean’s signature.

### Section 1

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_  
Local Address: \_\_\_\_\_ Local Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Current Semester: \_\_\_\_\_ CRN: \_\_\_\_\_ Course SUBJ/NUMBER: \_\_\_\_\_  
Instructor: \_\_\_\_\_

Reason for this request: (Please note: Being unaware of the deadline is not a valid reason for an

exception.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Section 2 – Instructor’s Recommendation

( ) I support ( ) I DO NOT support the petition.

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Section 3 - Dean’s Signature

( ) I support ( ) I DO NOT support the petition.

Dean’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Dean of the Division in which the course is taught

**Internship Course Substitutions:** Coursework taken as a substitution for an internship must be recorded. The Course Substitution Form must be used to outline a student’s individual internship plans and can be found on the Center for Career Development’s web page immediately following the link to the ILA - Internship Learning Agreement (scroll down to locate the form entitled “Substitution of Coursework for Internship”):

<https://www.cobleskill.edu/academics/career-development/manuals-forms.aspx>

The courses must be 300/400 level courses. Students may not use courses taken in previous semesters to count towards their internship. Approval for course substitution for part of the internship must be completed by mid-term in the semester preceding the internship. The “Course Substitution Form” requires students to submit this form for each semester they are registering for courses to be used in place of internship.

To request credits for “life experience or previous work experience” the new Course Substitution Form must be completed along with a written statement outlining how their previous work experience meets the learning goals they would have accomplished on internship. Students must provide a written statement (2 -3 typed pages) and attach it to the course substitution form and submit it for approval to the academic advisor, department chair, Dean and VPAA. In some cases, a maximum of 6 credits for life experiences may be granted. Any exceptions to this will need VPAA approval. Students will need to be registered for these “life experiences/previous work experiences”

**Incomplete** – A grade of “Incomplete - I” must be submitted with a letter grade by the seventh week of the following semester or summer. If paperwork is not submitted to change the “I” or extend the incomplete (which needs approval from a Dean) by the seventh week of the semester, the “I” grade becomes an “F” grade. If a student receives an “I” for a baccalaureate internship they are considered “enrolled” for the semester in which they completed the

internship and received the grade of "I", and they are not considered enrolled for the following semester or summer. An extension for a grade of "I" must be approved by the internship faculty supervisor and the Dean. Faculty supervisors complete a "Change of Grade" form to extend the "I".



State University of New York  
College of Agriculture and Technology  
Cobleskill, New York

**Bachelor Degree Internship Program  
COURSE SUBSTITUTION FORM**

Student Name (Last)	(First)
800	
Student ID#	Email
Major/Degree	GPA

- I am requesting \_\_\_\_\_ credits of internship "waiver" for related work experience be granted toward the internship requirement (6 credit max.) and understand that I will need to be registered for these credits. Student must submit a written report of their prior learning experience.
- I am requesting \_\_\_\_ credits of partial internship, which I will need to be registered for and need to have completed the required ILA.
- The remainder of the internship will be completed by substituting \_\_\_\_\_ credits of course(s) listed below.
- I am requesting a substitution of course work for my internship.

**Approval for course substitution for part of the internship must be completed by mid-term in the semester preceding the internship.**

**For requests of course substitutions for partial credits and for course work only, complete the section below.**

Fall _____ Course(s)	Spring _____ Course(s)	Summer _____ Course(s)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

According to the Middle States Commission on Higher Education courses, programs, and other learning experiences are judged on their learning outcomes, using valid evaluation measures. College level learning is defined for the granting of credit for transfer of prior learning or advanced placement secondary learning, and it is clear that credit is awarded for learning, not experience.

**For faculty completion:**

Describe setting in which student’s prior learning was accomplished (for waiver of internship only) :

Describe measure used to evaluate student’s prior learning (portfolio of work or written report) that satisfies “Student Learning Outcomes” for internship:

Please **attach** the portfolio or written report submitted by student so that all parties signing document can review.

_____ Student Signature	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	
_____ Advisor Signature	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	_____ Date
_____ Department Chair Signature	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	_____ Date
_____ School Dean Signature	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	_____ Date
_____ Vice President for Academic Affairs Signature	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	_____ Date

### **Part III: Implementation Supervision**

Internships require a combined supervisory effort between the SUNY Cobleskill and the internship site. Effective faculty supervision has a direct effect on the quality of the student learning experience. **Faculty are required to attend the Internship Professional Development workshop prior to supervising an internship and then once annually.**

A. Internship supervision is provided by a **faculty supervisor** from the department that offers the internship.

B. An appropriately qualified individual from the site, the **site supervisor**, will supervise the students at each site in consultation with the faculty supervisor from the department. The site supervisor should provide training and mentoring that will benefit the student.

C. If a Faculty Supervisor is unavailable for an extended period, they should appoint another faculty member from their department to cover and leave an email “away message” so interns and site supervisors will know who to contact in their absence.

#### **Faculty-Student Communication during the Internship**

The faculty supervisor is required to maintain regular contact with the student intern regarding progress during the entire course of the internship. Contact may be established through e-mail and other electronic communication, telephone, faculty-student meetings, site visits, and/or hard-copy communications. While the frequency of contact may vary, a minimum of 3 substantive contacts are required to provide guidance, support and evaluation to the student intern. At least one site visit is recommended where geographically feasible, during the first half of the internship. The faculty supervisor will contact the site supervisor at least four times during the semester to discuss the student’s performance. Upon completion of the internship, student interns will give a presentation on campus including how they achieved their Student Learning Outcomes, internship goals and objectives.

The Faculty Site Visitation Guideline shown below can be found at:

<https://www.cobleskill.edu/academics/career-development/manuals-forms.aspx>

**Bachelor Degree Internship Program  
FACULTY SITE VISITATION GUIDELINE**

Name: \_\_\_\_\_ Date of Visit: \_\_\_\_\_  
 Internship Site: \_\_\_\_\_  
 Site Supervisor: \_\_\_\_\_  
 Internship Site Address: \_\_\_\_\_  
 Faculty Supervisor: \_\_\_\_\_  
 Average Number of Hours Worked Per Day: \_\_\_\_\_ Days Per Week: \_\_\_\_\_

Please answer the following by checking the appropriate box. Comments are appreciated on back.

	Yes	No
1. Were you able to visit in-depth with the intern and discuss his/her experiences?		
2. Does the intern seem satisfied with the "fit" of the internship to date?		
3. Is the intern gaining knowledge and growing professionally?		
4. Is the intern making progress with the activities and objectives listed in his/her Internship Learning Agreement (ILA)?		
5. Has the intern encountered any major problems with the internship? If yes, please comment:		
6. Did you have an opportunity to visit with the site supervisor and discuss the internship?		
7. Does the site supervisor seem satisfied?		
8. Is the site supervisor following the objectives from the ILA?		
9. Do you believe the site supervisor is concerned about the intern and the experience he/she is receiving?		
10. Do you believe the intern will complete the requirements listed in the ILA?		
11. Do you believe this will be a successful internship?		

Please answer in detail:

- List any concerns you have about this internship, the intern, the site supervisor or the site.
- Did you discuss altering the internship with the intern or the site supervisor? If so, how?
- What assignments did you give the intern?
- What have you observed at this site that may be a strong point or a negative feature?
- What problems were you able to solve during your visit?
- When will you be making another contact with the intern and the site supervisor?

General Comments (continue on back):

Q:\17-26-11 Faculty site visitation guideline.docx

Site visits are strongly recommended. Even when the supervisor knows the site and client very well, on-site visits give the student the opportunity to speak with the faculty supervisor about issues that may not have been addressed through e-mail communications. On-site visits also allow the site supervisor to discuss the student's progress toward achieving internship learning outcomes and to understand the importance the academic institution places on supervised and mentored work experiences.

Visits can be conducted by other faculty, business professionals or alumni located near the internship site. When any person other than the assigned faculty supervisor makes visits, the faculty supervisor should select and provide guidance to that individual relating to the visit. The faculty supervisor should provide the ILA and list the internship requirements and learning outcomes.

## Withdrawal

**Withdrawal from Internship:** Course withdrawal from an internship will follow the same guidelines as withdrawal from a full semester course. If students are unable to complete the total number of internship hours required at their current site and are not able to secure another internship by the mid-point of that semester, the student must withdraw.

"Incompletes" will not be allowed for these situations. Students must then register during the next semester for their internship. Students who withdraw or are withdrawn during the timeframes posted by the Student Accounts Office for the appropriate semester will incur the financial liabilities as stipulated. See below for the academic policy associated with withdrawing.

### 4.24 Withdrawal from Course(s) by Student

A student may withdraw from a course(s) during the first ten weeks of a semester (pro-rated for modular courses) and will receive a grade of "W." After the tenth week, students may not withdraw from courses unless the instructor concerned, the student's advisor, and the dean in the degree program in which the student is enrolled recommend such action to the Provost/VP for Academic Affairs. The recommendations must be in writing with supportive statements as to the extenuating circumstances which warrant the withdrawal. If permitted to withdraw, a grade of "W" will be assigned. (See Section 4.11) Students may not initiate a withdrawal from a developmental course. Developmental courses are those with a course number below 100, for example 098.

### 4.25 Withdrawal from Courses by Instructor

An instructor may request that the school dean cancel a student's registration in a course because of excessive absences or violation of academic regulations and standards as stated in the course policies or the College academic code. The dean will inform the student in writing citing the reason(s) for the withdrawal. When a student is withdrawn for excessive absence within the first 10 weeks, a grade of "W" will be assigned. After 10 weeks, a grade of "F" may be assigned. A student may be assigned an "F" grade when dismissed from a course as a result of violation of academic integrity.

## Withdrawal or Termination from Site

What happens when a student intern is terminated or terminates?

**If terminated:** Students need to notify their Faculty Supervisor in writing within 48 hours of termination. Faculty will follow up with the site regarding the reason for termination in a timely manner. If the intern has violated our Student Conduct Code, the Faculty Supervisor must file Conduct Board ("C" Board) charges. For the filing procedure, faculty should notify the Director of Judicial Affairs, under the Residential Life Office.

If a student intern is terminated by a site for a conduct code violation and found responsible after board proceedings, the faculty supervisor will be notified, and appropriate action will be taken. An academic deficiency withdrawal may be processed to document the incident.

If intern terminates: Students need to notify their Faculty Supervisor and Site Supervisor prior to resigning or leaving an internship site for any reason. When possible, students should provide notice to the site.

## **Reports from the Internship Site**

Communication will include periodic evaluations from both site supervisors and interns. The Office of Academic Affairs and the Assessment Coordinator will initiate an email at the mid-point (5-7 weeks into internship) and a final evaluation (about 10 days prior to completion of the internship) to site supervisors and interns containing an electronic evaluation form. Faculty Supervisors will receive a LINK via email from the Office of Academic Affairs and the Assessment Coordinator providing them with access to both periodic and final Site Supervisor and Student evaluations, by major. The link will also provide access to a spreadsheet listing the dates evaluations have been sent from the college so that Faculty Supervisors can encourage Site Supervisors and student interns to submit their evaluations, if they have not completed in a timely manner. Faculty will determine that desired student learning outcomes can be or are being achieved in accordance with the original ILA and that academic standards are being maintained as the internship progresses. This may require the faculty and site supervisors to meet to discuss whether mutually agreed-upon objectives are being met.

**Bachelor Degree Internship Program  
SITE SUPERVISOR EVALUATION FORM - PERIODIC**

Student: \_\_\_\_\_ Business/Agency: \_\_\_\_\_

**Introduction:** The purpose of this assessment is to provide the student intern with constructive feedback on his/her internship experience. The form should be completed by the internship site supervisor or the individual who has the closest supervision of work assignments. Honest and objective comments regarding the student's performance are appreciated. Please circle the appropriate rating using the 1 (low) to 4 (high) scale. Additional comments are invited whenever appropriate.

- 4. Exceptional            Always demonstrates this ability; consistently exceeds expectations
- 3. Very Good            Consistently meets expectations; sometimes exceeds expectations
- 2. Satisfactory         Demonstrates basic competency; generally meets expectations
- 1. Unsatisfactory      Does not demonstrate competency; does not meet expectations

**A. Professional Competencies/Program Objectives:**

1. Student possesses basic level of technical skills	4	3	2	1	NA
<i>(different for each major)We will ask for input and have a different set of competencies to rate for each major. We will ask the faculty to author these.</i>					
1.	4	3	2	1	NA
2.	4	3	2	1	NA
3.	4	3	2	1	NA
4.	4	3	2	1	NA
6.	4	3	2	1	NA
7.	4	3	2	1	NA
8.	4	3	2	1	NA
9.	4	3	2	1	NA
10.	4	3	2	1	NA

Comments:

**B. Work Habits**

1. Reports to work prepared and as scheduled	4	3	2	1	NA
2. Exhibits a positive and professional attitude	4	3	2	1	NA
3. Demonstrates appropriate appearance and dress	4	3	2	1	NA
4. Shows good judgment	4	3	2	1	NA
5. Shows initiative	4	3	2	1	NA

Comments:

**B. Communication Skills**

1. Understands and follows instructions	4	3	2	1	NA
2. Communicates ideas and concepts clearly in writing	4	3	2	1	NA
3. Demonstrates effective verbal communication skills	4	3	2	1	NA
4. Listens to others in an active and attentive manner	4	3	2	1	NA
5. Asks questions as necessary to ensure proper job performance	4	3	2	1	NA

Comments:

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**Bachelor Degree Internship Program  
 STUDENT EVALUATION FORM - PERIODIC**

**Student** \_\_\_\_\_ **Internship Site:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Introduction:** The purpose of this assessment is to allow you, the student intern, an opportunity to provide constructive feedback on your internship experience. We would appreciate your honest and objective comments about your internship experience. Please circle the appropriate rating using the 4 (high) to 1 (low) scale. Additional comments are invited whenever appropriate.

	4. Exceptional	3. Very Good	2. Satisfactory	1. Unsatisfactory	
<b>1. Rate the quality of your internship experiences, to date:</b>					
The match between the job description provided and the actual internship experience	4	3	2	1	NA
The orientation to the job and organization	4	3	2	1	NA
The site supervisor's arrangement of a mutually agreed-upon work schedule	4	3	2	1	NA
The training provided	4	3	2	1	NA
The learning experience you have received from your site supervisor	4	3	2	1	NA
The consistency of your internship tasks with your abilities	4	3	2	1	NA
The interactions with coworkers	4	3	2	1	NA
The professional and educational value of your internship	4	3	2	1	NA
<b>2. Explain the main duties you have performed and responsibilities you have had during this period of your internship.</b>					
<b>3. What positive experiences can you share regarding your internship?</b>					
<b>4. Has this internship site been a good choice for you? Explain.</b>					
<b>5. Do you feel your internship was weak in any particular area? If so, please provide details.</b>					
<b>6. Did you encounter any problems with your internship? Please provide details.</b>					
<b>7. What can you do to improve the remainder of your internship? Please explain.</b>					
<b>8. Have you had adequate contact with your faculty supervisor? Please explain.</b>					
<b>9. Do you wish to have a meeting or conversation with your faculty supervisor in the immediate future?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No					

\_\_\_\_\_  
 Student Signature \_\_\_\_\_  
 Date

**Thank you for taking the time to complete this evaluation. Please mail, email or fax form to:**  
 State University of New York College of Agriculture and Technology, Cobleskill, NY 12043

Faculty Supervisor's Name and Contact Info:  
 Email:  
 Fax:

**Bachelor Degree Internship Program  
SITE SUPERVISOR EVALUATION FORM - FINAL**

Student: \_\_\_\_\_ Business/Agency: \_\_\_\_\_

**Introduction:** The purpose of this assessment is to provide the student intern with constructive feedback on his/her internship experience. The form should be completed by the internship site supervisor or the individual who has the closest supervision of work assignments. Honest and objective comments regarding the student's performance are appreciated. Please circle the appropriate rating using the 1 (low) to 4 (high) scale. Additional comments are invited whenever appropriate.

- 4. **Exceptional**                      Always demonstrates this ability; consistently exceeds expectations
- 3. **Very Good**                      Consistently meets; sometimes exceeds expectations
- 2. **Satisfactory**                      Demonstrates basic competency; generally meets expectations
- 1. **Unsatisfactory**                      Does not demonstrate competency; does not meet expectations

**A. Professional Competencies/Program Objectives (different for each major)**

1. We will ask for input and have a different set of competencies to rate for	4	3	2	1	NA
2. each major. We will ask the faculty to author these.	4	3	2	1	NA
3.	4	3	2	1	NA
4.	4	3	2	1	NA
5.	4	3	2	1	NA
6.	4	3	2	1	NA
7.	4	3	2	1	NA
8.	4	3	2	1	NA
9.	4	3	2	1	NA
10.	4	3	2	1	NA

Comments:

**B. Work Habits**

1. Reports to work prepared and as scheduled	4	3	2	1	NA
2. Exhibits a positive and professional attitude	4	3	2	1	NA
3. Demonstrates appropriate appearance and dress	4	3	2	1	NA
4. Shows good judgment	4	3	2	1	NA
5. Shows initiative	4	3	2	1	NA

Comments:

**C. Communication Skills**

1. Understands and follows instructions	4	3	2	1	NA
2. Communicates ideas and concepts clearly in writing	4	3	2	1	NA
3. Demonstrates effective verbal communication skills	4	3	2	1	NA
4. Listens to others in an active and attentive manner	4	3	2	1	NA
5. Asks questions as necessary to ensure proper job performance	4	3	2	1	NA

Comments:

**D. Interpersonal Skills**

1. Relates to co-workers effectively	4	3	2	1	NA
2. Manages and resolves conflict in an effective manner	4	3	2	1	NA
3. Supports and contributes to a team atmosphere	4	3	2	1	NA
4. Controls emotions in a manner appropriate for work	4	3	2	1	NA
5. Interacts effectively and appropriately with supervisor	4	3	2	1	NA
6. Accepts constructive criticism and advice	4	3	2	1	NA

Comments:

**E. Professional & Career Development Skills**

1. Seeks to understand personal strengths and weaknesses	4	3	2	1	NA
2. Self-motivated	4	3	2	1	NA
3. Demonstrates ability to set appropriate priorities	4	3	2	1	NA
4. Demonstrates good time management skills	4	3	2	1	NA
5. Demonstrates intellectual curiosity					

Comments:

**F. Overall performance of student intern:**

Exceptional      Very Good      Satisfactory      Unsatisfactory

Comments:

I have discussed this evaluation with the intern.    \_\_\_ YES    \_\_\_ NO

Comments:

If you had a position available would you consider hiring this student?    \_\_\_ YES    \_\_\_ NO

Were you and your intern able to follow the objectives and activities listed in the Internship Learning Agreement?    \_\_\_ YES    \_\_\_ NO

**INTERNSHIP PROGRAM EVALUATION**

Please answer the following with an "X" in the appropriate area. Comments are encouraged.

		Yes	Uncertain	No
1.	Did you have a positive experience with the internship program?			
2.	Would you like to participate in the internship program again?			
3.	Were you able to maintain an open line of communication with your intern's faculty supervisor?			
4.	Did you receive adequate information regarding the program to make you an effective site supervisor?			

Comments:

How would you rate the internship program? Check one.

Excellent       Very Good       Average       Minimal       Unacceptable

Q:\Site Supervisor Eval - Final form\Site Supervisor Eval-FINAL.docx

Please make any suggestions or comments regarding the internship program.

---

Site Supervisor's Signature

---

Date

State University of New York College of Agriculture and Technology at Cobleskill thanks you for participating in this internship program. We appreciate the time and effort you have contributed to its success and to the success of your intern. We hope it was a positive and learning experience for you as well as your intern.

Site Supervisor's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title/Position: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Thank you for taking the time to complete this evaluation. Please mail, email or fax form to:

Faculty Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_ FAX: (518) 255-XXXX

Email: \_\_\_\_\_

State University of New York College of Agriculture and Technology at Cobleskill, Cobleskill, NY 12043

If you choose to send this back electronically, please send as an attachment from your email account.

## Bachelor Degree Internship Program STUDENT EVALUATION FORM- FINAL

**Student:** \_\_\_\_\_ **Internship Site:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Introduction:** The purpose of this assessment is to allow the student intern to provide constructive feedback on his/her internship experience. The form should be completed by the student intern. We would appreciate honest and objective comments about the internship experience. Please circle the appropriate rating using the 1 (low) to 4 (high) scale. Additional comments are invited whenever appropriate.

	4. Exceptional	3. Very Good	2. Satisfactory	1. Unsatisfactory	
<b>A. Professional Competencies/Program Objectives</b>					
<b>Rate the quality of the learning experience in the following areas:</b>					
1.	4	3	2	1	NA
2.	4	3	2	1	NA
3.	4	3	2	1	NA
4.	4	3	2	1	NA
5.	4	3	2	1	NA
6.	4	3	2	1	NA
7.	4	3	2	1	NA
8.	4	3	2	1	NA
9.	4	3	2	1	NA
10.	4	3	2	1	NA
<b>B. Rate the quality of:</b>					
The orientation to the job and organization	4	3	2	1	NA
The training provided.	4	3	2	1	NA
The adequacy of resources available to accomplish projects.	4	3	2	1	NA
The interactions with coworkers	4	3	2	1	NA
The job description provided	4	3	2	1	NA
The receptiveness to your contributions and opinions	4	3	2	1	NA
The regular constructive feedback from your site supervisor on your progress	4	3	2	1	NA
The learning experience received from your site supervisor	4	3	2	1	NA
The work assignments' educational value	4	3	2	1	NA
The site supervisor's arrangement of a mutually agreed-upon work schedule	4	3	2	1	NA
The internship experience in relation to your academic discipline and/or career goals	4	3	2	1	NA
Opportunities for you to develop problem solving abilities.	4	3	2	1	NA
The opportunities for you to work as a part of a team.	4	3	2	1	NA
The opportunities for you to better understand organizational structure and behavior.	4	3	2	1	NA
<b>C. Were the responsibilities assigned consistent with your abilities?</b>					
	Yes	No			
If no, please explain:					
<b>D. Rank the quality of your internship experience:</b>					
	4. Exceptional	3. Very Good	2. Satisfactory	1. Unsatisfactory	
Make any suggestions or comments regarding the internship:					

### E. INTERNSHIP PROGRAM EVALUATION

Answer the following with an "X" in the appropriate area. Comments are encouraged.

		Yes	No	Uncertain
1.	Did you have a positive experience with the internship program?			
2.	Did your internship fulfill your expectations?			
3.	Were you able to complete your objectives and activities listed in the ILA?			
4.	Were you able to maintain an open line of communication with your site supervisor?			
5.	Do you feel you were able to maintain an open line of communication with your faculty supervisor?			
6.	Did your internship provide enough structure?			
7.	Would you recommend this internship site to other students?			
8.	Did your site supervisor provide any information or advice regarding career choices or future employment opportunities?			

Comments:

\_\_\_\_\_

Student Signature

Date

State University of New York College of Agriculture and Technology at Cobleskill thanks you for participating in this internship program. We appreciate the time and effort you have contributed to the success of your internship. We hope it was a positive and learning experience for you and will help you in your future career.

**Thank you for taking the time to complete this evaluation. Please mail, email or fax this form to:**

State University of New York College of Agriculture and Technology at Cobleskill  
Cobleskill, NY 12043

**Faculty Supervisor's Name and Contact Info:**

Email:

Fax:

## Part IV: Conclusion

Upon completion of the internship, the Site Supervisor Evaluation-Final and the Student Evaluation Form-Final must be submitted. Student interns will give a presentation on campus including how they achieved their Student Learning Outcomes, internship goals and objectives.

The Site Supervisor Evaluation Form-Final is shown on page 26.

The Student Evaluation Form-Final is shown later on page 29.

### Grading

Final grades are submitted electronically through Banner Web by the deadline determined by the Registrar's Office. Mid-term grades are not posted for internships. All internship grades must be submitted within 30 days of the last date of the semester for that student to be considered a graduate for that term. **If the internship runs into the next semester the student must fill out the "Academic Leave" form for that next term, which can be obtained through the school offices.**

Students completing a baccalaureate internship are enrolled in the internship course during the semester of the internship activity. Proof of enrollment can only be provided for the semester that the student is enrolled in the internship. If a student's internship time period extends into the next semester or summer, no proof of enrollment can be provided.

### Faculty Reimbursement

To receive reimbursement faculty supervisors will:

1. Provide oversight to the bachelor student's internship during the course for the 15 week internship, as described in the manual.
2. Apply for approval to travel, prior to an internship site visit, by completing and submitting a Travel Order. Without prior approval from the chair, dean, and Provost, the college may deny reimbursement of expenses.
3. Use college vehicles, when available, for internship site visits or mileage reimbursement will not be permitted. Internship sites located greater than 200 miles from the campus may require alternatives to on-site visits. College vehicles must be used if available or mileage reimbursement will be disallowed.
4. Upon return, a Travel Voucher must be submitted for reimbursement.
5. Faculty who have supervised an intern will notify the School secretary of the intern's name, semester of internship and confirm that a grade has been submitted. The School secretaries will complete an Extra Service Pay form through Interview Exchange to request payment for the faculty member.

6. Have the following on file: an ILA – Internship Learning Agreement signed by the VPAA, Site Supervisor Evaluation Forms, Periodic and Final, and Student Evaluation Forms, Periodic and Final, for the collection of assessment data.

The Internship Site Assessment Form shown below can be found on page 33 of this manual or at:

<https://www.cobleskill.edu/academics/career-development/manuals-forms.aspx>

**Bachelor Degree Internship Program  
INTERNSHIP SITE ASSESSMENT FORM**

Internship Site:

Cooperator's Name:

Internship Site Address:

Intern:

Faculty Supervisor:

Internship Program Dates Beginning:

Ending:

Please answer the following by checking the appropriate box. Comments are appreciated.

	Yes	Uncertain	No
1. Was this a good internship site personally and professionally for this intern? Why or why not?			
2. Was the intern exposed to modern technology and progressive attitudes for the industry at this site?			
3. Did the site supervisor work well with the intern and spend the required time with him/her?			
4. Would you recommend this site be used in the future? If not, why?			
5. What recommendations or changes would you suggest before placing another intern at this site?			
6. What type of intern would best succeed at this internship site?			
7. What are the strong points this site has to offer interns?			
8. What are the negative features regarding this internship site?			
Comments:			

## **Part V: Internship Program Assessment**

Regular assessment of the internship program is required to determine its effectiveness and to find ways to improve the program. Information obtained from the Internship Site Supervisor Evaluation Form-Final and Student Evaluation Form-Final will be reviewed, and this data utilized to make meaningful changes to the program. Other sources of information may be found in surveys of alumni or job statistics of graduates and specific focus groups.

The results of the internship program assessment shall be included in an annual assessment report and disseminated to all appropriate constituencies. This report shall describe the most recent assessment of the program, what was learned from the assessment, and what improvements resulted. Feedback that links assessment to positive change is a regular component of effective programmatic assessment. Changes to the internship program will be implemented based on assessment data. These changes will be evaluated the following year to test for effectiveness.

## APPENDIX

### Baccalaureate Internship Manual

#### A: Fair Labor Standards Act (FLSA)

In general, companies that work with SUNY student interns want to be sure that the student cannot be classed as an “employee.” Where there is no employment relationship under the FLSA, the minimum wage and overtime pay provisions of the FLSA will not apply. (See 29 U.S.C. §213.)

The Department of Labor, relying on U.S. Supreme Court decisions addressing the status of trainees under the FLSA (e.g., *Walling v. Portland Terminal Co.*, 330 U.S. 148 (1947)), has developed a six-part test for assessing whether a trainee, intern, or student is covered as an employee under the FLSA.

In general, internships are subject to the FLSA, and academic credit is not an alternative to minimum-wage compensation. There is, however, a “trainee” exception. In an advisory, the U.S. Dept of Labor states that if all of the following criteria apply, students are not employees within the meaning of the FLSA:

- A. The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a vocational school;
- B. The training is for the benefit of the trainees or students;
- C. The trainees or students do not displace regular employees, but work under their close observation;
- D. The employer that provides the training derives no immediate advantage from the activities of the trainees or students, and on occasion his operations may actually be impeded;
- E. The trainees or students are not necessarily entitled to a job at the conclusion of the training period;
- F. The employer and trainees or students understand that the trainees or students are not entitled to wages for the time spent in the training.

Academic credit will generally satisfy criterion A. Criteria C, E and F are especially important as well. The trainee exception can still apply without the awarding of course credit, but the evidentiary burden for proving the exception is higher. The first two criteria would have to be shown more strongly than if credit were earned.

The law states that the FLSA applies to enterprises that engage in interstate commerce or handle goods moved or produced in interstate commerce, when the enterprise does more than \$500,000 in annual dollar volume of business. However, some employers and employees are covered

regardless of the value of business done. Also, some employees are exempt by virtue of their positions. Therefore, it is not possible to make general statements about what businesses or employees are or are not covered by the FLSA.

## **B. Reporting Discrimination and Harassment:**

### **Guidelines for SUNY Cobleskill Interns and Their Supervisors**

#### **What constitutes harassment, discrimination, and sexual violence?**

On July 22, 2014, New York Governor Andrew Cuomo enacted legislation that extends the laws against workplace discrimination and harassment to interns. Employers are prohibited from discriminating against interns based on age, race, creed, color, national origin, sexual orientation, military status, sex, disability, religion, pregnancy and other factors.

The law also extends protection to interns who are sexually harassed at work. The law provides that it is an unlawful discriminatory practice for an employer to engage in unwelcome sexual advances, request sexual favors, or engage in other verbal or physical conduct of a sexual nature with an intern when that action affects the terms and conditions of the intern's employment. It also prohibits harassment based on any other protected class and prohibits employers from retaliating against interns who report acts of discrimination or harassment.

#### **What is the general procedure for reporting workplace discrimination and harassment?**

*If you experience harassment or discrimination at an internship at SUNY Cobleskill:*

1. Notify Erica Hoertz, Director of Student Conduct and Title IX Coordinator, as soon as possible. Erica's office is located in Bouck Hall, Room 113. Erica's phone number is (518) 255-5229.
3. The college will promptly investigate and take appropriate action.

*If you experience harassment or discrimination at an off-campus internship site:*

1. Notify your internship organization's Human Resources office.
2. Notify Erica Hoertz, Director of Student Conduct and Title IX Coordinator, who will, in conjunction with your internship advisor, will work with the internship organization to address and resolve the complaint.

*If you are unsure whether you are being subjected to harassment or discrimination, please speak with Erica Hoertz.*

If you need assistance connecting with Ms. Hoertz, please contact Lisa Weatherwax, Director of Career and Graduate Pathways at [weatheel@cobleskill.edu](mailto:weatheel@cobleskill.edu) or (518) 255-5217.

## Where can I find additional information and resources related to harassment and discrimination?

*SUNY Cobleskill Human Resources Website* – [www.cobleskill.edu/hr](http://www.cobleskill.edu/hr). The College’s policy on sexual harassment, the Internal Discrimination Complaint Procedure, and the Discrimination Complaint Form can be found under the “policies” and “forms” section of this website.

*SUNY Cobleskill Title IX Website*: [www.cobleskill.edu/titleix](http://www.cobleskill.edu/titleix). Information about gender based harassment, discrimination, and sexual violence can be found on this website, including informational articles and videos.

*New York State Division of Human Rights – Protection for Interns in the Workplace*: <https://dhr.ny.gov/interns>. The official New York State Guidelines for protection of interns in the workplace. This site also includes helpful questions and answers.

HR; 8/2017

### C: Unemployment Insurance and Student Interns

Companies and individuals working with student interns will generally be aware of state unemployment insurance regulations. §511(17) of NYS Labor Law, the section that includes a discussion of unemployment insurance, notes that for unemployment insurance issues, “employment” does not include service performed by an individual enrolled at a public educational institution as a student in a full-time program taken for credit which combines academic instruction with work experience that is an integral part of the program.

### C: Resources for Internships and Works Cited

#### General Overview

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#### Professional Organizations

Middle States Commission on Higher Education. 3624 Market Street, Philadelphia, PA 19104.  
National Society for Experiential Education. c/o Talley Management Group, Inc. 19 Mantua Road, Mt. Royal, NJ 08061. (856) 423-3427; (856) 423-3420 (fax). E-mail: [nsee@talley.com](mailto:nsee@talley.com).

#### Books

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Tovey, Jamie. "Building Connections between Industry and University: Implementing an Internship Program at a Regional University." *Technical Communication Quarterly* 10.2 (2001): 225-39.

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