

**Child Development and Education Internship Program**

**STUDENT APPLICATION**

The internship program is designed to provide students with the opportunity to gain work experience with a local employer. The internship is an *unpaid* work experience. Student interns are able to practice and enhance their skills, experience a variety of workplace situations, and gain the valuable feedback of the manager/supervisor and other employees.

Before completing the application, review the information/requirements below and the student responsibilities on the Internship Agreement. *Only submit an application if you understand all this information and can meet all the requirements and responsibilities.*

* Internships are **6 hours per week for 10 weeks beginning the 5th week of the semester or 12 hours per week for 5 weeks beginning the 8th week of the semester (60 total hours**) depending on the type of internship.
	+ You must be able to work at least three or more consecutive hours during the business hours of 7 a.m. – 6 p.m. on at least two days per week.
* Student interns will earn **1 credit** upon completion of the internship.
	+ Students will be registered in an internship class and are responsible for the associated fees.
* This internship is an ***unpaid*** work experience.
* There is **no obligation** to hire the intern.
* Student interns provide their own **transportation** to and from the worksite.
* Student interns must meet these **requirements**:
	+ *All Interns*:
		- Concurrent enrollment in at least 6 units at the colleges in this district in addition to CD V95.
		- Students are responsible for fulfilling and providing proof of the requirements, including all associated costs.
			* Current physical examination showing good health with no restrictions
			* TB clearance
			* Documentation of Influenza, Pertussis, and Measlesvaccinations or immunity status
			* Background check and drug screen (as applicable to site requirements)
		- No visible tattoos or visible body piercings except single studs in earlobes
		- Appropriate professional dress
	+ *Classroom based internships:*
		- Successful completion of at least 15 units of child development courses towards a specific Ventura College Child Development pathway including CD V04/04L and CD V63. Course category must be denoted as CD. Successful completion is defined as a final grade of A, B, or C. Grades of D or F will not count towards the 15 units.
	+ *Non-classroom based internships:*
		- Successful completion of at least 15 units of child development courses towards a specific Ventura College Child Development pathway. Course category must be denoted as CD. Successful completion is defined as a final grade of A, B, or C. Grades of D or F will not count towards the 15 units.
* Students **submit an application and other documentation** to participate in the program.
	+ The faculty advisor selects the students and determines a suitable match with the employer.
	+ Submission of an application **does not** guarantee a student will be selected for an internship. Placement is based upon the number of internships available and employer needs.
* A faculty advisor closely monitors the internship through **weekly contact** with the student and employer.
* Student interns submit **weekly assignments**, keep **weekly attendance records**, complete the general **internship objectives**, and complete specific **student objectives**.

**To be considered for an internship, the application and documentation must be submitted by Sept. 12, 2018 noon to Rachel Johnson and Deanna Hall (@vcccd.edu).**

***You will be notified by email the Sept 15th if you are accepted and matched with an internship. Submission of an application does not guarantee placement in an internship. You must attend a mandatory orientation meeting before beginning the internship.***

**STUDENT APPLICATION CHECKLIST**

Submit the following to apply for an internship. If any item on the checklist is incomplete or missing, the application **will be rejected**.

|  |  |
| --- | --- |
| **✓** | **Item** |
|  | Completed **Student Application**.* Every field must be completed. The application will be rejected if all fields are not completed.
* Only MyVCCCD email addresses will be accepted. Applications without a valid MyVCCCD email will be rejected.
* Proofread the application and verify the spelling of the email address.
 |
|  | Signed **Internship Agreement** |
|  | Signed **Confidentiality Agreement**  |
|  | Copy of **transcript** showing successful completion of the required units |
|  | Copy of **current class schedule** showing concurrent enrollment in at least 6 units |
|  | Copy of **resume**  |

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**STUDENT APPLICATION**

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| --- |
| **CONTACT INFORMATION** |
| **Name** |  |
| **Student ID** |  |
| **Email****\*\*Must be a valid MyVCCCD email address.\*\*** |  |
| **Phone** |  |
| **Address** |  |
| **City, State, Zip** |  |
| **INTERNSHIP PREFERENCES** |
| **What are your areas of interest for the internship?** | Classroom internship:Non-classroom internship: |
| **Are you willing to take any internship that is offered to you? Explain your answer.** |  |
| **In which cities are you willing to take an internship? Check all that apply.** |  | Camarillo |  | Santa Paula |
|  | Oxnard |  | Ventura |
|  |  | Fillmore |  | Thousand Oaks |
|  |  | Ojai |  |  |
| **What is your preferred work schedule for the internship? (Ex: 8-12, 1-5, etc.)****\*\*The more flexible your** **preferred work schedule is, the easier it is to match you with an internship.** | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  |  |  |  |  |  |
| **EDUCATION AND EXPERIENCE** |
| **Which Child Development or Education pathway are you pursuing?****(mark all that apply)** |  | Child Development Certificate of Achievement |  | Child Development Associate Degree |
|  | Early Childhood Education Degree for Transfer |  | Elementary Teacher Education Degree for Transfer |
|  |  | Other: |  |  |
| **List the classes you’ve successfully completed, and the grades you received, that make you eligible for an internship.** |  |
| **List the 6 units you are concurrently enrolled in that make you eligible for an internship.** |  |
| **Briefly describe your work experience (if any) and how those skills will transfer to an internship placement. Attach a current resume.** |  |
| **List your computer skills and competency level.****(ex: Word – beginner,****Power Point—advanced,****Excel – advanced,****Google Docs, PC or Mac, social media account management)** |  |
| **In addition to English, list any other languages you speak and whether you are bilingual and/or biliterate in those languages.** |  |
|  |
|  |

This section is for Faculty Advisor use *only*.

|  |  |
| --- | --- |
| **✓** | **Item** |
|  | Student Application |
|  | Internship Agreement |
|  | Confidentiality Agreement  |
|  | Transcript |
|  | Class schedule |
|  | Resume |

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**INTERNSHIP AGREEMENT**

**The undersigned Student intern agrees to do the following:**

1. Work the required hours for the duration of the internship.
2. Provide transportation to/from the work site.
3. Arrive on time to the work site.
4. Notify the Site Supervisor and Faculty Advisor beforehand when an absence is unavoidable.
5. Keep weekly attendance records.
6. Adhere to the dress code of the facility.
7. Perform in a professional manner at all times.
8. Maintain confidentiality.
9. Complete the general internship objectives and specific student objectives including a weekly journal, attendance records, and self-evaluation.
10. Perform all assigned tasks to the satisfaction of the Site Supervisor.
11. Notify the Faculty Advisor immediately if any problems arise during the internship.

**The undersigned Employer agrees to do the following:**

1. Assign a designated Site Supervisor to the student (students working directly with children may not be left alone or count in ratio).
2. Provide the required work hours for the duration of the internship.
3. Provide job orientation concerning company policies and procedures (during scheduled work hours).
4. Provide training, guidance and supervision of the intern.
5. Approve and maintain the integrity of the student’s learning objectives that were formulated in cooperation with the supervisor.
6. Assist the student in selecting experiences that facilitate learning and application of skills.
7. Oversee the task requirements and skills performed by the intern.
8. Ensure that the required hours are met on the worksite.
9. Provide feedback and evaluation on the student’s performance to the Faculty Advisor and the intern.
10. Provide reasonable notice and explanation if the internship must be terminated.

**The undersigned Faculty Advisor agrees to do the following:**

1. Screen the internship applications and match the employer and intern.
2. Conduct an internship orientation with the student.
3. Help the student write appropriate and achievable objectives.
4. Direct the student in attendance record keeping.
5. Contact the student each week to monitor the student’s progress.
6. Contact the Site Supervisor each week to monitor the intern’s progress.
7. Complete necessary paperwork to ensure the granting of credit for the student upon the student’s successful completion of the internship requirements.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |
| Printed Name |  |
| Your Role (check one) |  | Student |  | Employer |  | Faculty Advisor |

*\*\*\*Typing your name and in the signature box serves as your digital signature.*

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**STUDENT CONFIDENTIALITY AGREEMENT**

Interns have responsibilities that may necessitate access to confidential personal and business information.

Confidential information shall include all information about customers/clients, employees, work product, and business policies.

Our policy is as follows:

*All workplace information is confidential and may not be shared with others outside of the internship site. Any student intern who violates these confidentiality rules is subject to disciplinary action up to and including termination from internship from the college. In addition, there may be legal consequences for breech of confidentiality.*

**I have read the above written policy. I understand it and agree to uphold this policy. I also understand that any violation of confidentiality could result in disciplinary action up to and including termination from internship and/or legal action.**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |
| Printed Name |  |

*\*\*\*Typing your name and in the signature box serves as your digital signature.*