

**Internship Program  
EMPLOYER LETTER**

Subject: Internship Program

Dear Business Owner/Manager:

The Internship Program at Ventura College (**The IP@VC**) is designed to enable students to obtain jobs in various business positions and industries. The program includes various degrees and certificates of achievement in many programs across campus including our **Career Education programs**. A student's education is enhanced when they can participate in an internship program, providing the practical application of business knowledge and skills to vital work experience.

We are seeking employers to host an intern for this additional learning opportunity. As an important part of this community, and contributor to job creation and economic development, we invite your company to participate in **The IP@VC**. The internship program is outlined below:

- Employers host a student intern for one (1) semester (Spring)
  - 12 weeks, 10-12 hours per week, 120- 150 total hours.
  - There is also an option to do a short internship of 60 – 75 hours.
  - There is no cost to the employer and no obligation to hire the interns.
- Employers provide additional on-the-job training and a brief evaluation of the student at the conclusion of the internship.
- Students apply to participate in the program and, if selected, attend an orientation with the faculty advisor. The faculty advisor selects the students and determines a suitable match with an employer.
- Employers may request a list of the program-related courses taken by the intern.  
*\*Successful completion of at least 2 units towards a specific Ventura College Program pathway and concurrent enrollment in at least 6 units is required for a student to participate in the internship program.*
- Student, employer, and the faculty advisor sign an internship agreement.
- A faculty advisor closely monitors the internship through weekly contact with the student and employer.
- Employer will conduct assessments and/or evaluations at specific points in the internship to ensure growth and development of intern. Documents will be forwarded to internship coordinator for review.
- Employer may cancel their internship participation with reasonable notice and explanation.

By hosting an intern, your generosity and commitment to our young workforce will enhance the life and education of the student and increase their opportunity for success!

**To start the process of hosting an intern, please complete and return the EMPLOYER INTAKE FORM.** Please contact us to talk further or to answer any questions you may have. We hope you decide to host an intern!

Sincerely,

**Ventura College Career Center  
The IP@VC Program Coordinator**

**Internship Program  
EMPLOYER Intake Form**

COMPANY													
<b>Name</b>													
<b>Website</b>													
PRIMARY CONTACT													
<b>Name and Title</b>													
<b>Phone Number</b>													
<b>Email</b>													
INTERN SUPERVISOR													
<b>Name and Title</b>													
<b>Phone Number</b>													
<b>Email</b>													
COMPANY AND INTERNSHIP INFORMATION													
<b>Describe your company and industry.</b>													
<b>Describe Intern Job Description.</b>													
<b>Which title(s) best fits the role of the intern?</b>	<table border="1"> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other:</td> <td></td> <td></td> <td></td> </tr> </table>									Other:			
Other:													
<b>What key tasks will the intern perform?</b>													

<b>What skills are required of the intern? Examples: computer software (beginner, intermediate, advanced), typing (WPM), bilingual (language, required vs. preferred)</b>	
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<b>Are you willing to take an intern with little or no work experience?</b>		Yes	Comments:
		No	

**WORK HOURS**  
 Most students take classes in the morning, Monday-Thursday; the more flexible your preferred work schedule is, the easier it is to match your company with an intern.

<b>What are your business hours? (Ex: 8-12, 1-5, etc.)</b>	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

<b>What is the preferred work schedule for the intern? (Ex: 8-12, 1-5, etc.)</b>	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

**ADDITIONAL COMMENTS/INFORMATION**

## The IP@VC 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 when an absence is unavoidable as soon as possible.
5. Keep weekly attendance records.
6. Adhere to the dress code of the facility.
7. Maintain a professional manner at all times.
8. Maintain confidentiality in accordance with state and federal law.
9. Complete the general internship objectives and specific student objectives including a weekly journal, attendance records, resume, and self-evaluations.
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, knowledgeable in the field/industry listed.
2. Provide the required work hours for the duration of the internship.
3. Provide an office location and supplies necessary to perform required tasks.
4. Provide job orientation concerning company policies and procedures (during scheduled work hours).
5. Provide training, guidance and supervision of the intern.
6. Approve and maintain the integrity of the student's learning objectives that were formulated in cooperation with the supervisor.
7. Assist the student in selecting experiences that facilitate learning and application of skills.
8. Oversee the tasks requirements and skills performed by the intern.
9. Ensure that the required hours are met on the worksite.
10. Provide feedback and evaluation on the student's performance to the Internship Coordinator, Faculty Advisor and the intern.
11. 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)	<input type="checkbox"/> Student	<input type="checkbox"/> Employer	<input type="checkbox"/> Faculty Advisor

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