

# HAGERSTOWN COMMUNITY COLLEGE



## INTERNSHIP PROGRAM STUDENT GUIDE

INTERNSHIP AND JOB SERVICES  
HAGERSTOWN COMMUNITY COLLEGE  
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HAGERSTOWN, MD 21742  
240-500-2260

[INTERNSHIPANDJOBSERVICES@HAGERSTOWNCC.EDU](mailto:INTERNSHIPANDJOBSERVICES@HAGERSTOWNCC.EDU)

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# INTERNSHIP COORDINATION

1. Students interested in pursuing an internship must complete the **internship application** and submit a résumé. The application is available online at <http://www.hagerstowncc.edu/internships>.

## **Application Priority Deadlines:**

- Fall Semester: May 1
- Spring Semester: October 1
- Summer Semester: February 1

## **Minimum eligibility requirements for participation in an internship include:**

- Submission of an application for internship by the publicized institutional deadline; and
- Acceptable recommendation by faculty in a related field of study; and
- Minimum overall GPA of 2.5; and
- Completion of at least 50% of the discipline-specific program requirements in a student's field of study, at least two of which courses are completed at HCC; and
- Final course grades of A, B, or C in a student's specialty program courses; and
- Acceptable review of the student's HCC conduct record by the chief student affairs officer (behavioral violations) and the chief academic affairs officer (academic integrity violations)

2. The student meets with HCC's internship coordinator to review the internship coordination process, review résumé, discuss potential internship sites, and professionalism.

*Note: Students who need to arrange workplace accommodations due to a documented disability should also make an appointment with the Coordinator of Disability Services, Jaime Bachtell, via [jlbachtell@hagerstowncc.edu](mailto:jlbachtell@hagerstowncc.edu) or 240-500-2273.*

3. Upon receiving the Faculty Recommendation Form, the internship coordinator and faculty supervisor discuss potential site placements based upon student's skill level. If the student is already working in the field, the student may use their current employer if it meets the criteria outlined in "A Guide for Using 'Current Employer' for Internship Academic Credit." The student provides the current employer's information and documentation on the employer's intent in participating in the program.
4. The internship coordinator contacts the potential internship site supervisor and forwards the student's résumé.
5. The student interviews with the internship site supervisor and discusses potential projects and schedule.
6. Once the internship site supervisor and the intern accept the assignment, the site supervisor and the intern sign the "Internship Learning Contract."
7. The student obtains approval from the faculty supervisor and internship coordinator by obtaining their signatures on the "Internship Learning Contract."
8. The internship coordinator arranges for the course to be created and notifies the student.
9. The student arranges registration and payment of tuition for internship.
10. Student meets with faculty supervisor to develop Learning Outcomes within first 2 weeks of internship.
11. During the internship, student completes the required hours, learning outcomes, and submits weekly journals to faculty supervisor.
12. Student coordinates mid-term site visit for faculty to meet with Site Supervisor and discuss progress.

The Internship and Job Services office and faculty work collaboratively to facilitate the coordination of credit internships through the established internship procedures. In the event a suitable internship cannot be found, an alternative pathway for program completion, that meets the approval of the program director and the chief academic affairs officer, will be developed by appropriate program faculty. Internship sites must be within an acceptable distance from the college to enable site supervision by faculty and staff. Exceptions to internship requirements, that meet the approval of program faculty, the program director, and the office coordinating student internships, may be made jointly by the chief academic affairs officer and the chief student affairs officer.

**Credit-to-Contact Hour Standards for Internships:** For student workplace learning that is not governed by external accrediting bodies, the credit-to-contact hours standard is 60 hours of internship experience for each credit awarded. Students may enroll in the internship course for 1,2, or 3 credits.



## INTERNSHIP FACULTY RECOMMENDATION

Student: \_\_\_\_\_

Faculty Member: \_\_\_\_\_

Department: \_\_\_\_\_

Course(s) taken from you: \_\_\_\_\_ GRADE\_\_\_\_, \_\_\_\_\_ GRADE\_\_\_\_,  
\_\_\_\_\_ GRADE\_\_\_\_, \_\_\_\_\_ GRADE\_\_\_\_, \_\_\_\_\_ GRADE\_\_\_\_.

*Please rate prospective intern on the following areas:*

	Outstanding	Very Good	Average	Marginal	Unsatisfactory
Ability in the field					
Initiative					
Communication					
Punctuality					
Attendance					
Attitude					
Professionalism					

ADDITIONAL COMMENTS:

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I would\_\_\_\_\_ would not\_\_\_\_\_ be willing to serve as a faculty advisor for the student during an internship.

By signing this form, I am giving my endorsement for this student to progress in the internship application process and eventually represent HCC at an internship site.

\_\_\_\_\_  
**FACULTY SIGNATURE**

\_\_\_\_\_  
**DATE**

Please return completed form to Internship and Job Services Coordinator, Laura Scafide, at STC 138 or [internshipandjobservices@hagerstowncc.edu](mailto:internshipandjobservices@hagerstowncc.edu)

# PROFESSIONALISM GUIDELINES

- Students are expected to conduct themselves in a professional manner for the duration of the internship. As an intern, you are a representative of Hagerstown Community College. Interns should conduct themselves accordingly, with a high level of respect and professionalism. Interns should be courteous, safety-conscious, and respectful when interacting with staff, customers and any other parties in the internship environment.
- Students are expected to maintain confidentiality. Any violations of confidentiality or safety during the internship experience may be grounds for dismissal and failure of the internship.
- Cell phones, iPod (any music device) and any other personal electronic devices must be turned off during the internship shift (even if employees are allowed to use them during work hours). Use of these devices is permitted during break periods as directed by the internship site.
- Personal internet and/or computer use is prohibited during the internship experience, unless otherwise specified by the internship site/site supervisor.
- Consuming food and beverages should be limited to lunch break periods only. Chewing gum is prohibited during the internship experience.
- Students experiencing difficulties during the internship experience should contact the internship coordinator.
- Failure to follow the Professionalism Guidelines may result in a reduction of the student's grade or possible dismissal from the internship.

## Attendance:

- Students are required to complete the internship experience during the designated semester time period. For a complete listing of dates refer to the Hagerstown Community College website for Fall, Spring and Summer calendars.
- If a student is running late to a scheduled internship shift, the student is required to notify the internship site/site supervisor and faculty supervisor as soon as possible. Repeated lateness can result in a reduction in the student's grade.
- If a student is unable to attend a scheduled internship shift, the student is required to notify the internship site/site supervisor and the faculty supervisor as soon as possible. Supporting documentation of the incident (doctor's note, etc.) may be required. Failing to contact the internship site and faculty supervisor may result in a grade reduction in the student's attendance grade or possible dismissal from the course.
- More than two attendance occurrences may result in the dismissal of the student from the course or a reduction in the student's final grade. An attendance occurrence includes being late to a scheduled internship shift and/or failing to attend a shift. (For example, if a student is 15 minutes late to a scheduled internship shift, this counts as one occurrence. If the student "calls off" for a

scheduled internship shift, this counts for one occurrence. At this point, the student would have two attendance occurrences on their record.) Any make-up hours must occur within the original designated semester and must be agreed upon by the internship site supervisor and faculty supervisor.

- Vacation periods are to be discussed with the internship site supervisor at the beginning of the internship.

### **Lunch & Other Breaks:**

- If a student works over 4 hours, then the student is required to take a 15-minute break. A lunch break is not required during the 4-hour period. Break time does NOT count toward the internship's hourly requirement.
- If a student works 8 hours, then the student is required to take a lunch break (30 to 60-minute lunch period determined by internship site.) Break time does NOT count toward the internship's hourly requirement.

### **Dress Code:**

- Students are expected to dress appropriately for the internship environment. Keep in mind that you are a guest at the internship site, you represent yourself and Hagerstown Community College – your appearance should reflect a high level of respect and professionalism.
- For all internship sites: flip flops, open-toe shoes, jeans, shorts, tank tops, low cut tops, and t-shirts are not acceptable attire. With the understanding that every site's dress code is different, it is the student's responsibility to ensure proper attire during the duration of the internship.
- Visible tattoos and/or body piercings are unacceptable at the internship site.

**I confirm that I have read, understand, and agree to the above professionalism guidelines for interns.**

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**Student Signature**

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**Date**

## DURING THE INTERNSHIP

1. The student, internship site supervisor, and faculty supervisor establish the learning outcomes within the first two weeks of the internship.
2. The proposed schedule for the duration of the internship should be submitted within the first two weeks of the internship. The document should be submitted to the faculty supervisor in writing.
3. The faculty supervisor, internship site supervisor, and the student correspond on a regular basis to ensure responsibilities are met by all parties as outlined in the *"Learning Contract."* Students should complete their journals on a daily basis logging their hours and progress. Journals should be shared with the faculty supervisor on a regular basis, every 1-2 weeks.
4. If problems arise at the site:
  - a. If **minor** problems arise at the site, the site supervisor can contact the intern coordinator or faculty supervisor
  - b. The faculty supervisor follows the *"Procedures for Resolving Field Problems."*
  - c. If **major** issues arise, the faculty supervisor follows the steps on the *"Guidelines for Early Termination"* and the *"Procedures for Resolving Field Problems"* sheet.
  - d. If the student is injured while at a non-paid internship, the student and faculty supervisor should contact the internship coordinator who will notify the Dean of Student Affairs to determine if an Incident Report needs to be completed. If the student is injured at a paid internship, the student and site supervisor follow the company's incident procedures.
5. At the completion of the internship, the site supervisor completes the *"Internship Evaluation"*
6. The internship coordinator forwards evaluations to the respective faculty supervisor.
7. A successful internship results in the faculty supervisor determining a letter grade using *"Faculty Internship Evaluation/Determination of Letter Grade"* guidelines.





# INTERNSHIP LEARNING CONTRACT

*This agreement provides for mutual understanding between the Student, the Faculty Supervisor, HCC and the Internship Site in matters concerning students participating in an internship.*

## Student:

- Enroll in appropriate course, for at least one semester upon securing internship site.
- Maintain a minimum GPA of a 2.5 while participating in the internship.
- Meet internship site qualification requirements.
- Complete all required paperwork for internship site and HCC.
- Schedule internship hours to meet internship site needs.
- Working with faculty supervisor and internship site, identify and write specific work performance and learning outcomes relating the internship to academic studies, for each semester enrolled in the internship course.
- Keep a weekly log of work activities and submit it to the faculty supervisor as required.
- Complete stated learning outcomes, assignments and number of required internship hours.
- Participate in activities designed to provide an overview of all applicable aspects of the industry.
- Approach responsibilities with dedication, enthusiasm and maturity.
- Comply with internship site policies and procedures.
- Complete an internship evaluation
- I understand that this internship is a temporary opportunity and does not imply future employment at this site.

## Site Supervisor:

- Maintain communication with HCC faculty supervisor and internship coordinator throughout the internship experience.
- Assign students to supervisors who have the time and ability to assist in training and supervision.
- Provide the student with an orientation to the internship setting and upon initiation of each new project/experience, as appropriate.
- Provide the student with meaningful assignments, which, within the confines of internship site needs and timetables, will enhance and complement the student's academic program at HCC.
- Assist the student in the development of specific learning outcomes, which coincide with the student's career goals and academic programs.
- Evaluate the student's internship performance, at least once, during the internship. Discuss the evaluation with the student and complete the internship forms.
- Notify the College of any personnel actions taken which may affect the student's standing in the internship.

**Faculty Supervisor:**

- Recommend qualified students for internship placement.
- Work with student and site supervisor to develop specific work performance and learning outcomes relating the internship to academic studies.
- Initiate and maintain contact with student, internship site, and internship coordinator.
- Meet with student intern after the first 20 hours of the internship have been completed, halfway, and near the close of the experience, and other times as requested or needed.
- Monitor student progress in the internship, to include at least one site visit per semester.
- Address concerns of student and internship site.
- Review final internship evaluation, student's weekly journals, and assess final project.
- Determine and assign final grade.

**Internship Coordinator:**

- Verify student eligibility qualifications for an internship placement.
- Prepare students for the internship experience through orientation and/or individual counseling.
- Refer qualified students to approved internship sites.
- Facilitate work-site agreements, and maintain student and internship site files.
- Serve as liaison between student, internship site, and faculty supervisor to facilitate successful internship experiences.

**OFFICE USE ONLY**

COURSE	_____
SECTION	_____
TERM	_____
CREDIT HOURS	_____
CAP	_____
DIVISION DIRECTOR	_____
VP AA & SA	_____

On this day \_\_\_\_\_ of \_\_\_\_\_, 20 \_\_\_\_\_ the parties named below approve the terms of this agreement and will collectively support the conditions herein.

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

Faculty Supervisor \_\_\_\_\_ Signature \_\_\_\_\_

Internship Coordinator \_\_\_\_\_ Signature \_\_\_\_\_

Site Supervisor \_\_\_\_\_ Signature \_\_\_\_\_

Site Supervisor Title \_\_\_\_\_

Site Name and Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number \_\_\_\_\_ E-mail address \_\_\_\_\_

Student Release of Information: I, \_\_\_\_\_, give permission for the parties named above to share information regarding this internship experience.

\_\_\_\_\_ Student Number: \_\_\_\_\_

Student Signature



## HAGERSTOWN COMMUNITY COLLEGE INTERNSHIP WAIVER AND RELEASE OF LIABILITY FORM

This form is to be returned to the Internship and Job Services Office, located in Student Center Room 138, before you engage in any internship experience. The purpose of this form is to inform you of certain risks and responsibilities that you will be assuming while participating in this experience. Please read the form carefully before signing.

<https://tinyurl.com/IntrnWaiverLiabilityRelease>

### I. RISKS AND DANGERS

There are dangers found in any type of internship experience including, but not limited to, accidents, death, injuries, damages, losses, and illnesses. The internship experience could encompass specific risks such as:

\_\_\_ Working conditions involve everyday risks of discomforts that require normal safety precautions. Use of safe work place practices with office equipment, avoidance of trips/falls, observance of fire and traffic regulations are involved; exposure to outdoor weather conditions.

\_\_\_ Working conditions involve use of special safety precautions because of working around moving parts, use of carts, machines, working with contagious diseases and/or irritant chemicals. Use of protective clothing or gear may be required; exposure to or working in adverse outdoor weather conditions may be required.

\_\_\_ Working conditions involve more than occasional high risks with exposure to dangerous situations such as aggressive human behaviour, extreme heights, combustible materials, etc. Knowledge and use of a range of safety and other precautions are necessary; exposure to or working in extreme outdoor weather conditions or situations where conditions cannot be controlled may be required.

\_\_\_ Other \_\_\_\_\_

Please consider all risks and dangers carefully before deciding to participate in your experience.

\_\_\_ Student's initials. I have read and understand the risks and dangers involved in this experience.

\_\_\_ Parent or legal guardian's initials for students under 18. I have read and understand the risks and dangers involved in this experience.

### II. HEALTH AND SAFETY

Hagerstown Community College does not provide health insurance. Students are responsible for providing their own health insurance. Students are required to carefully follow instructions and safety procedures provided by the employer and the College. Students are also required to abide by the rules and regulations of the College to include the Student Code of Conduct. Students failing to act in accordance with the rules and regulations of the College may not be permitted to continue to participate in the experience.

### III. GENERAL PROVISIONS

Hagerstown Community College assumes no responsibility or liability, for personal or property injuries resulting to the student or for damages caused by the student, resulting from the student's participation in an internship experience. The student shall indemnify and hold harmless Hagerstown Community College regarding any claims, causes of action, or damages incurred as a result of the negligence or wrongful act of the student or employer.

### IV. DISABILITY SUPPORT SERVICES

Students requiring accommodations for a disability should contact Disability Support Services (Student Center) at 240-500-2273 or 240-500-2628 at least two weeks prior to the start date of the internship experience.

### V. TIME PERIOD

This release and waiver are in effect beginning \_\_\_\_\_ and ending \_\_\_\_\_.

# **HAGERSTOWN COMMUNITY COLLEGE INTERNSHIP WAIVER AND RELEASE OF LIABILITY FORM**

## **SUMMARY**

I understand that there are certain dangers, hazards and risks in internship experiences. I understand that Hagerstown Community College does not assume responsibility for any injuries, death or damage resulting from these dangers, hazards or risks. I understand that the College in no way represents, or acts as agent for the operation or management of any facilities or other suppliers of goods or services used by or during internship experiences. I further understand that the College is not responsible or liable for any injury, damage, loss, accident, delay or other irregularity, which may be caused by any supplier of any goods or services used by or during internship experiences. I also understand that the College is not responsible for losses or expenses due to weather, strikes, hostilities, wars, natural disasters, terrorism or other such causes.

I fully and finally release from any and all liability, claims, demands, and causes of action, and covenant not to sue or cause to be sued in any judicial or administrative forum, the College, its officers, agents, and employees with respect to any and all matters relating to or arising out of my participation in an internship experience. I understand that this Release and Waiver of Liability may not be modified or waived except by a written document signed by me and by a duly authorized representative of the College.

I warrant that I am at least eighteen (18) years of age as of the date I have signed this document. If under that age of (18) years, the parent or legal guardian of such participant on behalf of the participant must also sign below.

I understand that the terms and provisions of this document are severable. If, for any reason, one or more terms of this document are held to be unenforceable, illegal or in conflict with any law governing this document, the validity of the remaining portions of this document shall not be affected.

I acknowledge that, prior to signing the Waiver and Release of Liability, I have read this document, and that I understand its terms and conditions, and voluntarily execute it with the understanding that the College shall rely on the statements and warranties contained herein. I further understand that this document binds my estate, my heirs, assigns and me.

**Print Name:** \_\_\_\_\_

**Semester and Year:** \_\_\_\_\_

**Internship Site:** \_\_\_\_\_

**Internship Site Address:** \_\_\_\_\_

**In Case of Emergency Contact: (include name, address, relationship, and relevant phone numbers)**

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

**Signature of Participant** \_\_\_\_\_

**Date:** \_\_\_\_\_

*If the participant is under 18, a parent or legal guardian must also sign.*

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Parent/Legal Guardian** \_\_\_\_\_

**PLEASE SUBMIT THE COMPLETED FORM TO:**

**Hagerstown Community College, Internship and Job Services Office, Student Center Room 138**

**QUESTIONS? PLEASE CALL 240-500-2260**

## A GUIDE FOR USING “CURRENT EMPLOYER” FOR INTERNSHIP ACADEMIC CREDIT

It is the intent of this guideline to provide students with the option of receiving academic credit through an internship experience that is linked to their present part-time or full-time job. The student must secure pre-approval from the employer in writing stating the employer's willingness to support, plan and sign a formal contract with student intern and College.

The basic premise supporting this guideline is the College's intent to provide a quality internship experience which enhances the student's academic knowledge, professional preparation and personal development while providing a reasonable degree of flexibility for students already employed in jobs closely related to their chosen field of study.

In order to qualify for internship credit involving a presently held position, one or more of the following criteria must be met:

1. The student must be acquiring significant new skills or knowledge related to the academic field of study,

and/or

2. The student must be developing a recently learned skill or applying recently learned knowledge related to the academic field of study,

and/or

3. The student must be receiving increased levels of responsibility and/or expanded duties within the company or organization and these responsibilities or duties must be related to the academic field of study,

Academic credit is not granted based solely on the student working in an academically related position. Moreover, academic credit for an internship is not granted for prior work.

# SPECIFIC LEARNING OUTCOMES

Specific Learning Outcomes are a set of statements that clearly and precisely describe what the student intends to accomplish during the internship.

*Why have learning outcomes in the internship program?*

Internships are a part of HCC's academic curriculum, linked to specific program majors. Academic credit is earned, not for working, but for application of learning. New learning takes place as a result of working. Learning outcomes established performance targets and assist you in evaluating achievement.

*How do I develop and write learning outcomes?*

Start by carefully reviewing the internship with the Work Site Supervisor, identifying areas in which the student can:

- Gain new skills
- Increase knowledge
- Improve attitude or behaviors

It is important that the student:

- Make the outcomes as specific as possible and avoid broad general statements.
- Confine the outcomes to those, which can be accomplished during a single semester.

Each learning outcome should contain three kinds of information:

- A statement of what the student can expect to achieve through the work experience.
- An indication of the level of achievement, which the student can expect to obtain. A clear statement of expected level of achievement reduces the effect of personal opinion and provides the basis for an outcome evaluation.
- Identification of the method of evaluation to be used, for example, "as judged by my supervisor".

*Note: A description of job duties does not constitute a learning outcome. Each learning outcome must indicate some definite change that will occur during this semester as a result of the student's work.*

# LEARNING OUTCOMES WORKSHEET

Below are some examples of job-related outcomes. In the first column, you will see an “Internship Job Function”. In the second column, the Internship Job Function is converted to a Learning Outcome that meets the three requirements described above.

Internship Job Function/Project	Learning Outcomes/Activities	Resources/Training

# SAMPLE LEARNING OUTCOMES WORKSHEET

Below are some examples of job-related outcomes. In the first column, you will see an "Internship Job Function". In the second column, the Internship Job Function is converted to a Learning Outcome that meets the three requirements described above.

Internship Job Function/Project	Learning Outcomes/Activities	Resources/Training
Process accounts payable transactions using a voucher system, creating approval for cash disbursement.	By the end of the semester I will process 40 accounts payable transactions on a daily basis. This will be evaluated by my internship site supervisor daily and during the last week of my internship experience by reviewing the completed	Accounts receivable desk
Pass various instruments to another.	By the end of the semester, I will use a safe and decisive manner in "slapping" the following five instruments in the palm of another student or HCC supervisor: scalpel, clamp. Scissors, tissue forceps, and retractor. This will be evaluated by my internship site supervisor.	Training Manual
Construct and operate databases.	By the end of the semester, I will have created a database that will allow users to access materials from the Battlefield's Visitor Center. The database will be evaluated by my internship site supervisor.	Seminar Training Manual/ Textbook



# FINAL SPECIFIC LEARNING OUTCOMES

Semester/Year: \_\_\_\_\_

Outcome 1:

Outcome 2:

Outcome 3:

Outcome 4:

The learning outcomes contract must be formulated and signed by the 2<sup>nd</sup> week of your internship.

## Signatures:

I agree to accept responsibility for achieving the learning outcomes:

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

\_\_\_\_\_  
Date

I agree that the learning outcomes are suitable to the student's internship experience:

\_\_\_\_\_  
Site Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Director Signature

\_\_\_\_\_  
Date

Completed forms should be submitted to Internship and Job Services Coordinator, Laura Scafide, STC-138.

# INTERNSHIP JOURNAL

Each intern is required to maintain a log or a journal of their daily activities. The next page will provide an idea as to the format. The student can email the journal to the Faculty Supervisor or turn it in at their office. If the journal is sent electronically, send the journal as an attachment—not part of the email. The student is required to turn in the journal every two (2) weeks. The student documents their work activities and completes the comments, reactions, and notes section.

At the end of the internship, the journal will become property of Hagerstown Community College and will be kept on file. The students are encouraged to keep a copy of the journal.

The student informs the faculty supervisor when they have completed half of the internship hours so the site supervisor can complete the mid-term evaluation. It is the student's responsibility to have the site supervisor complete the evaluation, review it with him/her and return it to the faculty supervisor. When the student has completed the internship hours, the student notifies the faculty supervisor.

*NOTE: The number of required hours for the internship is based on the number of credits for which the student is registered.*

Number of credits	Required number of hours
1	60
2	120
3	180

*A PDF version of the Internship Journal can be found at:*

<https://www.hagerstowncc.edu/docs/internship-journal>

# JOURNAL OF WORK ACTIVITIES

---

Student Name

Semester

---

Internship Site

Title

DATE:

Tasks

New

Routine

Hours per Week

Total Internship Hours

Comments, Reflections, and Notes:

# INCIDENT REPORTING

## 1.1 Purpose

It is a legal requirement under Occupational Injuries and Illnesses (U.S. Department of Labor, Bureau of Labor Statistics) and an insurance requirement to report all workplace injuries and serious near misses. Contact the Internship Coordinator to report any injuries or near misses at 240-500-2260.

## 1.2 Application

This sets out a procedure for reporting all incidents and potential hazards. The prime responsibility for recognizing and removing or safeguarding hazards rests and remains with each Department and Faculty.

## 1.3 Legislation

Occupational Safety and Health (OSH) Act of 1970, see regulation 29 CFR Part 1904.

## 1.4 Responsibilities

### 1.4.1 Finance Office

- Report serious incidents to appropriate authority i.e. workers compensation, special health risk insurance agent, or general liability insurance agent as required.
- Review all incident report forms and assess corrective action as required.
- Monitor incident trends.

### 1.4.2 Head of Department or nominee

- Ensure that staff are aware the incident reporting procedure.
- Ensure that action is taken to eliminate or minimize risk. Sometimes it is obvious what action needs to be taken. Other incidents are more complex because of contributing circumstances and an incident investigation may need to be undertaken to identify appropriate action to prevent the event from reoccurring. For further information refer to procedure contact the Coordinator of Administration and Finance at (240) 500- 2330.
- Ensure all incidents are reported according to regulatory and university requirements.
- If the serious incident occurs after hours please contact security on campus. Also notify the Finance Office for insurance reporting purposes.

### **1.4.3 Supervisors / Managers**

- Ensure that any injured person receives first aid in the event of an injury. Initiate clean up action as required following an incident.
- Ensure that the incident report form is completed and sent to the Finance Office within 48 hours of the incident occurring.
- If incident includes contact with human fluids such as a needle stick injury, please contact the Coordinator of Administration and Finance at (240) 500– 2330..

### **1.4.4 All Employees**

- Report all incidents and hazards immediately to the supervisor of the work area.
- All incidents must be reported within 48 hours.
- If medical treatment and/or time off work are required a claim for workers' compensation should be filed.

### **1.4.5 Students and Visitors**

- Report all incidents and hazards immediately to the supervisor of the work area. Some students are employed on a part-time basis and thus become an employee. Great care must be exercised to determine in case of an accident if the person was a student or an employee at the time. The basic test is – was the person performing an activity on a paid basis or performing an activity in pursuit of study.

## **1.5 Procedure and Guidelines**

### **Definitions**

#### **Incident**

An unplanned event which may cause injury to people and/or damage to property and equipment, or has the potential to cause injury, disease or damage. The term's accident and incident are interchangeable and include 'near miss' situations.

#### **Hazard**

Any obstruction, matter or event that has the potential to cause injury or an accident.

#### **Serious Incident**

Any incident that causes injury or loss to a staff member, student or member of the public or a college asset or results in an impact on the environment. Examples are a broken arm, building fire, spill of (quantity) of chemicals to a drain.

#### **Serious Near Miss**

A situation arose that could have resulted in a Serious Incident but did no damage or impact on/to staff, students, the public, college assets or the environment. Examples are nearly hit by a car on campus, nearly hit by falling tree branch.

## **1.6 Incident Types**

### **Insignificant**

- Little or no potential loss.
- Minor injuries or minimal contamination.
- Team should include immediate supervisor and person involved.

### **Minor**

- Minor loss or potential for minor loss.
- Multiple minor injuries or contained contamination.
- Team should include immediate supervisor and person(s) involved.

### **Moderate**

- Potential loss of one to five days due to injury or illness.
- Potential for other reasonable costs to be incurred.
- Injuries requiring medical treatment or assisted contamination control.
- Team should include:

### **Major**

- Potential loss of more than five days due to injury or illness.
- Potential for other significant costs to be incurred.
- Extensive injuries or major contamination.
- Team should include:

### **Catastrophic**

- Potential loss due to death or permanent disability.
- Potential for large financial loss.
- Death and multiple injuries or major contamination with toxic effects.
- Team should include:

## **PROCEDURES FOR RESOLVING FIELD PROBLEMS**

1. The student intern and site supervisor attempt to resolve the problem together. If this is not successful, they inform each other of their intention to seek additional help.
2. The student intern and site supervisor should contact the faculty supervisor to discuss the problem.
3. Summary documentation should be maintained at each level of involvement in the problem-solving process.
4. If a student intern's grade is the source of the problem, the student intern must follow Hagerstown Community College's "Grade and Other Appeals/Grievance Process."

In this process, it is most important that open communication be maintained. The site supervisor and student intern share responsibility for identifying and dealing with problems as soon as they become evident.

## **GUIDELINES FOR STUDENT DISMISSAL FROM INTERNSHIP**

A student may be removed from an internship by either their faculty supervisor or their site supervisor for any of the following reasons:

1. Unsatisfactory performance
2. Poor attendance
3. Failure to honor the learning contract
4. Unethical, inappropriate or threatening behavior
5. Disruptive or insubordinate behavior
6. Violation of confidentiality
7. Violation of the College's Drug/Alcohol policy

Documentation is maintained by the site supervisor and the faculty supervisor. Depending on the seriousness of the problem, every effort is to be made to involve the student in a corrective action plan. Should such efforts fail or the student's behavior require immediate intervention, the faculty supervisor will confer with the site supervisor to discuss termination. If the student wishes to appeal the decision, he/she must follow the college grievance process which is found in the Hagerstown Community College Student Handbook.

# GUIDELINES FOR EARLY TERMINATION OF INTERNSHIP

## Requests by Student Interns:

1. The faculty supervisor must be informed immediately if an issue develops that potentially affects a student intern's continued placement.
2. A conference between the faculty supervisor, student intern and site supervisor will be held in an attempt to resolve problem/issue.
3. If the issue is not resolved, student intern must submit a written request to the faculty supervisor describing the reason for the request and the steps taken to resolve the issue.
4. The faculty supervisor will forward a request to the program director and appropriate department chair with a recommendation.
5. After review and in consultation with the program director and, if necessary, the faculty supervisor, the department chair approves or disapproves the request. The program director will communicate the decision to the faculty supervisor, student intern and internship site and; a) develop new placement for the student intern if request is approved; or b) follow through on problem resolution with the faculty supervisor, student intern and site supervisor if request is denied.

## Requests by Internship Site:

1. The faculty supervisor must be notified immediately by the site supervisor if an issue develops that jeopardizes the student intern's continued placement.
2. A conference between the faculty supervisor, student intern and site supervisor will be held in an attempt to resolve problem/issue. If placement is jeopardized because of student intern behavior, the faculty supervisor will facilitate the process of developing specific behavioral expectations the student intern must meet if the placement is to be continued. A two to three week period of time will be specified during which the student intern must meet the expectations.
3. A second conference between the faculty supervisor, student intern and site supervisor will be held. The plans in the previous conference will be evaluated. If the student intern has not met the expectations a new plan may be formulated or the placement may be terminated.



# SEXUAL MISCONDUCT POLICIES

Hagerstown Community College is committed to having a positive learning and working environment for its students and employees and will not tolerate sexual harassment or sexual violence.

HCC defines sexual harassment as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when one or more of the following circumstances is present:

1. Submission to such conduct is made either explicitly or implicitly as a condition of attendance or participation in college activities or functions.
2. Submission to or rejection of such conduct is used as a basis for decisions affecting a student's collegiate pursuits.
3. Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile, or offensive environment.

HCC complies with section 485(F) of the Higher Education Act of 1965 as amended by section 486 (C)(2) of the Higher Education Amendments of 1992, subtitle 7, Sexual Assault Policy.

Sexual assault is being coerced to engage in a sexual act by force, threat of force, against your will and without consent. The following is issued in compliance with the provisions of that legislation. This policy applies to students and employees.

Alleged victims of sexual assault are encouraged to report such criminal activity to the Campus Police or the Director of Safety and Security. If campus officials are not available, the student should notify proper authorities by dialing 911 or call the Washington County Sheriff's Department or the Maryland State Police. Campus Security personnel will make arrangements for transportation to Meritus Hospital, which is equipped to collect evidence for victims of sexual assault.

HCC provides counseling to student through the College counseling service and may make referrals to community counseling and mental health agencies if requested. \* Information can be obtained for the Counseling staff. Modification to class schedules for victims of sexual assault will be made upon request.

All forms of sexual harassment cause the victims to feel uncomfortable or threatened by the behavior and may cause the victims to fear retaliation such as loss of job or poor grades.

Retaliation against anyone reporting or thought to have reported sexual harassment behaviors is prohibited. Such retaliation shall be considered a violation of this policy and shall be independent if charges of sexual harassment are substantiated.

Student offenders will be disciplined according to the Code of Student Conduct in instances where College discipline is initiated. Since sexual harassment and assault are criminal offenses, offenders are subject to arrest and prosecution under Maryland State law.

*\*The College no longer has a counseling office but refers students for counseling, 11/2008*