

Marion Technical College Technical Programs

Internship Experience

Student and Employer Manual



Figure 1: Marion Technical College Logo

Thank you for considering participation in an internship partnership with Marion Technical College (MTC). Creating pathways to employment for students is an important part of the MTC mission. Your commitment to provide an applied learning experience will give students an opportunity to connect academic content knowledge to real-world experience. This guide outlines the benefits and responsibilities for this important learning experience.

Our approach to education encourages ***“learning by doing.”*** Applied learning is vital to the MTC’s programs! Your partnership with MTC will give you an opportunity to work with and mentor competent, enthusiastic students who have completed a substantial part of the coursework needed to earn an associate degree. These students will bring new ideas and technical knowledge to your workplace.

Our goal is to foster positive, progressive relationships with our students and business partners. Our students are committed to integrating classroom theory with practical application to prepare for graduation and employment. As an internship employer, you will provide a “real world” learning environment to students who could be potential employees. Your constructive feedback will enhance the student’s learning. Your participation in the internship program and feedback on the student’s performance will help MTC improve the curriculum and ensure that programs are current and relevant.

Your responsibilities as an Internship Site are outlined in the document that follows. In preparation for a work placement, students will work with you to identify learning goals and activities that will be part of the placement experience. Meeting these goals and your evaluation of the student’s performance will be included in the student’s grade evaluation.

We appreciate your interest in helping our students gain valuable real-world work experience!

Sincerely,

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What is an Internship?

Internships enable students to apply classroom knowledge to real-world work experiences. As an internship employer, you make an important contribution to the students you employ, to your industry, and to MTC.

Internship placements are structured learning experiences in which students earn college credit while working in a field related to their major. In most cases, students are paid for the internship hours. Students typically work 150 hours for approximately 8 or 16 weeks during their internship experience. Students may work as little as 10 hours per week and as many as 40 hours per week. The start and end dates and the number of work hours per week are flexible and are determined by the student and employer.

MTC will assist you throughout the student's internship experience. When setting up the placement, MTC's internship coordinator will be available to you to determine the scope of the experience and its learning outcomes. The internship coordinator will also maintain contact with you and the student to periodically evaluate the student's performance during the experience. As part of the overall learning experience, you will be asked to evaluate the student's performance and share the results with the student at the end of the experience. A form is sent to you through Handshake. The student will also be required to complete a self-evaluation form in preparation for meeting with you for a formal performance evaluation. The employer evaluation represents part of the student's final grade for the internship experience and must be discussed with the student, signed and returned in order for the student to receive the college credit.

How do Internships Benefit Employers?

MTC's Programs can help you find competent, enthusiastic employees:

- You gain new ideas and technical knowledge from students
- You can evaluate potential employees while they complete their internship prior to permanent employment
- You can reduce training costs due to the short learning curve of former internship students if your organization decides to employ a student
- You can develop a talent pool for future employment needs, including special projects, peak periods, vacation relief, etc. without the cost of advertising
- You can network with MTC faculty to build and strengthen relationships between the College and your business
- You can provide feedback to the College to improve curricula and help develop a highly trained workforce
- You give back to the community by providing students with valuable learning experience

How do Internships Benefit Students?

Student benefits of participating in internships:

- Gain “real world” work experience
- Gain additional knowledge and develop additional skills
- Demonstrate the application and integration of technical skills
- Develop employability and professional skills
- Develop an understanding of his/her chosen career path
- Develop an understanding of what is expected of employees in the industry

Student Expectations

- **SMART Goals:** Students must work with their employer to establish five (5) SMART (Specific, Measurable, Achievable, Relevant, and Time-bound) goals for their internship experience.
- **Internship Hours:** Students must complete a minimum of 150 internship hours.
- **Professionalism:** Students are expected to act professionally, adhere to company policies, and communicate effectively with their supervisors.
- **Constructive Feedback:** Students should seek and be receptive to feedback to improve their skills and performance.
- **Professional Communication:** Students should check their email regularly and respond promptly to their employer and internship coordinator.
- **Attendance & Punctuality:** Students should follow the employer’s work schedule, notify their supervisor in advance of absences, and adhere to the company’s attendance policy.
- **Confidentiality & Ethics:** Students should respect company confidentiality policies and uphold ethical standards in the workplace.
- **Reflection & Self-Assessment:** Students should keep a journal or log of their tasks and learning experiences to track progress on their SMART goals.
- **Networking & Engagement:** Students should take the opportunity to network with professionals, ask questions, and seek mentorship from experienced employees.
- **Final Report/Presentation:** Students may be required to submit a final reflection on their experience, including what they learned and how it contributed to their career goals.

Employer Expectations

- **SMART Goals Development:** Work with the student to create five (5) SMART goals that align with their academic and career aspirations.
- **Meaningful Work Experience:** Provide tasks and projects that allow students to gain hands-on experience in their field of study.
- **Supervision & Mentorship:** Assign an appropriate supervisor who can provide guidance, answer questions, and ensure a supportive learning environment.
- **Feedback & Evaluations:**
 - Offer constructive feedback regularly to support the student's growth.
 - Complete evaluations honestly and thoroughly. These evaluations are used to strengthen our academic programs and do not impact the student's grade.
- **Compliance with Internship Hours:** Ensure that students meet their required 150 internship hours in a structured and meaningful manner.
- **Safe and Inclusive Workplace:** Provide a safe, respectful, and inclusive work environment where students feel valued and supported.
- **Clear Orientation:** Provide an orientation for students, including workplace policies, dress code, safety procedures, and expectations.
- **Regular Check-Ins:** Schedule regular meetings with students to discuss progress, challenges, and goals.
- **Opportunities for Growth:** Encourage students to attend team meetings, shadow different roles, and explore various aspects of the business.
- **Documentation & Feedback:** Provide written feedback on student performance and offer actionable suggestions for improvement.
- **Exit Interview:** Conduct an informal exit interview with the student to gather insights about their experience and suggestions for future interns.

We appreciate your commitment to providing students with valuable real-world experiences that contribute to their career development. Thank you for partnering with us to make this internship a meaningful learning opportunity!

Internship Policies

1. Internship Eligibility

Internships completed for academic credit must take place with an external employer and may not be completed at Marion Technical College. We believe students benefit most by stepping outside the classroom and experiencing new professional environments. Interning with an external organization allows students to broaden their perspectives, develop new skills, build professional connections, and gain valuable real-world experience that prepares them for future careers.

2. Approved Internship Placement

Students are approved to complete **the specific internship placement** submitted through the internship approval process. Approval is based on the employer, internship site, supervisor, job duties, and learning objectives provided at the time of application.

Once the internship course has begun, students may **not change to a different internship, employer, or internship site**, as the new placement has not been reviewed or approved by Marion Technical College. Students wishing to change internship placements must withdraw from the current internship course and seek approval for the new internship during a future semester.

In rare cases involving extenuating circumstances beyond the student's control (such as employer closure, layoff, or internship termination), the Director of Career Services may review the situation and determine whether an exception or alternative placement is appropriate. Any approved exception must be documented and approved prior to the student beginning work at a new internship site.

3. Internship Supervisor Qualifications

The internship supervisor must possess the education, experience, and professional expertise necessary to provide meaningful supervision and mentoring. Supervisors should have several years of professional experience and/or appropriate higher education credentials in the student's field of study.

4. Required Internship Hours

Students must successfully complete a minimum of **150 documented internship hours** to satisfy internship course requirements. Hours must be accurately recorded and submitted according to college procedures.

5. Family Member Supervision

To ensure an objective learning experience and fair evaluation process, students may not be directly supervised or evaluated by an immediate family member during their internship.

6. Internships at a Student's Current Employer

Students may complete an internship with their current employer if the internship:

- Provides new learning opportunities beyond the student's regular job duties.
- Includes clearly defined learning objectives aligned with course outcomes.
- Allows the student to gain new skills, responsibilities, or experiences.
- Is approved by the Experiential Learning Coordinator before internship hours begin.

Internship hours may not simply duplicate the student's normal job responsibilities.

7. Final Presentation Requirement

All internship students are required to complete a final in-person presentation summarizing their internship experience, learning outcomes, and professional growth.

Attendance at the scheduled presentation is mandatory. Students who fail to attend their assigned presentation will receive a failing grade for the presentation component of the course, which will result in an unsatisfactory grade for the internship course.

8. Required Evaluations

Successful completion of the internship requires submission of all required evaluations.

This includes:

- Student self-evaluation
- Employer/supervisor evaluation

Final grades may be delayed or withheld until all required evaluations have been received.

9. Reporting Workplace Concerns

Marion Technical College is committed to supporting students throughout their internship experience. If any of the following situations arise, students are encouraged to reach out to the Experiential Learning Coordinator as soon as possible so we can provide assistance and help determine the best course of action.

- Harassment
- Discrimination
- Unsafe working conditions
- Workplace injuries
- Ethical concerns
- Violations of company policy or law
- Any situation that jeopardizes the student's safety or ability to successfully complete the internship

Prompt reporting allows the college to provide support and determine appropriate next steps. Contact Danielle Smith smithdr@mtc.edu immediately if any of these situations arise.

10. Internship Termination

An internship may be terminated by the employer, the student, or Marion Technical College if circumstances warrant.

Reasons for termination may include, but are not limited to:

- Violation of employer policies
- Unprofessional conduct
- Excessive absenteeism or tardiness
- Failure to perform assigned duties
- Unsafe behavior
- Violation of college policies
- Inability to meet internship learning objectives
- Workplace restructuring or unforeseen business circumstances

Students whose internship is terminated must immediately notify the Experiential Learning Coordinator. Course completion or academic credit is not guaranteed following internship termination and will be evaluated on a case-by-case basis. Contact Danielle Smith smithdr@mtc.edu immediately if any of these situations arise.

11. Professional Conduct

Students are expected to conduct themselves as professionals throughout the internship by:

- Arriving on time and maintaining reliable attendance.
- Following all employer policies and procedures.
- Maintaining confidentiality of sensitive information.
- Dressing appropriately according to workplace expectations.
- Demonstrating respectful communication and ethical behavior.
- Completing assigned work to the best of their ability.

Failure to maintain professional conduct may result in removal from the internship and/or academic consequences.

12. Attendance and Time Reporting

Students are responsible for:

- Reporting to the internship according to the agreed-upon schedule.
- Promptly notifying their supervisor of any absences or tardiness.
- Accurately documenting internship hours.
- Submitting timesheets by required deadlines.

Falsification of internship hours or records is considered academic misconduct and may result in disciplinary action.

The policies outlined in this manual are intended to ensure a fair, consistent, and high-quality internship experience for all students and employer partners.

The **Director of Career Services** reserves the right to grant exceptions to these policies on a case-by-case basis when extenuating circumstances exist. Exceptions will be considered only after careful review of the individual situation and any supporting documentation. Approval of an exception is at the sole discretion of the Director of Career Services and does not establish precedent for future requests.

Unemployment Compensation

Based upon the Ohio Revised Code, Section 4141-5-05 Work Relief or Work Training Program Exclusion, employment does not include service performed as part of an unemployment work-relief or work-training program assisted or financed in whole or in part by any federal agency or an agency of a state or political subdivision thereof, by an individual receiving such work relief or work training.

In order for services to be excluded from employment under an unemployment work-relief or work-training program that is financed or assisted in whole or in part by any federal agency or an agency of a state or a political subdivision of a state, such program must have as a minimum the following characteristics:

1. The employer-employee relationship is based more on the participants' and communities' needs than normal economic considerations such as increased demand or the filling of a bona fide job vacancy;
2. Qualifications for the jobs take into account as indispensable factors the economic status, i.e., the standing conferred by income and assets, of applicants;
3. The products or services are secondary to providing financial assistance, training, or work-experience to individuals to relieve them of their unemployment or poverty or to reduce their dependence upon

various measures of relief, even though the work may be meaningful or serve a useful public purpose.

Such an unemployment work-relief or work-training program must also have one or more of the following characteristics:

1. The wages, hours, and conditions of work are not commensurate with those prevailing in the locality for similar work;
2. The jobs did not, or rarely did, exist before the program began (other than under similar programs) and there is little likelihood they will be continued when the program is discontinued;
3. The services furnished, if any, are in the public interest and are not otherwise provided by the employer or its contractors;
4. The jobs do not displace regularly employed workers or impair existing contracts for services.

Health & Safety, Work Environment, and Insurance Coverage

The health and safety of MTC students is a priority. Therefore, it is critical to foster open communication, responsible attitudes, and an understanding of health and safety regulations by all involved in the Internship: MTC, the employer, and the student. In the event of a workplace accident, proper and immediate communication and action is vital. As your employee, students are to be covered by your Ohio Worker's Compensation Program during the Internship.

For More Information Contact:

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