HCS INTERNSHIP PROGRAM
STUDENT HANDBOOK
CALIFORNIA POLYTECHNIC STATE UNIVERSITY

INTERNSHIP PROGRAM

The HCS Internship program is designed to build on academic knowledge by providing students with the opportunity to combine formal classroom education with a hands-on professional experience. An internship enables students to broaden their skills and apply theories and principles learned in the classroom to the operations and practices in a business environment. HCS interns often acquire information regarding career opportunities and permanent employment.

Companies participate in the HCS Internship program for various reasons. Employers welcome the opportunity to preview HCS students who will be entering the workforce upon graduation. Others employers view interns as a source of talent to use during seasonal periods when the demand for work is high or to fill temporary vacancies.

The focus of the College is to provide students with a quality educational experience.
To ensure the success of this program, the HCS Department has established guidelines for employers and interns who choose to participate. Each party involved in the internship must be fully cognizant of their duties and obligations.

EMPLOYER OBLIGATIONS

Employers agreeing to serve as a corporate participant recognize the obligation to make the program a meaningful experience for the intern. The employer must agree to provide a broad range of work assignments that include different aspects of the company. Assigned duties should be commensurate with the skills and talents of the intern. The HCS department prefers that participating companies have an established internship program or express the desire to develop one.

Benefits such as insurance, workers' compensation, etc., are not required forms of compensation and may be provided at the discretion of the employer.

The student will be under the direct supervision of a manager designated by the employer during the internship. The intern will assume the position of a temporary employee and will be subject to the same disciplinary action as company policy dictates for all temporary employees. If the intern's performance is determined to be unsatisfactory, the employer may discharge the intern upon notification of the HCS Internship Coordinator.

STUDENT REQUIREMENTS AND OBLIGATIONS

The HCS Department expects each student to adhere to the same moral and ethical conduct that is expected of all students representing Cal Poly State University. Interns will be representing Cal Poly to the business community and are expected to conduct themselves in a professional manner while serving as an intern.

The Internship program is open to all juniors and seniors in good academic standing.

Students can enroll in AEPS 339 the same quarter during which the internship takes place. Permission to enroll during a subsequent quarter must be requested and approved prior to the start of the internship. The approval must be noted in a signed agreement between the student and the HCS Department Head and placed in the student's file.

To Begin

Students are encouraged to develop their own network of industry contacts. Part of the internship experience is to research opportunities and initiate contact with potential employers. Various on-campus resources are available including the HCS Department website, Cal Poly's Career Services, job fairs and the professors. The HCS professors have years of experience in their fields of expertise and they have established industry contacts.

The intention of the HCS internship program is for students to gain a breadth of knowledge and a variety of experiences in their field of choice. Exposure to different of aspects of the chosen company is required and should be reflected in the job description and all internship reports. The chosen company should have an established internship program or express the desire to develop one.

Students are encouraged to maintain contact with the Internship Coordinator while exploring potential employers. Doing so will allow the student and the coordinator to determine a timeline for submission of the necessary forms.

Once accepted as an intern, the student will complete and submit the **Internship Contract & Liability Form** to establish intent to participate in the HCS internship program. A complete job description must also be developed between the employer and the student and be included on the contract at the time of submission. These forms must be completed and returned to the HCS Internship Coordinator *before* the add/drop deadline in order to enroll in AEPS 339. Students requesting permission to enroll during a subsequent quarter are required to submit these forms prior to the start of their work assignment.

Students can earn between 2 and 12 units of internship credit. The number of units a student can register for is based on the number of hours worked. See chart below. The number of units selected cannot be changed after the add date for that quarter.

Units	Number of hours worked during quarter
2	100 (10 hours per week x 10 weeks)
4	200 (20 hours per week x 10 weeks)
6	300 (30 hours per week x 10 weeks)
12	400 (40 hours per week x 10 weeks)

Internship Reports

Students are required to turn in an internship report every two weeks for the duration of the internship. Students requesting permission to enroll during a subsequent quarter should still submit internship reports during their work assignment to ensure accurate reporting. This report can be mailed or faxed to the HCS Internship Coordinator.

Final Report

A final report is required at the end of the internship. Guidelines for the final report are outlined on the form entitled Final Internship Report. Acceptable papers should be no shorter than two pages, typed and double spaced. Reports must also meet the usual college standards for spelling, punctuation, and grammar. It is recommended that the student keep a copy of their final report for their records. The final report must be submitted to the HCS Internship Coordinator by 5pm on the last day of finals week. Summer quarter is included as a regular working quarter.

Intern Evaluation

An Intern Evaluation form is provided to allow feedback from the employer. Students are to ask their immediate supervisor to evaluate their job performance at the end of the internship. Use of the company's approved evaluation form is also acceptable. The evaluation can be mailed or faxed directly to the HCS Coordinator to arrive no later than the

last day of finals week. It is the student's responsibility to follow up with the employer in order to meet this deadline.

Grading
Participation in the internship program requires the same adherence to academic standards as conventional coursework. Failure to adhere to the above guidelines will likely result in an Incomplete ("I") for AEPS 339. In the event that all documents and assignments are not completed by the end of the quarter, the student will receive a grade of Incomplete. The "I" can be changed to a "CR" when the work has been completed, provided it is done so in accordance with University policy. All Internships are CR/NC grading.

Withdrawal
Interns are expected to complete the full term of the agreed upon work assignment. Withdrawal from the internship prior to completion will result an automatic grade of "no credit". The student should contact the Internship Coordinator and their academic advisor should circumstances arise that require withdrawal from the internship assignment.

TIPS FOR YOUR TRANSITION TO THE WORKPLACE
The work assignment may be your first introduction to a professional work environment. The following information will assist you in making a successful transition from college student to a paid professional.

Role of the Student
- Gain skills and knowledge not available in the classroom or in textbooks.
- Apply classroom knowledge to the actual work environment.
- Make professional contacts.
- Develop and demonstrate a solid work ethic.

Make Your Work Assignment Work For You
- **Keep a calendar**, journal or daily planner to track work activities, projects or other assignments for your personal use and future reference.
- **Follow through to completion** any project assigned to you. If you determine that the assigned project will be delayed for reasons beyond your control, notify your supervisor immediately. Be sure to state only facts – do not make excuses. Presenting the facts could lead to a revision of due dates or additional assistance to meet the deadline.
- **Support company policies.** Adhere consistently to company policy, including safety rules. If you find that a policy is in contrary to your personal values or morals, you may contact the HCS Internship Coordinator or your academic advisor for advice on the matter.
- **Demonstrate loyalty.** All employers notice and appreciate loyalty. Do not point out perceived weaknesses of the employer or the products/services unless you are directly requested to discuss such matters by your supervisor.
- **Manage your time at work**. Set priorities, make the extra effort and be a self-starter. Volunteer to assist others. Cooperate and participate in new projects. Contribute to discussions.
- **Be positive.** Approach every task, person and event with a positive attitude, be open-minded and maintain a sense of humor.
- **Listen and follow instructions.** Listen carefully and take notes. Ask for clarification if any points are unclear to you.
- **Adapt. Do not resist change.** Adjust to new situations and shift priorities without resistance. Remember, you are the employee.
- **Be reliable.** Consistent attendance and punctuality is noted and appreciated by management. Set your alarm early, allow for traffic, parking snags and other events that may cause delays. It is better to arrive early than to risk being late.

General tips:
- Be courteous. Treat all employees with respect.
- Avoid acts of insubordination.
- Do not leave the job during work hours without permission.
- Dress appropriately.
- Refrain from unethical or illegal activities.
- Do not use company resources (phone, computer, supplies, etc.) for personal use, unless you have been given express permission to do so.