

“Enter Work With Skills”

SAMUEL JACKMAN PRESCOD POLYTECHNIC

Internship Booklet

Work Force Readiness Guide

Table of Contents

	Page
Work Experience/Internship Program Introduction	1
Student Participation and Internship Goals	
Internship Goals	1
How the Internship Works	2
Internship Duration	2
Requirements for placement consideration.....	3
Student Responsibility	3
On-the-job Responsibilities	3
Internship Course Assignment.....	4
Student Forms	4
Employer Participation	
Why Participate.....	5
How Do I Get Involved.....	6
Employer Forms and Information.....	6
Administration and Faculty Participation	
Role of Instructors and Administrators.....	7
Faculty and Administrator Forms	7
Worksite Training Plan Sample	8

NB: All forms are accessible via www.sjpp.edu.bb

Work Experience/Internship Program Introduction

The SJPP Internship Program is designed to meet the demands of the students and the employers for on-the-job-training experience (i.e., internship). Our work experience/internship program is a vital and significant part of 21st Century student training education. It is designed to help students connect their training courses to their career goals. The internship should relate to the student's training area, career and/or certificate goals and may be paid or unpaid. The employment experience, coupled with the educational training, will enable the student to acquire the knowledge, skills and attitudes necessary to enter and progress in their chosen career.

Student Participation and Internships Goals

Internship Goals

All program offerings by the Samuel Jackman Prescod Polytechnic (SJPP) are designed to provide formal vocational and technical training for individuals interested in working in their chosen field of study, or in preparation for other associated areas of employment. Through the internship program, students will be exposed to the real world of work in local industries. The program is also designed to help students find employment as our business partners are encouraged to offer our graduates preferential consideration during the hiring process. The internship provides a 'stepping-stone' opportunity with a solid foundation. It can open the door to the world of work by showing our students

WORKFORCE READINESS

what it's like to have a boss, attend meetings, and meet deadlines and so on. As an intern, students will be introduced to experienced industry personnel who can help provide guidance in their careers.

How the Internship Works

Students will be provided with access to the compulsory Internship Survival Kit, which contains elements complimentary to the chosen program of study. The Kit is housed on the virtual campus via Trident Learning Management System. Placement for an internship is based on availability at the time of placement.

The Survival Kit assists the student in becoming workforce-ready. The Kit consists of a 6-hour self-directed *workforce ready course*, which is mandatory for all students. The Kit also has features for career research, curriculum vitae and portfolio building. The portfolio data may be exported for use beyond graduation.

N.B: Failure to complete this segment of the Kit automatically disqualifies students from any placement opportunities by the institution.

Internship Duration

The internship can range from 2 to 15 weeks depending on the program of study in which students are registered. During the internship students will:-

- establish work schedules with the employer based on the labour laws of Barbados, or the jurisdiction in which they work.
- follow the usual custom of the organization, and the industry, regarding hours of work, etc.
- build their internship portfolio and,
at the end of the internship period, complete the Student's Evaluation Form.

WORKFORCE READINESS

Requirements for Placement Consideration

If you have achieved a minimum of 80% attendance, maintained a grade-point average of 2.0 or above and completed the required elements of the Survival Kit, you can then:

- attend an orientation seminar/workshop with faculty and industry personnel.
- receive briefing materials on your internship placement.

Student Responsibilities

- Maintain a good student record (academic and behavior).
- Complete the required elements of the Survival Kit.
- Attend the orientation workshop and briefing sessions.

On-the Job Responsibilities

- Arrive and depart the work environment on schedule.
- Dress appropriately for the work site and have your own tools, where necessary.
- Dress for safety by wearing appropriate safety gear and clothing.
- Show honesty, punctuality, and a cooperative attitude.
- Notify your employer of absences in advance or as soon as possible if you are ill.
- Express a willingness to learn and adapt.
- Report accidents, injuries, or concerns to your work supervisor and your Liaison Office immediately.
- Work effectively and collaboratively with others.
- Accept constructive criticism and show pride in work.
- Work the total number of hours required for your internship.
- Meet the employer's expectations.
- Meet all deadlines.
- Notify your Liaison Office of any changes in the job, supervision, or address.

N.B: Students dismissed from their internship may not graduate.

WORKFORCE READINESS

Internship Course Assignment

This is a graded activity. Students will be graded on:

- Attitude
- Productivity
- Quality of work
- Team spirit (workforce readiness)
- Overall Performance

Student Forms

The following is a list of internship documents that must be completed before, during and after the internship period.

- Student Information Sheet.
- Internship Survival Kit.
- Student Intern Evaluation/Student Intern Feedback Tool.
- Internship Exit Survey.

Section

2

Employer Participation

Why Participate

SJPP has highly motivated students in various technical and vocational programs of study who are looking for on-the-job training in their chosen field.

Participating in the Internship program will:

- increase your productivity.
- give you access to highly motivated interns/prospective employees.
- reduce your overhead costs.
- reduce recruitment and training costs.
- promote your company as supporting the local community.

The internship should target best practices in the particular industry and relate to the student's specialty area. Internships may be paid or unpaid; however, we encourage the provision of a stipend to help students offset their economic costs.

During the internship, students are expected to work the regular hours stipulated by the industry. Students **must** be supervised during this training period. The student's work activity **must** be directly related to their major area of study.

Instructor /SJPP faculty members will conduct site visits during the internship period to assess the progress of the internship. All grievances should be brought to the attention of the Liaison Office via an incident form/telephone call.

The Liaison Office, at your request, can provide you with curricula vitae of both interns and prospective employees.

After the official end of the internship, employers may negotiate directly with the intern if they wish to extend the work relationship.

WORKFORCE READINESS

How do I get involved?

Employers are encouraged to discuss the internship possibilities with the Liaison Office or the Deputy Principal at 246-535-2200 or at ian.drakes@sjpp.edu.bb

Employer Forms/Information

- Company Profile.
- Memorandum of Understanding/Partners Approval Form.
- Incident Report Form (if required).
- Employers Evaluation Form/Employer Feedback on Internship Program.

Section

3

Administration and Faculty Participation

All administrative procedures for the student placements in the internship program/on-the-job training/work experience will be administered by the Liaison Office in collaboration with the divisional heads of programs. This includes:

- Providing an overall program oversight.
- Providing assistance to students through the Survival Kit.
- Collecting and processing Student Information Forms.
- Collecting and processing Partners Approval Forms.
- Developing, revising and ‘action-ing’ the Memorandum of Understanding.
- Tracking, reviewing, analyzing and storing all internship documentation as required.
- Arranging for, and participating in, the on-site visits with employers within the first 2-3 weeks of the internship program. This should include a tour of the facilities where the student is working and a meeting with both the employer and the student.
- Receiving, and verifying the submission of all final documents from both students and employers.
- Providing necessary feedback and student’s final grades on internship performance.

Faculty/Administrator Forms

- Company Profile Form.
- Instructor Site Visit Form.
- Faculty/Administrators Internship Review.
- Worksite Training Plan Form.

**Samuel Jackman Prescod Polytechnic
Internship/Work Experience Program**

Worksite Training Plans

Specialization: _____ (program of study)

Employers should assign a lead technician/personnel to supervise, mentor and provide orientation for the intern(s) during the internship period. Orientation should include: workplace policies, procedures, rules, regulations and company/corporate philosophy.

After the orientation, and assignment of a lead personnel (supervisor), interns can be expected to demonstrate the skills listed below in support of their area of study:

Week One (1) Skills with Supervision
Week Two (2) Skills with Supervision
Week Three (3) Skills with Supervision
Week Four (4) Skills with Supervision
Week Five (5) Skills with Supervision
Week Six (6) Skills with Supervision

Worksite Partner Signature

SJPP Authorizing Signature

Date: _____

Date: _____

The End!!