College Internship Program Guidelines & Info Packet

This informational packet is to serve students and employers who are interested in applying for an internship through the New College Institute (NCI) Internship Programs. Interested students and employers may review the contents of this packet as well as the resources referred to on the NCI website at newcollegeinstitute.org.

The following information is available in this packet to assist applicants:

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- NCI College Internship Program Goals (Page 1)
- Year-Round Opportunities & Internship Sessions (Page 1)
- Intern Wages & Employer Financial Commitments (Page 2)
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NCI College Internship Program Purpose

New College Institute (NCI) is interested in the development of an educated and qualified workforce in Martinsville-Henry County. Connecting education to opportunities, the NCI Experiential Learning Programs link working professionals to the community and assist towards the creation of a world-class workforce in Southern Virginia. Through funding from the New College Foundation, the Harvest Foundation, and local employers, NCI provides paid internship opportunities for college students. Students are able to gain hands-on experience related to their field of study by working with an employer in Martinsville-Henry County and the surrounding communities. Additionally, employers have an opportunity to test drive potential candidates for full-time hire.

NCI College Internship Program Goals

- Provide college students with quality paid work experience related to their field of study.
- Provide the local workforce with an opportunity to be part of a unique internship experience.
- Demonstrate to individuals that there are rewarding employment opportunities in Southern Virginia.
- Assist with the recruiting and retaining of young professionals.
- Fulfill needs of existing employers by attracting students with specialized skills and educational training.

Year-Round Internship Opportunities

Currently, NCI coordinates and funds college internships during three separate time frames throughout the year. Please refer to the NCI website for a more detailed outline of each session, including time tables and application deadlines.

- Fall Session (September 1 through December 31)
- Spring Session (January 1 through April 30)
- Summer Session (May 1 through August 30)
Intern Wages & Employer Financial Commitments

Fall & Spring Sessions

Selected interns for the fall and spring internship sessions work 160 hours at the rate of $12.50 an hour, earning up to $2,000 over the course of the session. Participating employers invest $500.00, while the New College Foundation and the Harvest Foundation offset costs by providing $1,500.00 to the selected employers for the interns’ paid wages. Employers working with a student that may be a returning intern will invest $1,000. There is also potential for interns to receive academic credit for participation in the NCI Spring Semester Internship Program through the college or university in which they are enrolled.

Summer Session

Selected interns for the summer internship session work 320 hours at the rate of $12.50 an hour, earning up to $4,000 over the course of the session. Participating employers invest $1,000, while the New College Foundation and the Harvest Foundation offset costs by providing $2,000.00 to the selected employers for the interns’ paid wages. Employers working with a student who may be a returning intern will invest $2,000.

Academic Credit

There is also potential for interns to receive academic credit through the successful completion of the NCI Internship Program. NCI does not provide this credit. Credit is provided through the college or university in which students are enrolled. Students should consult with faculty or the career services department of the college where they are enrolled for more information.

Program Eligibility

Students: All student applicants must be currently accepted to and/or enrolled in an associate’s, bachelor’s, or master’s degree program at an accredited college or university. Applicants must be high school graduates. Current high school students are not eligible to apply for this internship program. High school students participating in dual enrollment programs and receiving college credits are also not eligible to apply.

Employers: All employer applicants must have a physical presence located within Martinsville, Henry County and the surrounding communities. Requests and considerations for employers beyond these parameters will be taken into consideration on a case by case basis as presented to the experiential learning staff of NCI.

Steps to Apply

Students:
1. Review the following:
   - This packet
   - Additional details at newcollegeinstitute.org
     - Internship session details, time-table, and deadlines to apply
     - Employer Statement of Commitment
     - Participation agreements – not to be signed until after selections have been confirmed
2. Create and edit student account at newcollegeinstitute.org
3. Review any posted internship opportunities provided by interested employers
4. Connect with an employer and express interest in applying with them for internship
5. Confirm a mutually agreed upon placement with a prospective host employer for an internship
6. Complete the application with an employer who agrees to apply with the student
7. Submit the completed application, which will include the following items:
   • Employer statement of commitment with information and signature from employer
   • Student’s resume
   • Student’s cover letter
   • All completed fields required through online application
8. Based upon timetables, await confirmation of selection status from NCI.

Employers:
1. Review the following:
   • This packet
   • Review additional details at newcollegeinstitute.org
     o Internship session details, time-table and deadlines to apply
     o Employer Statement of Commitment
     o Participation agreements – not to be signed until after selections have been confirmed
2. Create and edit employer account at newcollegeinstitute.org
3. Post any internship opportunities or advertised internship position descriptions
4. Connect with student
5. Complete the employer statement of commitment for the student to include in his or her application
6. Have the student submit the final application on behalf of the employer and required employer documents
7. Based upon timetables, await confirmation of selection status from NCI.

Cover Letter Requirements

The cover letter to NCI may outline the proposed internship, interest in the career, and a statement of personal objectives and goals: indicate what you expect to learn or accomplish from the experience, skills you want to gain, and how the proposed internship complements and enhances your academic course of study. Offer insight into why you should be selected for this internship, how it may benefit both you and the community, and your future professional plans. Please include at least five objectives that you wish to accomplish through the internship – this may correlate with the employer statement of commitment that is established by employer and student applying together. The employer statement of commitment must be completed by the employer but submitted by the student applying in order to be considered a complete application.

Submitting the Online Application

Please note that students must complete the online application which will include the student’s resume, cover letter, and the employer statement of commitment.

• All applications must be submitted online by the deadline provided.
• Faxed, emailed, mailed or hand submitted applications will not be accepted.
• Incomplete application packages or applications received after the deadline will not be considered.
• Successful applicants will be notified by NCI staff through email.
• Please note that both employers and students applying must only submit an online application if they have a student and/or employer for which they are applying. All applications submitted without a complementing piece will not be accepted.
• In accordance with FERPA guidelines, application status will not be discussed with anyone other than the applicant.
Roles & Expectations

Due to the unique arrangement of the NCI Internship Programs, each of the collaborating parties (NCI Intern, NCI, and participating employer) must adhere to the roles & expectations as outlined below.

NCI Intern Role

Upon selection for an internship and in order to receive the full stipend of monies from the New College Foundation, NCI Interns must adhere to the following expectations:

• NCI Interns must attend an internship orientation at NCI, which will be held prior to the internship session for which the student applied.

• NCI Interns will be required to complete all appropriate paperwork to NCI prior to beginning the internship (during the internship orientation), which will include a contractual agreement known as the New College Foundation Participation Agreement.

• NCI Interns must complete the required amount of hours as it relates to the internship session.

• NCI Interns are expected to fulfill the internship position description, professional expectations, hours of work, and any other relevant information that was established with the employer and was previously outlined within the Employer Statement of Commitment submitted by the intern’s selected employer.

• NCI Interns are expected to meet all normal requirements expected of other full-time employees at the workplace of their internship.

• NCI Interns are expected to maintain an accurate timesheet of hours worked and shall submit timesheets to NCI on the appropriate dates instructed by the NCI Internship Coordinator.

• NCI Interns are required to participate in at least one site visit or evaluation from the Internship Coordinator, NCI support staff, and/or the faculty-in-residence of their academic program.

• NCI Interns may have the possibility to receive academic credit from the college or university in which they are enrolled during participation in the NCI Internship Program. NCI Interns are responsible for coordinating this opportunity for academic credit with their college or university. NCI may assist them with providing the support and necessary paperwork needed in order to fulfill guidelines that will enable the intern to receive academic credit.

• NCI Interns must develop a short written report, and/or complete an evaluation of their experiences that satisfies the requirements of NCI. Further instruction will be available at the initial meeting for new interns.
NCI Role

NCI interns are selected by a committee comprised of community representatives. With each internship session, a new selection committee is formed. The selection committees review student applications and select internship recipients. Please see page six for further details on the selection criteria and process.

- New College Foundation will send checks in the amounts previously agreed upon to the employers selected to participate in the program. This transaction will be contingent upon submission of appropriate paperwork including: Program Participation Agreement, Company or Organization Tax ID, and proof of business or organization Insurance and Liability.

- NCI will coordinate and monitor the internships, but will not be involved in direct supervision of the students during internships.

- NCI will coordinate a site visit to evaluate the internship experience for the intern and employer.

- NCI will arrange opportunities for media coverage with a focus on the internship program.

- NCI will communicate relevant information to employers and interns in an appropriate and timely manner.

- NCI will determine satisfactory completion of the internship experience in cooperation with the employer.

Employer Role

In order to receive the full stipend of monies from New College Foundation, participating employers must adhere to the following expectations:

- Those employers that wish to participate in the NCI Internship Programs may be any public or private, for-profit or non-profit agency, organization or enterprise. Priority will be given to businesses and organizations in Martinsville–Henry County; however, businesses and organizations within surrounding communities may also apply and will be considered.

- The employer will commit to providing an appropriate level of supervision for the predetermined job description and length of time as outlined in the intern’s application.

- The employer will commit to providing the previously agreed upon amount to the intern they host through the NCI Internship Program. Employers who have a NCI intern returning to the same or reasonably similar position will commit to provide one-half of the total funding for intern’s wages. NCI will pay the other portion of the salary to the employer within the beginning of the internship session.

- Employers must ensure that the intern will provide regular timesheets and progress reports to the NCI Internship Coordinator. Further instruction about this will be provided at the initial meeting.

- Employers may have an opportunity to meet with the NCI Internship Coordinator to discuss details and appropriate paperwork pertaining to the internship program session in which they are participating.

- Employers are required to provide all appropriate paperwork to NCI in order to receive payment from New College Foundation. This would include: the contractual agreement known as the Program Participation Agreement, Company or Organization Tax ID, and proof of Insurance and Liability for participating business or organization.
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• The employer will, upon conclusion of the internship, submit a short written evaluation of the student’s personal work habits and general work performance, and certify to NCI that the minimum time commitment for the job was met. If the minimum time commitment was not met, the employer will be required to reimburse NCI for the remainder of the funds.

Selection Criteria and Process

The NCI Internship Selection Committee is made up of community members. The Selection Committee views a copy of each application that has had all personal and identifying information cleared. Through this type of blind selection, the NCI Internship Selection Committee selects successful applicants that seem to demonstrate the following:

• Relevance or need for the position within the larger community: demonstration of how the internship will have an impact on the local workforce, economy and/or will contribute to community vitality

• Potential for longer-term employment or continued relationship with the employer

• Academic achievement of the student applying

• Interest in pursuing career field related to potential internship as indicated by relevant coursework and/or paid or volunteer work experience

• Specific, articulated, and measureable goals and objectives

• Employer’s commitment to provide wages and a high quality, structured internship experience as outlined in Employer Statement of Commitment

• Overall quality of the complete application proposal package (professional presentation and attention to detail)

• Students who received an internship in previous years may return to the same employer if the employer agrees to pay half of the total salary

NCI notifies students and employers of successful applicants. Please refer to newcollegeinstitute.org for dates of these notifications as they relate to each internship session. The application pool is very competitive and NCI can make no guarantees that all student/employer applicants will have the opportunity to be selected to participate. NCI encourages that students and employers continue to apply in the future. In accordance with FERPA guidelines, application status will not be discussed with anyone other than the applicant.

Further Questions?

Please contact New College Foundation Coordinator of Experiential Learning, Katie Croft at (276) 403-5609 or Kcroft@newcollegeinstitute.org
New College Institute Experiential Learning Programs

Employer Statement of Commitment

<table>
<thead>
<tr>
<th>Proposed intern name</th>
<th>Company name</th>
</tr>
</thead>
</table>

**Please indicate with an “X” or check mark the internship session this document represents:**

- [ ] Fall Session (September through December)
- [ ] Spring Session (January through April)
- [ ] Summer Session (May through September)

**If student is chosen to participate in program, who will be his or her direct supervisor?**

<table>
<thead>
<tr>
<th>Supervisor’s Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor’s Phone</td>
</tr>
<tr>
<td>Supervisor’s Email</td>
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</table>

**Internship position title**

**Internship position description (list specific duties and responsibilities the intern will be required to complete)**

**Work schedule (if known please include start date, days and times, etc.)**

**Please indicate the name and contact information of the representative NCI should contact throughout the internship (ex. HR director, CEO, etc.).**

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If the student who we are applying with is selected, as a representative of our company or organization, we commit to the following:

- To provide the required level of financial support for the intern’s wages:
  - [ ] Fall & Spring Sessions: either $500 for a new intern or $1,000 for a returning intern for 160 hours paying $12.50 an hour.
  - [ ] Summer Session: either $1,000 for a new intern or $2,000 for a returning intern for 320 hours paying $12.50 per hour.
- To allow NCI to schedule and conduct site visits with the intern and intern’s supervisor as needed.
- To provide a quality college-level experience and verify that the intern is working the required number of hours.
- To complete an evaluation of both the intern and the internship experience at the end of internship.

_by signing this document, I attest that I have no relational affiliation with the college student in consideration. By signing this document, I also attest that I have no relational affiliation with the New College Institute Experiential Learning staff._

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**SIGNATURE**

**PRINTED NAME AND TITLE**

**DATE**

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NEW COLLEGE FOUNDATION
INTERNSHIP PROGRAM ORGANIZATION AGREEMENT

This Agreement made _____________________ (DATE) by and between
the New College Foundation (“NCF”) and ________________________ (“ORGANIZATION”).

Please indicate which internship session this agreement represents:

- ○ Fall Session (September 1 through December 31)
- ○ Spring Session (January 1 through April 30)
- ○ Summer Session (May 1 through August 30)

Section One
Description of Internship

The internship consists of ORGANIZATION providing a professional, appropriate, college-level work experience for a current college student (“STUDENT”). The work experience must be related to STUDENT’s academic program or interests. ORGANIZATION understands that NCF does not control or directly supervise STUDENT, the way in which ORGANIZATION structures the internship work experience, or the way in which ORGANIZATION operates. STUDENT completes the internship in exchange for the educational experience and a stipend provided by NCF to ORGANIZATION. ORGANIZATION agrees to provide leadership, guidance and supervision to STUDENT and agrees to act as the fiscal agent responsible for paying wages to STUDENT.

ORGANIZATION agrees to perform services as outlined by STUDENT internship application proposal.

Note that STUDENT must sign an agreement in which they abide by all policies and procedures of ORGANIZATION and understand that any violation of such policies and procedures could result in immediate termination of this Agreement by either ORGANIZATION or NCF.

Section Two
Payment

In consideration of STUDENT performing the internship as described in Section One, NCF will pay ORGANIZATION a stipend of $1,000 or $2,000 (as previously agreed upon) if this agreement represents an internship taking place within the summer internship session. Or, in consideration of STUDENT performing the internship as described in Section One, NCF will pay ORGANIZATION a stipend of $500 or $1,000 (as previously agreed upon) if this agreement represents an internship taking place within the fall or spring internship sessions. STUDENT will work out timesheets and pay periods with ORGANIZATION. Under no circumstances will the total amount paid be over the amount agreed upon by ORGANIZATION and NCF.

STUDENT is required to submit copies of timesheets, signed by ORGANIZATION official, to NCF at the conclusion of the internship. Summer session interns are required to complete 320 hours. Spring and Fall session interns are required to complete 160 hours. If the internship is terminated for any reason, ORGANIZATION will be required to reimburse NCF the remainder of the funds prorated at $12.50 per hour.

NCF will issue a 1099 tax form to the ORGANIZATION to report stipends paid. ORGANIZATION is required to withhold payroll taxes and issue W-2 forms to STUDENT. ORGANIZATION must submit tax ID number/FIN to NCF prior to distribution of funds.

Revisions: 8.8.2014
NEW COLLEGE FOUNDATION
INTERNSHIP PROGRAM ORGANIZATION AGREEMENT

Section Three
Relationship of Parties

This Agreement does not create an employment relationship between STUDENT and NCF or STUDENT and ORGANIZATION. STUDENT understands that the internship provides educational benefits and experiences with a stipend.

Section Four
Liability

STUDENT and ORGANIZATION agree that the internship shall be performed at the site of the ORGANIZATION and the use of any facilities owned by the ORGANIZATION shall be undertaken by STUDENT at the sole risk of the STUDENT. STUDENT further agrees that NCF, the Commonwealth of Virginia, and all officials and employees thereof, in both their official and individual capacities shall not be liable for any and all claims, demands, injuries, damages, actions, or causes of actions to STUDENT or to STUDENT’s property arising out of or connected with the internship.

ORGANIZATION must demonstrate proof of liability insurance/workers compensation to NCF before payment will be made.

ORGANIZATION agrees to indemnify and hold harmless NCF against any and all claims, causes, of action or liabilities which may accrue to ORGANIZATION, STUDENT or any third party arising out of the internship or the relationships created thereunder, including but not limited to, all claims for damage to the person or property of the STUDENT; all claims to salary, wages, or benefits alleged to be due STUDENT; and any and all claims arising at common law or under statute, ordinance or regulation of any federal, state or local legislative or regulatory body wherein ORGANIZATION or NCF would be obliged to respond civilly in damages to STUDENT or any third party as a result of acts or omissions of STUDENT or ORGANIZATION.

Section Five
Duration

Either party may cancel this Agreement on 5 days written notice; otherwise the agreement shall remain in force until the conclusion of the internship as indicated by the final date of the internship session which this agreement represents.

In witness whereof, the parties have executed this agreement at 191 Fayette Street, Martinsville, Virginia the day and year first above written.

STUDENT has read the above agreement and agrees to be bound his/her undertakings set forth therein.

_________________________  Date___________________________
Katherine E. Croft,
NCF representative

_________________________  Date___________________________
ORGANIZATION

Revisions: 8.8.2014
NEW COLLEGE FOUNDATION
INTERNSHIP PROGRAM STUDENT AGREEMENT

This Agreement made _____________________ (DATE) by and between
the New College Foundation (“NCF”) and ________________________ (“STUDENT” printed name).

Please indicate which internship session this agreement represents:

- Fall Session (End of date: December 31)
- Spring Session (End of date: April 30)
- Summer Session (End of date: August 30)

Section One
Description of Internship

This internship includes work experience with a profit or non-profit organization (“ORGANIZATION”) chosen by
STUDENT. The work experience must be related to STUDENT’s academic program or interests. STUDENT
understands that NCF does not control ORGANIZATION, the way in which ORGANIZATION structures the
internship work experience, or the way in which ORGANIZATION operates. STUDENT completes the
internship in exchange for the educational experience and a stipend provided by NCF or to ORGANIZATION.

Based on the internship session dates provided above, the STUDENT agrees that internship shall commence
on or about the start date of _____________________ and terminate no later than the end date of
___________________.

STUDENT agrees to perform services for ORGANIZATION as outlined by STUDENT’s internship application
proposal which will be kept on file at New College Institute.

STUDENT agrees to abide by all policies and procedures of ORGANIZATION and understands that any
violation of such policies and procedures could result in immediate termination of this Agreement by either
ORGANIZATION or NCF.

Section Two
Payment

In consideration of STUDENT performing the internship as described in Section One, NCF will pay
ORGANIZATION a stipend of $1,000 or $2,000 (as previously agreed upon) if this agreement represents an
internship taking place within the summer internship session. Or, in consideration of STUDENT performing the
internship as described in Section One, NCF will pay ORGANIZATION a stipend of $500 or $1,000 (as
previously agreed upon) if this agreement represents an internship taking place within the fall or spring
internship sessions. STUDENT will coordinate timesheets and pay periods with ORGANIZATION. Under no
circumstances will the total amount paid be over the amount agreed upon by ORGANIZATION and NCF.

STUDENT is required to submit copies of timesheets, signed by ORGANIZATION official, to NCF at the
conclusion of the internship. Summer session interns are required to complete 320 hours. Spring and Fall
session interns are required to complete 160 hours. If STUDENT has not worked the required amount of hours
based on their internship session criteria, ORGANIZATION will be required to reimburse NCF the remainder of
the funds, prorated at $12.50 per hour.

NCF will issue a 1099 tax form to the ORGANIZATION to report stipends paid. ORGANIZATIONs are required
to withhold payroll taxes and issue W-2 forms to STUDENT.

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NEW COLLEGE FOUNDATION
INTERNSHIP PROGRAM STUDENT AGREEMENT

Section Three
Relationship of Parties

This Agreement does not create an employment relationship between STUDENT and NCF or STUDENT and ORGANIZATION. STUDENT understands that internship provides educational benefits and experiences with a stipend.

STUDENT acknowledges that NCF is not responsible for the obligations of standard employment with respect to any benefits including, but not limited to, the Fair Labor Standards Act, Unemployment Compensation Act, Workers Compensation Act, the Americans with Disabilities Act, etc.

STUDENT represents that the answers and representations made on the internship application, which is attached hereto and made a part of this agreement, are true and correct and acknowledges that NCF and ORGANIZATION have relied on the truth and accuracy thereof in entering into this agreement.

STUDENT has also read the participation agreement between the ORGANIZATION and NCF and agrees to be bound his/her undertakings set forth therein.

Section Four
Liability

STUDENT agrees that the internship shall be performed at the site of the ORGANIZATION and the use of any facilities owned by the ORGANIZATION shall be undertaken by STUDENT at the sole risk of the STUDENT. STUDENT further agrees that NCF, the Commonwealth of Virginia, and all officials and employees thereof, in both their official and individual capacities shall not be liable for any and all claims, demands, injuries, damages, actions, or causes of actions to STUDENT or to STUDENT’s property, or to ORGANIZATION or ORGANIZATION’s property, arising out of or connected with the internship.

STUDENT will not institute any action or suit of law or in equity against NCF, nor institute, prosecute or in any way aid in the institution or prosecution of any claim, demand, action, or cause of action for damages, costs, loss of services, expenses, or compensation for or on account of any damage, loss or injury either to person or property, or both, whether developed or undeveloped, resulting or to result, known or unknown, past, present or future, arising out of the internship.

Section Five
Duration

Either party may cancel this Agreement on 5 days written notice; otherwise the agreement shall remain in force until the conclusion of the internship as indicated by the final date of the internship session which this agreement represents.

In witness whereof, the parties have executed this agreement at 191 Fayette Street, Martinsville, Virginia 24112 the day and year first above written.

________________________________________  Date___________________________
Katherine E. Croft,
NCF representative

________________________________________  Date___________________________
STUDENT

Revisions: 8.8.2014