

INTERNSHIP PROCEDURES & GUIDELINES

Definition

Internship: A course which provides students an opportunity to engage in the practical application of prior learning in a supervised, professional experience, paid or unpaid, guided by learning outcomes, that build on and enhance previous coursework.

Representing Office and/or Department

Applied Technology

Phone: (616) 234-3394

Email: rstevenson@grcc.edu

Automotive

Phone: (616) 234-3006

Email: clodenst@grcc.edu

Computer Information Systems

Phone: (616) 234-3681

Email: lkeizer@grcc.edu

Criminal Justice

Phone: (616) 234-4109

Email: nbanks@grcc.edu

Education Department

Phone: (616) 234-2410 or (616) 234-3417

Email: kathleenneumann@grcc.edu or kdavis@grcc.edu

Language & Thoughts

Phone: (616) 234-4606

Email: dsutton@grcc.edu

Manufacturing

Phone: (616) 234-3640

Email: twalwood@grcc.edu

Secchia Institute for Culinary Education

Phone: (616) 234-3706 or (616) 234-2474

Email: bschultz@grcc.edu or amandaharper1@grcc.edu

Employee Procedures & Guidelines

- A. Provide students with the following information (written and verbal) on:
 1. qualities of what makes a good internship placement
 2. process of securing an internship
 3. forms are to be submitted along with deadlines
 4. expectations on behavior and consequence for not meeting expectations.

- B. Faculty will provide the following information to the Department Head or Program Director, as well as

Campus Police (if internship requires students to travel and secure lodging):

1. a list of students and their internship placements
 2. travel date(s) and destinations for each student
 3. Copies of the following documents:
 - a. Assumption for Risk and Release
 - b. Emergency Contact Information
 - c. Health Information Form
 - d. Health Insurance Coverage Certification Form
 - e. Copy of your Passport (International Experience only)
- C. During an emergency or situations involving the well-being of participants and/or violations of the Student Code of Conduct, the person(s) responsible for the off-campus trip will contact the GRCC Campus Police for consultation (616-234-4911). GRCC Campus Police may refer the caller to the Associate Provost and Dean of Students Affairs and/or the Administrator on call.

Student Procedures & Guidelines

- A. Complete and submit the following forms to your instructor prior to departure:
 1. Internship Agreement (first week of class)
 2. Assumption for Risk and Release
 3. Emergency Contact Information
 4. Health Information Form (if the internship extends beyond the duration of the class period)
 5. Health Insurance Coverage Certification Form
 6. Copy of your Passport (International Experience only)
 7. Student Travel Expectations and Behavior Agreement
- B. Make all payments associated to the cost of the internship.
- C. Make arrangements with instructors as a result of your absence.
- G. Students are expected to adhere to the Student Code of Conduct at all times.