

Smart Internship Program General Guidelines

- The college has training plans which can be amended to your needs.
- Course may be repeated to earn up to a maximum of 6 college credits.
- All students are expected to complete the HD-180 Career Development Internship seminar.
- The student’s performance is evaluated on the site by the site supervisor in a fashion similar to common employee evaluation systems. The instructor reviews the work of the student and the completed training plan from the supervisor, as well as seminar performance to assign a grade.
- Credits are variable and can be adjusted per hours completed.
- The high school/agency can use its own Time Sheet if desired.
- The high school/agency can use its own Terms and Conditions Form if desired.
- One college credit equals:
 - Completion of measurable indicators (Training Plan) and seminar student learning outcomes; and
 - 30 clock hours learning/working at the training site.

STUDENT WORK SITE HOURS		
<i>Total Hours</i>	=	<i>Number of Credits</i>
180 – 209 hrs.		6 credits
150 – 179 hrs.		5 credits
120 – 149 hrs.		4 credits
90 – 119 hrs.		3 credits
60 – 89 hrs.		2 credits
30 – 59 hrs.		1 credit