



Upward Bound Math and Science
Summer Internship Agreement
****STUDENT COPY****

PURPOSE

To gain exposure to and experience in a career field that requires at least a Bachelor's degree.

DESCRIPTION

Upward Bound Math and Science participants are expected to complete a six-week summer internship with a local business or organization. Students will reside in their homes and commute daily to their internship location. Students must arrange their own transportation. There will not be a residential component to the summer internship, however a Summer Orientation will be held on Saturday, May 21, 2016 from 9:00 am to 12:00 pm at the CCCC Harnett County Campus to review internship details and expectations.

DATES

Monday, June 20 – Friday, July 29, 2016

HOURS

25-40 hours per week. Each student can work out specific scheduling details directly with his/her supervisor.

STUDENT EXPECTATIONS

1. Exhibit professional conduct at all times:
 - Arrive on time and work until expected departure time
 - Dress neatly and appropriately
 - Use cell phone or other electronic devices only during breaks
 - Be respectful of supervisor, co-workers, and customers/clients

2. Demonstrate a strong work ethic:
 - Maintain a positive attitude
 - Show enthusiasm
 - Be productive at all times
 - Be willing to take initiative
3. Strive to develop 21st Century workplace skills:
 - Digital-age literacy (ability to read, write, listen, speak, and compute numbers; technological literacy; information literacy; cultural literacy; and global awareness)
 - Inventive thinking (adaptability; managing complexity; self-direction; curiosity; creativity; higher-order thinking; and sound reasoning)
 - Effective communication (teamwork; collaboration; interpersonal skills; networking; personal responsibility; and social and civic responsibility)
 - High productivity (prioritizing; planning; problem-solving; effective use of tools and technology; and an ability to produce high-quality products with attention to detail)
4. Complete and submit all required documentation to the Upward Bound Math and Science Program in a timely manner, including but not limited to:
 - Internship Placement Verification Form
 - Weekly timesheets
 - Evaluations

SUPERVISOR EXPECTATIONS

1. Assist intern in completion of required documentation:
 - Sign Internship Placement Verification Form
 - Complete and sign intern's weekly timesheets
 - Complete final evaluation upon completion of internship
2. Serve as a professional mentor to intern
3. Communicate regularly with intern and Upward Bound Math and Science Program (via weekly timesheet) regarding expectations and performance
4. Communicate with Upward Bound Math and Science Program immediately if a problem arises

EVALUATION

In order to monitor interns' performance, supervisors will be asked to note tasks completed and performance of intern on weekly timesheets. A representative of the Upward Bound Math and Science Program will also make at least one (1) site visit to the internship placement location to observe the intern. Upon completion of the internship, supervisors and interns will both be asked to complete final evaluations. Supervisors are also strongly encouraged to submit letters of recommendation on behalf of their interns for future college admissions and scholarship applications via email to ubms@cccc.edu within two (2) weeks of the completion of the internship.

STUDENT COMPENSATION

Upon receipt of all required documentation and successful completion of the internship, students will receive a \$450 stipend from the Upward Bound Math and Science Program. Placement businesses and organizations are **not** expected to compensate interns for their time and effort.

Stipend requirements are as follows:

- \$240 – Six (6) Weekly Timesheets submitted on time documenting 25+ hours per week (\$40 for each week)
- \$60 – Six (6) Weekly Journal Entries describing work completed, successes, challenges, and anything you learned – Entries must be at least 1 typed page, double-spaced, per week, and be submitted on time (\$10 for each week)
- \$50 -- Reflection Paper (To include Education or Training Required, Likes, Dislikes, Attributes of a Successful Professional in the field, Future Plans related to this field; Must Include Cover Sheet with Name, Internship Placement, Supervisor Name, Logo or Picture; Paper must be at least 3 types pages, double-spaced, not including cover sheet)
- \$50 – Copy of Thank You letter or card to Internship Supervisor
- \$25 – Five (5) Photographs sent on time via email to ubms@cccc.edu (\$5 for each photograph)

**Be sure to request permission before photographing anyone other than yourself*

- \$25 – Evaluations

CONTACT INFORMATION

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