

“Linking Employers and Academic Needs” (LEAN) Internship Project

NSF Award Number 1304821



September 2017

About Eastern Shore Community College:

www.es.vccs.edu

Eastern Shore Community College (ESCC) is a member of the Virginia Community College System (VCCS). The College serves the residents of Accomack County and Northampton County as a two-year institution of higher learning.

Operating under policies established by the State Board for Community Colleges and the Eastern Shore Community College Board, the college is financed primarily through tuition and other state funds, supplemented by contributions from the two counties and the Eastern Shore Community College Foundation.

Accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, the college provides associate degree programs approved by the State Council of Higher Education for Virginia. Eastern Shore Community College is a member of the American Association of Community Colleges and the Southern Association of Junior Colleges.

ESCC is the smallest of the 23 colleges within the VCCS. As a comprehensive community college, ESCC provides high-quality technical and liberal arts degrees, a variety of credit and non-credit certificates, and customized training designed to meet unique business needs. The College is centrally located on the Eastern Shore of Virginia on a 115 acre campus, with facilities that include classrooms, instructional laboratories, computer labs, a learning resource center, and a workforce development center.

This material is based on work supported by the National Science Foundation under Grant Number 1304821. Any opinions, findings, and conclusions or recommendations expressed in this material are those of the author(s) and do not necessarily reflect those of the National Science Foundation.

EXECUTIVE SUMMARY

The LEAN Internship Project's disciplinary focus was on Career Pathways for ESCC's STEM programs that provide science and engineering technicians for industry. ESCC wants to ensure that local students have the opportunity to improve their technical education and motivation in order to successfully complete credentials and obtain technological employment locally and in the broader world.

Project goals included increasing opportunities for women and under-represented students; enhancing and disseminating the LEAN Internship Model within ESCC and other academic institutions; and providing on-site faculty professional development at the nearby NASA Wallops Flight Facility (WFF) to enhance understanding of aerospace and defense industry education needs.

The primary project audience was ESCC's STEM AAS degree and certificate students and faculty:

AAS degrees – Electronics Technology, Electronics Technology: Computer Technician Specialization, and Management with Information Technology

Certificates – Electronics; Heating, Ventilation, and Air Conditioning; Industrial Technology; Information Systems Technology; and Welding

The project expanded and developed new student internship opportunities for other programs of study through a customizable internship model.

ACKNOWLEDGEMENTS

We acknowledge the contributions and dedication of the following partner organizations and individuals who are responsible for the success of this project:

NASA Wallops Flight Facility Education Department

Mid-Atlantic Regional Spaceport (MARS)

Tyson Foods

Eastern Shore Community College (ESCC)

- Linda Thomas-Glover
- Kimberly Britt

Project Team

- Debbie Daniels
- John Floyd
- Teresa Guy
- Barbara Rang

Eastern Shore Community College Foundation

For more information, please contact:

Teresa Guy
ESCC Career Pathways Coordinator
Principal Investigator
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John Floyd
ESCC Assistant Professor, Electronics
Co-Principal Investigator
jfloyd@es.vccs.edu

PURPOSE OF THIS GUIDEBOOK

This guidebook is intended to primarily to be used as a toolkit for educators offering internship programs. It offers sample forms and practices that were utilized through an adaptation of lean manufacturing principles.

Lean Principles



<http://www.business2community.com/content-marketing/why-lean-principles-can-yield-remarkable-content-marketing-results-0568617#xw1IBBRP5HL0K5lo.97>

SAMPLE FORMS

ESCC STEM INTERNSHIP SEMESTER SCHEDULE

DATE	TASK	STAFF	STATUS
w/o Aug 31	Update internship schedule	Daniels/Guy/Floyd	
w/o Sep 19	Announce student internships through email blast, Facebook, plasma screens & flyers to all students	Daniels	
w/o Sep 26	Conduct in-person announcements in relevant O/T classes	Daniels	
Monday, Oct 3	Information sessions at 12:00 and 4:00; give student surveys	Daniels & relevant faculty	
Monday, Oct 3 –10	Assistance with preparing applications, cover letters, and resumes	Daniels	
Tuesday, Oct 11	Student internship applications due	Daniels	
Wednesday, Oct 12	Select applicants for interviews, notify and brief applicants on next steps	Daniels/relevant faculty	
Wednesday, Oct 12-14	Applicants register on NASA OSSI https://intern.nasa.gov	Daniels	
Wednesday, Oct 12-14	Mock interviews from 9:00-1:00	Daniels/VEC Rep/TBD	
w/o Oct 17	Schedule & hold NASA interviews	Daniels/Sherman/ Sponsors TBD	
w/o Oct 17	NASA selection and security process	Daniels	
Monday, Oct 24	Start internships	Daniels	
w/o Nov 7	First stipend due	Daniels/Belote	
w/o Nov 28	Second stipend due	Daniels/Belote	
w/o Nov 28-Dec 5	End internships (6 weeks) (added extra time for 2-day holiday)	Daniels	

EMAIL FOR BLAST for STUDENT RECRUITMENT

Fall 2016 ESCC STEM Internships Available

The ESCC STEM Internship Program at NASA is accepting applications for fall. Internships are available to students studying Electronics Technology, including Computer Technician, Information Technology, and Industrial Technology. The ESCC STEM Internships are unpaid experiences working with an assigned sponsor at NASA Wallops Flight Facility or a Wallops contractor. Interns work 20 hours per week for six weeks and receive a \$1000 stipend to assist with the cost of transportation and other expenses related to participation.

Come learn more at one of the two ESCC STEM Internship Information sessions. For your convenience, choose between the **12-1 PM or the 4-5 PM** session on **Thursday, November 3rd in ESCC's main building, Room A-70.**

To learn more about the ESCC STEM Internship Program and other work-based learning opportunities, contact: Debbie Daniels, Experiential Learning/Job Placement Coordinator, Phone: 757-789-1792 or via E-mail: ddaniels@es.vccs.edu

RECRUITMENT FLYERS

Work-based Learning Program *Developing the next generation of professionals*

How can an internship benefit me?

- An internship will allow you to put theory into practice by giving you the chance to apply classroom knowledge to “real life” situations.
- An internship will allow you to better understand how you “fit” in an organization and help you to appreciate the culture, values and leadership of an organization.
- An internship will introduce you to new environments and challenges of a work setting, and enable you to demonstrate your ability to be part of a team.
- An internship will allow you to grow personally and professionally. You will enhance your interpersonal and critical thinking skills and build your professional network.
- An internship will add new knowledge, skills and abilities to your resume.
- An internship will increase your community involvement and help you develop an awareness of your role and potential contributions to your community.



This work experience at NASA has opened my eyes to possibilities and is helping me learn and grow.

-Teddy Ross, IT Intern

This experience has helped me a lot with learning how to work as a team and solving problems. NASA Wallops' processes show how to work as a team and making the process smooth and successful.

-Alyssa Behr, IT Intern

Thank you for the internship. It was pretty cool to see how a business is run. This is my first job and it actually went along with my business major.

*-Tianna Tatum-Fisher
Business Intern*

How can I learn more about internships?

Call or email:

Debbie Daniels
Exp. Learning/Job Placement Coordinator
ESCC Main Building, Office C-117
ddaniels@es.vccs.edu
757-789-1792



RECRUITMENT FLYERS CONT'D



**Thursday, November 3, 2016
12 - 1 PM or 4 - 5 PM • Room A-70**

ESCC STEM Internship

ESCC is now accepting applications for student internships at NASA Wallops Flight Facility for 2016/2017 Semester. Internships are available to students in the following programs of study:

- Electronics Technology, including Computer Technician
- Information Technology (IT)
- Industrial Technology

The ESCC STEM Internships are unpaid experiences working with an assigned sponsor at Wallops Flight Facility. Interns work for 20 hours per week for six weeks and receive a \$1,000 stipend to assist with the cost of transportation and other expenses.

Applications will be made available at the information session.

This material is based upon work supported by the National Science Foundation under grant #1304821



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SCIENCE

TECHNOLOGY

ENGINEERING

MATH

For more information contact:

Debbie Daniels
Experiential Learning/Job Place-
ment Coordinator
757.789.1792
ddaniels@es.vccs.edu

ESCC STEM INTERNSHIP PROGRAM GUIDELINES



Eastern Shore Community College
Workforce Development Services

... set a course for success

Eastern Shore Community College (ESCC) STEM Internship Program Guidelines

Step One:

- Attend mandatory information session and complete student survey
- Meet with Experiential Learning/Job Placement Coordinator (ELJPC) to receive a 'Sample Cover Letter/Resume Packet' and to complete the following:
 - ESCC Student enrollment form
 - Career assessment at: www.VAWizard.org
 - Internship application
 - Assumption of Risk Form

Step Two:

- Participants complete and submit internship application, cover letter and resume to ELJPC by due date.
- If selected by ESCC STEM committee, student will be notified and briefed on next steps.

Step Three:

- Register on NASA OSSI: <https://intern.nasa.gov>
- Participate in mandatory mock interview.
- Participate in an actual interview with NASA sponsors.
- If selected, complete a background check TBD by NASA WFF
- Start six-week internship (work site TBD by NASA WFF)

Step Four:

- Participants will meet the week after internships end for debriefing and completion of evaluations.
- Sponsor evaluations are sent to sponsors for completion.

Revised 11/12/2016

INFORMATION SESSION SIGN – IN SHEET

ESCC STEM Internship Program
Information Session – 12:00 and 4:00 pm
November 3, 2016
SIGN – IN SHEET

NAME	EMPLID#	MAJOR	PHONE

FAQ'S FOR ESCC STEM INTERNSHIP PROGRAM

Frequently Asked Questions

1. What is the ESCC STEM Internship Program?

The ESCC STEM Internships are unpaid experiences working with an assigned mentor at NASA Wallops Flight Facility. Interns work for 20 hours per week for six weeks and receive a \$1,000 stipend to assist with the cost of transportation and other expenses.

2. What majors can participate in the ESCC STEM internship program?

Electronics, Computer Technician, Information Technology, Maintenance Technology and HVAC.

3. How will participating benefit me?

Participating in an internship increases the likelihood of building professional networking contacts and mentoring relationships. It gives you a chance to try before you buy. Many employers consider internship experience in the hiring process and often look to their own interns as the best potential candidates for full-time positions.

4. What are the qualifications and requirements?

Students with at least 30 credit hours in their program of study will be considered first with the exception of HVAC students. A minimum cumulative GPA of 2.5 is required. Reliable transportation and a class schedule that will allow for 20 hours per week.

5. Is participation in an information session required?

Yes. Students must attend a group information session or schedule an appointment to meet with Debbie Daniels, Experiential Learning/Job Placement Coordinator.

6. Is this a competitive process?

Yes. Candidate pools vary from semester to semester with a limited number of site placements.

7. How do I apply for the ESCC STEM internship program?

Fill out an ESCC STEM internship application, attach a cover letter and resume. Submit by the due date (one for fall and one for spring).

8. How long does the internship last?

The internship is for six weeks at 20 hours per week.

9. Is this a paid internship?

No, however, a \$1,000 stipend is given to students to assist with the cost of transportation and other expenses.

10. When will I receive the stipend?

Two \$500 checks will be distributed at approximately weeks 3 and 6 of the internship experience.

11. Will I have opportunity to provide feedback on my internship experience?

Yes. Verbal feedback is encouraged throughout the process. The Experiential Learning/Job Placement Coordinator is the primary contact for students at ESCC. An online survey will be sent to students at the mid-point (3-week mark) and at completion of the internship (6-week mark) for formal input.

12. Will I be evaluated on my performance?

Yes. Evaluations will be done by your sponsor/mentor at the internship site.

13. Does participating in the internship experience mean I am guaranteed a job?

No. The internship sponsor is under no obligation to provide additional work-based learning or hire the participant.

14. Will I have to have a security clearance?

Yes, to have access to the base at NASA Wallops Flight Facility (WFF).

15. Where can I get help with the application process and to learn more?

Debbie Daniels, Experiential Learning/Job Placement Coordinator
ESCC Main Building, Office C-117; Phone: 789-1792; Email: ddaniels@es.vccs.edu

16. If selected for an interview at ESCC, when will I be notified?

Qualified applicants who have completed the application packet and submitted on time will be scheduled for a mock interview at ESCC. Debbie Daniels will notify those applicants within one week of the deadline.

17. If selected for an interview at NASA WFF, when will I be notified?

Candidates selected for an interview at NASA WFF will be notified by phone the day after the interview at ESCC. Interviews at NASA WFF take place within the week and then final decisions are made by the internship sponsor within 48 hours of interview.

ESCC STEM INTERNSHIP APPLICATION

2016 Eastern Shore Community College STEM Internship Application

The ESCC Electronics, Computer Technician, Information Technology, Industrial Technology, and HVAC internships will be unpaid experiences working with an assigned sponsor at NASA Wallops Flight Facility or a Wallops contractor. There will be a \$1000 stipend to assist you with the cost of transportation and other expenses related to your participation. Applicants should have a class schedule that allows for 20 hours per week in large blocks during normal business hours. Preference will be given to students that have completed 30 or more credit hours. You may need to demonstrate that you have a reliable means of transportation.

Applicants must attend a mandatory information session at ESCC. An overview of cover letter, resume and interview skills will be included.

If selected, applicants will be required to register on a NASA web site and follow procedures as directed. Assistance will be available, if needed.

Final candidates will be required to complete documentation for a NASA background check to obtain base access.

Completed application packages are due to Debbie Daniels, Experiential Learning/Job Placement Coordinator, ESCC Main Building, Office C-117, before 5 p.m. on Tuesday, November 8, 2016.

In your application package you should include: This form, a cover letter, and your current resume.

Your cover letter should explain how you would benefit from this experience and what specific skills you have to offer. It should identify and address your current program of study and what career you are interested in pursuing. In addition, include courses and/or work experience you have that would enable you to be successful.

Please print your full legal name as it appears on your government issued photo identification.

Name _____

Your declared major at ESCC _____

Telephone number where you can best be reached _____

Any alternate telephone numbers _____

College Email address _____

Correspondence regarding your internship will only be sent to your official student email address. Please check it frequently.

EmplID/ Student ID _____

By signing below I authorize Eastern Shore Community College to release my academic information to parties involved with the internship experience and to use my name and likeness for reporting and publicity purposes.

Signature _____ Date _____

This material is based upon work supported by the National Science Foundation under Grant No# 1304821

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STUDENT INFORMATION SESSION SURVEY

General Information	
1. What is YOUR NAME ? (Optional)	
2. What is your current major?	

3. How did you hear about today's workshop?

		No	Yes
a. Class Announcements		<input type="checkbox"/>	<input type="checkbox"/>
b. College Facebook Page		<input type="checkbox"/>	<input type="checkbox"/>
c. Emails		<input type="checkbox"/>	<input type="checkbox"/>
d. Flyers		<input type="checkbox"/>	<input type="checkbox"/>
e. Plasma Screens in Hallways		<input type="checkbox"/>	<input type="checkbox"/>
f. Other	Please specify:		

4. KNOWLEDGE GAINED

As a result of today's presentation, how much **KNOWLEDGE** did you gain in the following areas?

a. Understanding the STEM Internship program's OVERALL GOALS ?	I learned NOTHING NEW <input type="checkbox"/>	I feel SOMEWHAT MORE informed <input type="checkbox"/>	I feel INFORMED <input type="checkbox"/>	I feel TOTALLY informed <input type="checkbox"/>
b. Understanding the RESOURCES provided to STEM Internship students? (e.g., experiential learning coordinator, and national website)	I learned NOTHING NEW <input type="checkbox"/>	I feel SOMEWHAT MORE informed <input type="checkbox"/>	I feel INFORMED <input type="checkbox"/>	I feel TOTALLY informed <input type="checkbox"/>
c. A general understanding of the SUPPORT provided to STEM Internship students? (e.g., assistance with applications, cover letters, resumes, interviewing, etc.)	I learned NOTHING NEW <input type="checkbox"/>	I feel SOMEWHAT MORE informed <input type="checkbox"/>	I feel INFORMED <input type="checkbox"/>	I feel TOTALLY informed <input type="checkbox"/>
d. Understanding YOUR RESPONSIBILITIES as a potential STEM Internship student?	I learned NOTHING NEW <input type="checkbox"/>	I feel SOMEWHAT MORE informed <input type="checkbox"/>	I feel INFORMED <input type="checkbox"/>	I feel TOTALLY informed I have gained <input type="checkbox"/>

5. PLEASE RATE YOUR OVERALL EXPERIENCE FOR TODAY'S PRESENTATION.

a. Overall, how would you rate the QUALITY of today's presentation?	Poor <input type="checkbox"/>	Fair <input type="checkbox"/>	Good <input type="checkbox"/>	Excellent <input type="checkbox"/>
b. Overall, how would you rate the LOCATION for today's presentation?	Poor <input type="checkbox"/>	Fair <input type="checkbox"/>	Good <input type="checkbox"/>	Excellent <input type="checkbox"/>
c. Overall, how would you rate the TIME OF DAY for today's presentation?	Poor <input type="checkbox"/>	Fair <input type="checkbox"/>	Good <input type="checkbox"/>	Excellent <input type="checkbox"/>
d. Overall, how would you rate the LENGTH of today's presentation?	Poor <input type="checkbox"/>	Fair <input type="checkbox"/>	Good <input type="checkbox"/>	Excellent <input type="checkbox"/>

6. RECOMMEND TO OTHERS

AS A RESULT OF TODAY'S PRESENTATION DO YOU INTEND TO **RECOMMEND** THE STEM INTERNSHIP PROGRAM TO OTHERS?

- NOT AT ALL
- POSSIBLY I WILL
- PRETTY SURE I WILL
- DEFINITELY I WILL

7. MOST BENEFICIAL EXPERIENCE

PLEASE TELL US WHAT WAS THE **MOST BENEFICIAL** EXPERIENCE YOU HAD DURING TODAY'S ORIENTATION?

8. WHAT RECOMMENDATIONS WOULD YOU SUGGEST TO IMPROVE THE EXPERIENCE YOU HAD TODAY?

STUDENT PREPARATION

The below listing details the Office of Management and Budget's (OMB) approved documentation required to obtain a **NASA Federal Credential / Photo Identification Badge**

Two identity sources are required

One must be a valid Federal or State government issued picture identification. The other identity source must be one of the following documents:

List of Acceptable Documents to Accompany a Federal or State Photo Identification

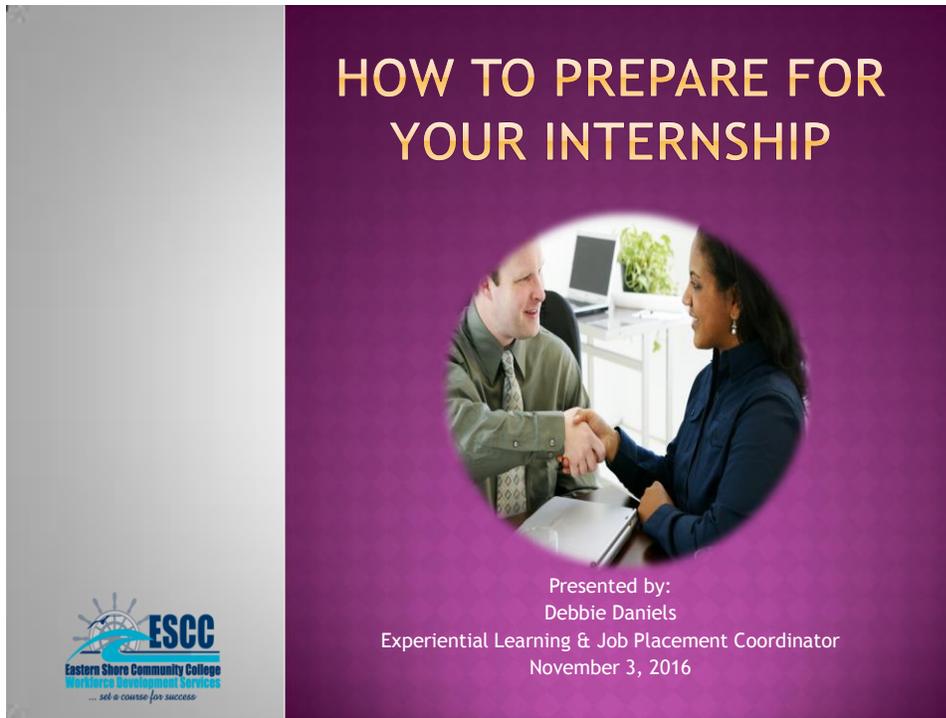
- | | | |
|---|--|--|
| <ol style="list-style-type: none"> 1. U.S. Passport (<i>unexpired</i>) 2. Permanent Resident Card or Alien Registration Receipt card (Form I-551) 3. An Unexpired Foreign Passport with a Temporary I-551 Stamp 4. An Unexpired Employment Authorization Document that contains a Photograph (Form I-766) 5. An Unexpired Foreign Passport with an Unexpired Arrival-Departure Record, (Form I-94 or I-94A), bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer 6. Unexpired Driver's License or ID Card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address 7. Unexpired ID card issued by United States federal, state or local government agencies or entities, provided it contains a photograph, or information such as name, date of birth, gender, height, eye color and address | <ol style="list-style-type: none"> 8. U.S. School ID card with a photograph 9. U.S. Voter's Registration Card 10. U.S. Military Dependent's ID Card 11. U.S. Military card or draft record 12. U.S. Coast Guard Merchant Mariner Card 13. Native American Tribal Document 14. Unexpired Driver's License Issued by a Canadian government authority 15. U.S. Citizen ID Card (Form I-197) 16. ID Card for use of Resident Citizens of the United States (Form I-179) 17. Unexpired Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or I-94A indicating nonimmigrant admission under the Compact of Free Association Between the U.S. and the FSM or RMI | <ol style="list-style-type: none"> 18. U.S. Social Security Card issued by the Social Security Administration (<i>other than a card stating it is not valid for employment</i>) 19. Certification of Birth or Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350) 20. Original or Certified copy of birth certificate issued by a state, county, municipal authority or outlying possessions of the United States bearing an official seal 21. Unexpired employment authorization document issued by DHS |
|---|--|--|

U.S. CITIZENS UNDER 18 YEARS OF AGE MAY PROVIDE:

22. School Record or report card
23. Clinic, Doctor, or Hospital Record
24. Day-care or Nursery School Record

v3 (3/17/09) Complies with USCIS Form I-9 (Rev. 02/02/09)

STUDENT PREPARATION POWERPOINT



**HOW TO PREPARE FOR
YOUR INTERNSHIP**

Presented by:
Debbie Daniels
Experiential Learning & Job Placement Coordinator
November 3, 2016



ESCC
Eastern Shore Community College
Workforce Development Services
... set a course for success

MOCK INTERVIEW SCORE SHEET

ESCC STEM Internship Mock Interview Score Sheet

Name of Candidate _____

Date _____ **Interviewer** _____

Mock Job Interview

(Points given may range between zero and maximum number indicated.)

Letter of Application, Cover Letter, and Resume

Clear and concise presentation of facts with logical arrangement	_____	10
Correct grammar, punctuation, spelling, and acceptable style	_____	10
Evidence of experience, course of study and career interest	_____	10
	_____	/30

Interview

Personal appearance (grooming and appropriate attire)	_____	5
Proper greeting and closing	_____	5
Poise and maturity	_____	5
Attitude and interest in position	_____	5
Self-confidence, initiative, and assertiveness	_____	10
Communication skills	_____	10
Presentation of facts in an orderly manner	_____	10
Career knowledge and career plans	_____	10
Qualification for job	_____	10
	_____	/70

Interview Score _____/100

Comments:

ELIGIBILITY FORM

Internships/Work-Based Learning Eligibility Requirements

To be eligible for work-based learning or a Coordinated Internship at ESCC, students must have:

1. Declared a major (degree or program of study) at ESCC
2. Completed 25-30 college credits or the equivalent, transfer credits may be included
3. Completed 2 courses directly related to the major or program of study, 6 credit minimum
4. Earned a cumulative G.P.A. of at least 2.5
5. Identified an employer/sponsor or internship opportunity
6. Completed a registration packet

Ineligibility Standards

Students are ineligible to register for work-based learning or Coordinated Internships at the discretion of the college, if students have:

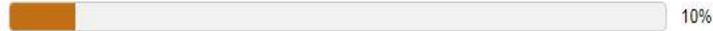
1. Received unsatisfactory performance evaluations and/or grades below a "C"
2. Classified as a status of Academic Warning, Probation, or Suspension

Overview of internships

- Students intern 15-30 hours per week depending on the needs of the sponsor.
- Intern work cycles are normally 6 to 12 weeks, but can run longer if the sponsor has a need (this includes summer as well).
- Interns can earn 3 academic credits in their major depending on program of study.
- Internships are paid/non-paid or a stipend is provided (depending on sponsor).
Average stipend \$1,000 per six-weeks (6).
- Program majors vary (business, IT, Liberal Arts, General Studies, Electronics, Industrial Technology, HVAC, Welding).
- Sponsors and students are asked to provide feedback at the end of the internship experience. This provides an opportunity for both to identify skills gained and suggestions for future learning and growth.

STUDENT EVALUATION OF ESCC STEM INTERNSHIP EXPERIENCE

Student Evaluation of ESCC STEM Internship Experience



You are being asked to complete the following questionnaire regarding your experience in the Eastern Shore Community College STEM Internship Program. This program is part of ESCC's NSF ATE grant-funded project award #1304821, Linking Employers and Academic Needs (LEAN).

The LEAN internship project will protect the confidentiality of all respondents by aggregating their information on external reports. Your name is requested only to verify individual survey participation.

Please take a few minutes to provide your feedback. Completion of the form is estimated to take 10 to 15 minutes of your time.

Sincerely,

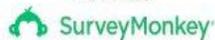
Teresa Guy
Career Pathways Program Coordinator
Eastern Shore Community College
29300 Lankford Hwy.
Melfa, VA 23410
757-789-1790
757-789-7999 Fax

Note:

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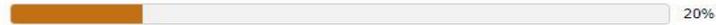
Next

Powered by



See how easy it is to [create a survey](#).

Student Evaluation of ESCC STEM Internship Experience



*** 1. Before beginning, please provide the information below.**

What is YOUR NAME?

What is YOUR SPONSOR'S NAME?

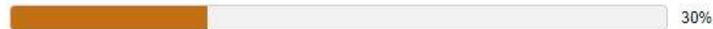
In which department at NASA-Wallops Flight facility were you working?

Prev

Next

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 SurveyMonkey
See how easy it is to [create a survey](#).

Student Evaluation of ESCC STEM Internship Experience



*** 2. What were the approximate STARTING and ENDING DATES of your internship?**

Starting Date

MM	DD	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

Ending Date

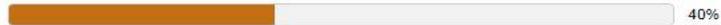
<input type="text"/>	<input type="text"/>	<input type="text"/>
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Prev

Next

Powered by
 SurveyMonkey
See how easy it is to [create a survey](#).

Student Evaluation of ESCC STEM Internship Experience



* 3. Please provide a description of the ASSIGNMENTS and DUTIES you performed.

Prev

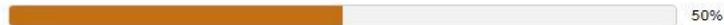
Next

Powered by



See how easy it is to [create a survey](#).

Student Evaluation of ESCC STEM Internship Experience



* 4. Please indicate "No" or "Yes" if you participated in each of the internship activities below.

	No or Yes
Did you receive ORIENTATION TRAINING?	<input type="button" value="▼"/>
Did you participate in SAFETY TRAINING?	<input type="button" value="▼"/>
Did you work on an INDIVIDUAL project?	<input type="button" value="▼"/>
Were you involved in a GROUP project?	<input type="button" value="▼"/>
Did you SHADOW a sponsor?	<input type="button" value="▼"/>
Were you involved in conducting RESEARCH?	<input type="button" value="▼"/>

Please specify all OTHER internship-related activities in which you engaged.

Prev

Next

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See how easy it is to [create a survey](#).

Student Evaluation of ESCC STEM Internship Experience



* 5. In preparing you for your LEAN Internship placement, HOW USEFUL was the assistance you received in the areas below?

	NOT USEFUL at all	SOMEWHAT Useful	USEFUL	TOTALLY Useful
Writing a COVER LETTER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RESUME writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Mock INTERVIEW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HOW TO ACT on a job site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HOW TO DRESS on the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to prepare for a SECURITY CLEARANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintaining a professional MEDIA PRESENCE (e.g., social media, voice message, ringtones, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADAPTING to a new workplace environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Student Evaluation of ESCC STEM Internship Experience



* 6. Which courses at ESCC were MOST BENEFICIAL in preparing you for the LEAN internship experience?

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Student Evaluation of ESCC STEM Internship Experience



* 7. During your internship experience, how would you rate your abilities in the areas below?

	Poor	Below Average	Above Average	Excellent
Your ability to ACCEPT CRITICISM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Your ability to COMPLETE WORK tasks in a timely manner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Your ability to COMPREHEND instructions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Your ability to LEARN FROM CRITICISM	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Your ability to ORGANIZE and SCHEDULE work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Your ability to WORK INDEPENDENTLY	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Your LEVEL OF INTEREST in work assignments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Your ability to work in TEAMS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Your ability to CONTRIBUTE to the organization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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Student Evaluation of ESCC STEM Internship Experience



* 8. Thinking about how your internship experience impacted you PROFESSIONALLY, indicate whether you disagree or agree with each of the statements below.

	Totally Disagree	Somewhat Agree	Agree	Totally Agree
It motivated me to do BETTER IN CLASS.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
It increased my interest in taking ADDITIONAL COURSES in the field.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
It increased my interest in PURSUING CAREERS or jobs utilizing math, science, engineering or technology.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
It made me more determined to CONTINUE MY EDUCATION in a 2-year or 4-year college program.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
It encouraged me to major in a college educational program that involves more math, science, engineering or technology.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
It increase my interest in obtaining INDUSTRY CERTIFICATIONS.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
It helped me make better CAREER and EDUCATIONAL decisions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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Student Evaluation of ESCC STEM Internship Experience



* 9. What recommendations would you make for IMPROVEMENTS in the internship program?

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SPONSOR EVALUATION OF ESCC STEM INTERN

Introduction

You are being asked to complete the following questionnaire regarding your experience in the Eastern Shore Community College STEM Internship Program. This program is part of ESCC's NSF ATE grant-funded project award #1304821, Linking Employers and Academic Needs (LEAN).

The LEAN internship project will protect the confidentiality of all respondents by aggregating their information on external reports. Your name is requested only to verify individual survey participation.

Please take a few minutes to provide your feedback. Completion of the form is estimated to take 10 to 15 minutes of your time.

Sincerely,

Teresa Guy
Career Pathways Program Coordinator
Eastern Shore Community College
29300 Lankford Hwy. Melfa, VA 23410
757-789-1790 757-789-7999 Fax

ESCC does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities. The following person has been designated to handle inquiries regarding the non-discrimination policies; Janet Justis, Dean of Learning Resources, 29300 Lankford Highway, Melfa, VA 23420; 757- 789-1723.

SPONSOR EVALUATION OF ESCC STEM INTERN

Contact Information

* Before beginning, please provide your contact information and organizational affiliation.

What is YOUR NAME?

What is your PHONE number?

What is your EMAIL address?

What is your COMPANY'S NAME?

LEAN Intern's Name

* 2. What is the name of the LEAN INTERN for whom this evaluation applies?

Starting/Ending Dates for LEAN Internship

* 3. What were the approximate STARTING and ENDING DATES for the LEAN internship?

Starting Date

MM DD YYYY

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Ending Date

MM DD YYYY

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Sole Sponsor?

* 4. Were you the SOLE SPONSOR of the (LEAN intern for the entire period of her/his placement?

- No
- Yes

Additional Sponsor

* 5. What is the name of the ADDITIONAL SPONSOR who provided supervision?

Performance Evaluation

	Poor	Fair	Good	Above Average	Excellent
Ability to ACCEPT CRITICISM?	<input type="radio"/>				
Ability to COMPLETE WORK tasks in a timely manner?	<input type="radio"/>				
Ability to COMPREHEND instructions?	<input type="radio"/>				
Ability to ORGANIZE and SCHEDULE work?	<input type="radio"/>				
Ability to WORK INDEPENDENTLY?	<input type="radio"/>				
Demonstrated PUNCTUALITY?	<input type="radio"/>				
Student's DEMONSTRATED INTEREST in work assignments?	<input type="radio"/>				
Student's working RELATIONSHIPS WITH OTHERS?	<input type="radio"/>				
GENERAL VALUE of the student to your organization?	<input type="radio"/>				

Communication Skills

* 7. Please rate the Student's COMMUNICATION skills in the following areas.

(CHECK ALL THAT APPLY)

	Poor	Fair	Good	Above Average	Excellent	Not Applicable	Not Observed
With COWORKERS?	<input type="checkbox"/>						
With SPONSORS and MANAGEMENT?	<input type="checkbox"/>						
With OTHER INTERNS?	<input type="checkbox"/>						
With CLIENTS?	<input type="checkbox"/>						
ORAL Communication Skills?	<input type="checkbox"/>						
WRITTEN Communication Skills?	<input type="checkbox"/>						

Personal Skills

* 8. Please rate the student's PERSONAL Skills in the following areas.

	Poor	Fair	Good	Above Average	Excellent
Cooperativeness	<input type="checkbox"/>				
Professional attitude	<input type="checkbox"/>				
Reliability	<input type="checkbox"/>				
Professional Appearance	<input type="checkbox"/>				

Demonstrated Strengths

* 9. Thinking about your profession, what SKILLS were demonstrated by the student that indicates her/his likelihood of success?

Areas of Improvement

* 10. Thinking about AREAS FOR IMPROVEMENT, what additional skills are needed for the student intern to improve her/his likelihood of success in your profession?