

Purpose of Field Experience

The purpose of the field experience is to provide students with an opportunity to combine their theoretical studies with the practical application of this knowledge in a work environment. The field experience is an important aspect of the student's academic program since it not only allows the student to apply the knowledge learned in the classroom, but also enables him/her to continue to learn under the supervision of a professional in the field.

Student interns are expected to perform their field experience responsibilities with quality and professional dedication. It is also expected that student interns will be an asset to the placement agency or organization and that they will make a significant contribution through their work performance.

Design of the Experience

The daily and hourly schedule will vary according to the needs of the placement site and the student's program needs.

Forty-five hours in the field experience is required for 1 (one) college credit. Students may take field experience for 3 - 15 credits. (A fifteen credit experience should not exceed a forty-hour week.) College credit also depends on the work content of the job.

The **professional** at the **placement site** under whom the student will work will be referred to as the **field supervisor**.

The **faculty member from the college**, who will contact the field supervisor, will be referred to as the **college supervisor**.

Student Intern Responsibilities:

1. You must be in your junior or senior year and have at least a 2.5 cumulative grade point average to participate.
2. Report to your placement site as scheduled. Plan to arrive earlier than your scheduled working hours so as to allow for emergencies and/or provide time for preparation of work day.
3. Conduct yourself as a professional in dress and manner at all times and be accountable for your work performance as a professional.
4. Take advantage of the excellent learning environment which the field experience provides and assume your responsibilities enthusiastically and competently so that you will make a contribution to your placement site.
5. Be willing to do more than is required of you and volunteer to assist when the occasion arises. Remember this is a work experience and you want to learn as much from it as possible.
6. Be prompt with all field experience assignments and responsibilities, meeting deadline dates as identified.
7. Write and rewrite written reports to insure quality of work. It is impossible to write a report without reviewing it, and rewriting it as necessary.
8. Confer with your field supervisor to develop your contract which includes:
 - A. Your field experience responsibilities and work expectations.
 - B. Your schedule (submit a copy of the college calendar to your field supervisor identifying college holidays and vacations so as to plan accordingly at the onset).
 - C. Discuss your personal goals of experience with your field supervisor and include these goals in your field experience contract.
9. Type your contract and give a copy to your field supervisor and send a copy to your college supervisor. (If the placement site has a contract for field experience, you may use it adding your personal goals as discussed with your field supervisor.)
10. At the end of the first week of the field experience, send a weekly report in journal format to your college supervisor.

11. By the end of the second week, send a copy of your contract to your college supervisor.
12. On **Friday of each week**, send a weekly report in to the college supervisor. This report should be of substance and is intended to be reflective in nature so that you review your week's activities and your performance. Your report should be of quality and must be sent punctually.
13. Attend all college field experience seminars as scheduled and complete all assignments with quality and punctuality.
14. **At the mid-point** of your field experience, complete the **mid term progress report** and send it to your college supervisor. Have your field supervisor complete a mid term report, **review it with you**, and send it to your college supervisor.
15. **On the final day** of your field experience, send a copy of your **final field experience report** to your college supervisor. Have your field supervisor do the same.
16. If a problem arises, or if you need assistance, contact your college supervisor immediately.
17. The final grade will be based on:
 - A. Your field supervisor's evaluation of your work performance.
 - B. Your college supervisor's evaluation of your fulfillment of field experience requirements, the quality of your reports, and seminar assignments.

BRIDGEWATER STATE COLLEGE
DEPARTMENT OF AVIATION SCIENCE

AS-498 INTERNSHIP

CONTRACT BETWEEN STUDENT AND FACULTY SUPERVISOR

I, _____, agree that I have to have a minimum of 45 on-site work hours of internship experience in order to qualify for each credit hour.

I also agree that I will submit all weekly reports to the faculty supervisor no later than the Friday of the following week.

I also agree that I will submit a typed mid-term report and a typed final report as part of my obligations for this internship.

Student Signature _____

Address _____

Telephone No. _____

Faculty Supervisor _____

A. Student's goals for field experience: (What do I expect to accomplish?)
Use additional paper if necessary.

B. Responsibilities during field experience: (Be specific.)
Use additional paper if necessary. (If agency contract is to be used,
attach to this contract and complete A only.)

Student Intern Signature: _____

Field Supervisor Signature: _____ Date: _____

Give a copy to field supervisor and send a copy to the college supervisor by the end of the second week of the field experience.

College Supervisor's Responsibilities:

1. Inform students of internship opportunities and requirements.
2. Review for approval of internship applications.
3. Maintain appropriate contact with field supervisors. Observe student's performance, if possible. Provide feedback and assistance as appropriate.
4. Resolve problems as necessary.
5. Receive materials from student relative to field experience.
6. Meet with individual students to provide assistance as appropriate.
7. Evaluate field experience assignments as to their quality and fulfillment according to the stated time lines.
8. Receive evaluations from field supervisor.
9. Grade final written report.
10. Process grades to the office of Student Records and Registration.

The Responsibilities of the College:

1. Appoint a representative to work with the internship site supervisor. This representative may also serve as the college supervisor for the trainee.
2. Inform prospective candidates of the internship program.
3. Nominate all candidates (usually initiated by the academic department) for participation in the internship program. Students will be nominated without regard to race, color, creed, sex, religion, national origin, age, or other nonmerit factors. The College reserves the right to use its discretion nominating candidates.
4. Submit resume or other personal qualification statement, college transcripts, or other academic records for each candidate as required.
5. Notify the internship site supervisor when participants no longer meet the appropriate criteria, leave the program, or leave the College.
6. Coordinate the work and academic experience of the students to insure that they are receiving the maximum benefits from the internship.
7. The College reserves the right to approve work assignments and working conditions.

The Responsibilities of the Internship Field Supervisor:

1. Provide realistic and meaningful work assignments which complement, insofar as possible, the internship program of the College (academic department).
2. Communicate with the College regarding:
 - The numbers, kinds, and locations of available internship opportunities.
 - The pertinent functions, policies, and working conditions. The student intern must also receive such notification.
 - Reports on evaluation of each student intern's progress, performance, and potential, as well as other reasonable reports or information, requested by the College.
3. Select student interns from candidates nominated by the College without regard to race, color, creed, sex, religion, national origin, age, or other nonmerit factor.

4. Insure that all students receive specific on-the-job training assignments related to their academic majors and designed to further their knowledge and skills. The college supervisor should be notified of all training assignments.
5. Provide orientation, supervision, and counseling to all students to assist them in attaining their career objectives.
6. Notify the College of intent to separate a student because of unsatisfactory progress, interest, conduct or failure to meet working standards or requirements. Notices of dismissal will be forwarded to the college supervisor by registered mail within five days of decision. Termination will generally be executed at the end of a specific work period.
7. Assist students, where possible, to obtain permanent positions after the completion of the baccalaureate degree.

Financial Arrangements for Student Interns:

Students participating in internships may or may not receive pay. This agreement should specify on the summary page whether the student will receive remuneration for services rendered during the duration of the internship.

Conditions of the Agreement:

The College assumes no responsibility for any cost or expenditures accrued to the cooperating company/agency pursuant to this agreement, except as specified in a separate college/cooperating agency agreement.

This agreement may be amended, superseded, or otherwise modified at any time by mutual consent and agreement of the authorized representatives of the College and cooperating company/agency.

This agreement becomes effective upon authorizing signatures of the College and the cooperating company/agency and shall continue within the period of the internship, or as specified herein. Termination of this agreement may be accomplished by mutual consent of Bridgewater State College and the cooperating company/agency, or upon 30 days written notice by either party. Where possible, termination should take place at the end of a specified work period.

NOTE: Once your internship has been approved, stop by the department and pick up your “Internship Evaluation Packet for Supervisors.”

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AS-498 - Student Intern Mid-Term Progress Report Format

“Where Am I Going?”
“How Will I Get There?”
“How Will I Know I Arrived?”

The purpose of the Progress Report is for you to reflect upon your experiences in the field. What have you discovered about yourself? Your Client? Use these questions as a guide when writing your report.

1. How do you feel about my field experience?
2. How do my clients respond to me personally as a professional?
3. Am I accomplishing the goals set-forth in my contract? If yes, elaborate. If no, why not?
4. Describe an experience that I have had which gave me a feeling of success and/or elation in my field experience.
5. What, if any, are the frustrations of my field experience?
6. What makes me feel good about myself in my field experience?
7. In reviewing the mid-term and final evaluation forms, what do I feel are my:
 - A. Strengths and assets?
 - B. Major professional and developmental needs and what am I doing or need to do to resolve these needs?

Email to college supervisor mid-way through your field experience.

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AS-498 - Student Intern's Final Report

This report should be the culminating experience for your field experience. In your typed report, professionally presented (correct grammar, spelling), please include the following:

1. List and describe your duties and responsibilities in the placement.
2. How do you feel about your experience? What were your accomplishments? What were your frustrations?
3. Did you accomplish the goals you established in your contract? Elaborate on your response.
4. In what manner did this placement contribute to your personal and professional development?
5. Comment on whether or not this experience was of assistance in giving you direction as to your professional future.
6. Evaluate the placement just completed and give rationale regarding your views.
 - A. Positive aspects
 - B. Negative aspects
7. Compare and contrast textbook concepts from the courses you took in your major to what actually happened at your internship site.

Email final report to college supervisor on the last day of your field experience.