



Nashua
Community
College

COMPUTER SCIENCE INTERNSHIP STUDENT INFORMATION PACKET

Version 2.0 (Last updated January 3, 2020)

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Nashua Community College
Computer Science Internship
STUDENT INFORMATION FORM

Student Name _____ Phone _____
(Please print)

Address _____

Organization Name _____ Phone _____

Organization Address _____

Name of Intermediate Supervisor _____ Title _____
(Please print)

Work Days for Intern _____ Work Hours for Intern _____

Total Hours per Week _____

Student Signature _____ Date _____

On Site Coordinator Name _____

Nashua Community College
505 Amherst Street
Nashua, NH 03063
603-578-8900

**COMPUTER SCIENCE INTERNSHIP
INFORMATION RELEASE FORM**

Date _____

I _____, do hereby grant permission to have relevant information released at the discretion of the Academic Fieldwork Coordinator to my Clinical Fieldwork Educators to enhance my educational experience while enrolled in Nashua Community College.

Student Signature

Date _____

I _____, do hereby grant permission to have information regarding my performance on affiliation(s) released to the Academic Fieldwork Coordinator in order to enhance my educational experience.

Student Signature

NASHUA COMMUNITY COLLEGE INTERNSHIP LEARNING CONTRACT

Name (of student) _____ Work Phone _____
Address _____ City _____ Zip _____

Internship Site _____ Site Phone _____
Site Address _____ City _____ Zip _____

Start Date _____ End Date _____

As a result of being enrolled in this internship and by directly working with the Internship Supervisor, I shall demonstrate at the conclusion of the internship that I have worked toward acquiring the following competencies:

1. _____

2. _____

3. _____

In order to attain these competencies, I shall be involved in the following internship activities:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

I understand that during this internship I am responsible for demonstrating all competencies listed on the attached Student Performance Evaluation. I agree to fulfill my internship responsibilities according to the standards of the agency and of the human services professions and **I further agree that internship responsibilities will take precedent over other school related activities and commitments for the duration of the internship.**

Student _____ Date _____

Supervisor _____ Date _____

Coordinator _____ Date _____

**Nashua Community College
505 Amherst Street
Nashua, NH 03063
603-578-8900**

Internship Time Sheet

Student Name _____

Name of Intern Site _____

Week Ending _____

| | Hours worked | Supervisor's Signature |
|----------------|---------------------|-------------------------------|
| Monday | | |
| Tuesday | | |
| Wednesday | | |
| Thursday | | |
| Friday | | |
| Total for Week | | |

**PLEASE RETURN TIMESHEET (or equivalent) TO BETSY GAMRAT
INTERNSHIP COORDINATOR**

Phone: (603) 578-8900 Ext. 1557

Email: bgamrat@ccsnh.edu

NASHUA COMMUNITY COLLEGE
COMPUTER SCIENCE INTERNSHIP
STUDENT INTERNSHIP CONTRACT

I, _____, am fully aware of and accept responsibility for complying with Nashua Community College internship policies and procedures contained in the Internship Workbook and college catalog. Further, I am fully aware of and accept responsibility for complying with Nashua Community College's policies for appropriate student behavior contained in the Student Handbook of the College.

I agree to the assignment with the internship site listed below for the indicated semester and agree that:

1. I realize that this internship position is part of the requirements of the college course and does not constitute employment. Consequently, I will not be eligible to receive unemployment compensation at the end of the semester.
2. I will register for academic credit under the appropriate internship course number.
3. I will follow the regulations and policies of the internship site.
4. I will plan thoroughly for all internship assignments and will perform these assignments to the best of my ability.
5. I will dress appropriately and be tactful, respectful, and courteous to all persons involved.
6. I will not change my internship position without first receiving the written permission of my internship advisor.
7. I may change my learning objectives when and if the site supervisor modifies my responsibilities at the internship site or when I have modified my position with the prior permission of my intern advisor.
8. I will make every effort to resolve any conflicts between myself and individuals at the site. Terminating this assignment will be considered only after all other options have been exhausted by me, the on-site supervisor and the internship advisor. Unauthorized termination by me, as the student, will result in a grade of "F" and restriction from applying for further internships.
9. I will report to the internship site on the agreed upon dates. Failure to do so will result in a grade of "F" and restriction from applying for future internships.

10. I understand that I am required to submit work to my internship advisor. This work shall be submitted in the manner described in the Internship Workbook.
11. I will be evaluated by the internship advisor, who is a member of the college faculty, on my papers, projects, and journals. I understand that my site supervisor will evaluate my on-site work.
12. This contract may be amended only by written amendment by the student and internship advisor.
13. The internship supervisor may terminate the internship at any time for good cause.

STUDENT NAME _____
(Please print)

DEGREE PROGRAM _____

SEMESTER _____ COURSE _____ CREDITS _____

INTERNSHIP POSITION/TITLE _____

STUDENT'S SIGNATURE _____

INTERNSHIP ADVISOR _____

ON-SITE SUPERVISOR _____

**NASHUA COMMUNITY COLLEGE
COMPUTER SCIENCE INTERNSHIP**

INTERN'S RESPONSIBILITIES

1. Follow the regulations and policies of the on-site business
2. Plan thoroughly for all assignments and carry all assignments out completely and to the best of your ability
3. Dress appropriately and to be tactful, respectful, and courteous to all persons involved
4. Uphold the confidentiality of the on-site business and all people connected with it
5. Be punctual at all times and to notify your on-site supervisor and faculty advisor of all absences prior to the time of absence. If possible, all supervisors should be notified of all absences at least 24 hours in advance.
6. Be prepared to make up any absences as to maintain 120 hour requirement needed for successful completion of the internship course. The makeups should be done during students free or class break time. Regular scheduled class time must not be skipped to make up internship absences.

NASHUA COMMUNITY COLLEGE
COMPUTER SCIENCE INTERNSHIP
PROFESSIONAL CODE OF CONDUCT

1. Interns will familiarize themselves with the mission and policies of the program or agency
2. Interns must demonstrate punctuality and dependability
3. Interns are expected to conform to the dress code of the program or agency
4. Interns must adhere to the Code of Ethics and maintain the confidence of each consumer. The use of alcohol or illegal drugs on the premises will not be permitted. Impairment due to such usage will result in termination of the fieldwork placement, failure of the course and possible disciplinary action by the college
5. All work schedules must be approved by the program or agency onsite supervisor
6. Interns must demonstrate a caring, positive and professional attitude toward all program or agency consumers and personnel
7. Interns are responsible for their own transportation and when applicable, meals

Commitment to Equal Employment Opportunities

Employers who partner with Nashua Community College guarantee that no student shall be discriminated against or excluded from any benefits, activities, or programs on the grounds race, color, religion, national origin, age, sex, disability, genetic information, veteran status, marital status, sexual orientation, political affiliation, or lawful political activity. Employers agree to adhere to Nashua Community College's Non-Discrimination policy.

NON-DISCRIMINATION POLICY

Nashua Community College does not discriminate in the administration of its admissions and educational programs, activities, or employment practices on the basis of race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identity or expression, genetic information, or veteran status. This statement is a reflection of the mission of the Community College System of NH and Nashua Community College and refers to, but is not limited to, the provisions of the following laws: Title VI and VII of the Civil Rights Act of 1964, The Age Discrimination Act of 1967, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1975, Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974, and the NH Law Against Discrimination (RSA 354-A).

The NCC Equity Committee is designated to coordinate compliance with the Non-Discrimination Policy and handles all concerns of discrimination not covered under Title IX.

The following persons have been designated to handle inquiries regarding the Non-Discrimination Policy:

| | |
|--|---|
| <p>Kyle Metcalf, Chairperson NCC Equity Committee Nashua Community College 505 Amherst St. Nashua, NH 03063 NCCHREC@ccsnh.edu (603) 897-9988 Equity Grievance Policy</p> | <p>Lizbeth Gonzalez Title IX Coordinator Nashua Community College 505 Amherst St. Nashua, NH 03063 lgonzalez@ccsnh.edu (603) 578-8928 Title IX Grievance Policy</p> |
| <p>Catherine Barry NCC Human Resources Director Nashua Community College 505 Amherst St. Nashua, NH 03063 cbarry@ccsnh.edu (603) 578-8900 ext. 1766</p> | <p>Jodi Quin Section 504/ADA Coordinator Nashua Community College 505 Amherst St. Nashua, NH 030631 jquinn@ccsnh.edu (603) 578-8996</p> |

Inquiries may also be directed to:

| | |
|--|---|
| <p>Sara A. Sawyer CCSNH Director of Human Resources Community College System of NH 26 College Drive Concord, NH 03301 ssawyer@ccsnh.edu (603) 230-3503</p> | <p>NH Commission for Human Rights 2 Industrial Park Drive Bldg. One Concord, NH 03301 humanrights@nh.gov (603) 271-2767 TDD 1-800-735-2964</p> |
| <p>Equal Employment Opportunity Commission Boston Area Office JFK Federal Building 15 New Sudbury Street, Room 475 Boston, MA 02203-0506 info@eeoc.gov 1-800-669-4000 TTY 1-800-669-6820 ASL Video (844) 234-5122 FAX (617) 565-3196</p> | <p>Office for Civil Rights, Boston Office US Department of Education 8th Floor 5 Post Office Square Boston, MA 02109-3921 OCR.Boston@ed.gov (617) 289-0111 TTY 1-800-877-8339 FAX (617) 289-0150</p> |