

Union Community College

531 College Road • Union, MO 63084-1368 • Phone: 636-555-0112 • Fax: 636-555-0122

July 15, 20--

Ms. Barbara Kitchell
33 Blueberry Drive
Union, MO 63084-1361

Dear Ms. Barbara:

This letter is in response to your recent inquiry about OFTC 286 and 288, Internship I and II. There are two courses required of students in the Office Technology Program that require you to do an internship in your field. The classes are OFTC 286 Internship I and OFTC 288 Internship II. These classes are to be taken your third and fourth semester in the program. They are both four-credit-hour classes, with one lecture hour and 15 hours of on-the-job experience each and every week.

The classroom component includes employment preparation exercises including writing a resume, cover letter, and follow-up letter. You will be compiling a job seeker's portfolio and working on proofreading and editing. We also do mock interviews.

You will also be required to work in an office setting for a minimum of 15 hours a week for 15 weeks for a total of 225 hours for the 16-week semester. This may be a paid or an unpaid position. You may find your own position or I will assist you if you like. The employer must fill out a training form detailing the experience you will gain at the position. I have a training agreement form that I will supply, which is to be filled out in advance by you and your employer. Most students are paid for the time worked; however, that is not a requirement for the class. It may be an unpaid position. Your employer does not have to retain you for the 15 weeks if the need is not there or your work is inferior.

The student responsibilities include:

1. Help fill out training agreement and return to the teacher-coordinator.
2. Be regular in attendance, both in school and on the job. Absences must be reported to your employer the morning of the absence. A student-learner must attend classes to attend work.
3. Strive to improve your performance in school and on the job. Carry out all work assignments cheerfully, promptly, and to the best of your ability.
4. Be subject to all regulations applying to other employees.
5. ^{Provide} ~~Furnish~~ your teacher-coordinator with weekly job reports. Reports will be required at the beginning of each class session.

6. Carry out your training on the job in such a manner that you will reflect credit upon yourself and upon the Office Technology program.
7. Know that it is your responsibility to be well dressed and groomed both in school and on the job.

The training supervisor responsibilities include:

1. Complete a training agreement outlining basic skills, attitudes, and knowledge needed in this occupation and major areas of experience and training to be provided at training station.
2. Complete an evaluation near the end of each semester that constitutes 50 percent of the student-learner's total grade for the internship class. Discuss evaluation with student and return to teacher-coordinator.
3. Providing the student-learner with a variety of experiences that are available in the office environment.
4. Meet with the teacher-coordinator at least once during the present school term.
5. Counsel and direct student-learner in regard to improving job performance.

The teacher-coordinator responsibilities include:

1. Provide necessary related classroom instruction, and coordinate learning activities of the student both in school and on the job.
2. Make periodic visits to the training station to consult with the training supervisor and render any needed assistance.
3. Cooperate with the employer in all aspects of the training program.
4. Assist in the evaluation of the student-learner. Classroom activities will constitute 50% of the student-learner's grade.

Internship class helps prepare you for your current job and for future positions. It helps you develop self-confidence in your personal and professional life. ~~In my opinion,~~ this is your opportunity to shine. Keep in mind wherever you work that this could be your best reference for a position after graduation. The experience can be what you make of it. If I can be of any further assistance, feel free to contact me.

Sincerely yours,

Tina Dietrich, Professor
Office Technology
E-mail: tdietrich@union.edu

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Tina Dietrich, Professor
Office Technology
E-mail: tdietrich@union.edu