

WVIT INTERNSHIP PROGRAM

STUDENT HANDBOOK

CALIFORNIA POLYTECHNIC STATE UNIVERSITY

INTERNSHIP PROGRAM

The WVIT internship program is designed to further the education of qualified students, in areas directly related to their major and career goals, by providing an opportunity for them to integrate formal classroom education with on-the-job experience in a professional environment. This program can have lasting benefits for participating students by allowing them to broaden their skills and relate theories and principles learned in the classroom to actual operations and practices.

WVIT interns gain practical experience, which becomes an integral part of their training in wine, viticulture, and wine business. WVIT internships can also provide students with information about career opportunities, helping them gain an advantage in obtaining permanent employment.

Companies participate in the WVIT internship program for a variety of reasons. Some firms view the internship program as a substitute for a formal, in-house training program. Others are simply anxious to get a 'preview' of WVIT students who will soon be entering the workforce. Still others may find the program provides a good source of talent that can be used during seasonal periods such as harvest, or in filling temporary slots caused by vacations and/or sick leaves. All of these reasons are considered legitimate reasons for participation. Regardless of the reasons for participation, the firm is afforded the opportunity to participate with the College in the development of an outstanding educational program for WVIT students.

Because the internship is part of the student's education, there is no obligation on the part of the firm to offer the intern a permanent position upon graduation. Also, in the event an offer is extended to the intern, there is no obligation on the part of the student to accept.

In order for an internship program to be successful, every party to the agreement must be fully cognizant of their duties and obligations. For this reason, the WVIT program has established certain minimum qualifications for interns and recognizes certain moral and ethical considerations that become inherent responsibilities of all students involved in the program.

EMPLOYER OBLIGATIONS

Employers agreeing to serve as a participant recognize the obligation to make the program a meaningful experience for the intern. The employer must agree to provide a broad range of work assignments that include different aspects of the company. Assigned duties should be commensurate with the skills and talents of the intern. The WVIT department prefers that participating companies have an established internship program or express the desire to develop one.

Benefits such as insurance, workers' compensation, etc., are not required forms of compensation and may be provided at the discretion of the employer.

While active as an intern, the student will be under the direct supervision of a manager designated by the employer. Since the intern will assume the position of a temporary employee,

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it is expected that the intern will be subject to the same disciplinary action as company policy dictates for other temporary employees. If the performance is determined to be unsatisfactory, the employer may, upon notification of the WVIT Internship Coordinator, discharge the intern.

For any off-campus educational experience to be properly conducted, it is necessary that evaluations be filed with the University. An evaluation template (or Employer Report) is provided. It is structured in a manner that will make the reporting quick and easy, and must be completed by the intern's supervisor.

STUDENT RESPONSIBILITIES AND OBLIGATIONS

The WVIT department expects each student to adhere to the same moral and ethical conduct that is expected of all students representing Cal Poly State University. Interns will be representing Cal Poly to the business community and are expected to conduct themselves in a professional manner while serving as an intern.

The Internship program is a mandatory requirement of all WVIT majors.

Students are allowed to register for an internship during the quarter they are actually working the internship, or in some cases, during the quarter preceding the internship. ***Internship units are not retroactive.***

To Begin

Students are encouraged to develop their own network of industry contacts. Part of the internship experience is to research opportunities and initiate contact with potential employers. Various on-campus resources are available including the WVIT Department website, the PolyLearn webpage for WVIT majors, Cal Poly's Career Services, job fairs and the faculty. The WVIT faculty have years of experience in their fields of expertise and they have established industry contacts.

The intention of the WVIT internship program is for students to gain a breadth of knowledge and a variety of experiences in their field of choice. Exposure to different aspects of the company is required and should be reflected in the job description and all internship reports.

Students are encouraged to maintain contact with the WVIT Department's Internship Coordinator, Adrienne Ferrara, while exploring potential employers. Doing so will allow the student and the coordinator to determine a timeline for submission of the necessary forms.

Once accepted as an intern, the student will complete and submit the Contract and University Liability Form to establish intent to participate in the WVIT internship program.

A complete job description must also be developed between the employer and the student and be included on the contract at the time of submission. These must be returned to the WVIT Internship Coordinator ***before*** the start of the internship and add/drop deadline in order to enroll in WVIT 339.

Students may earn between 1 and 12 units of internship (credit/no credit). The number of units will be based on the nature of the work assignment and the number of hours worked. The WVIT Internship Coordinator will determine the number of units for which you may register. The chart below indicates the number of units you can earn per quarter, based upon the number of hours worked during the quarter. You may always choose to register for LOWER than the number of

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allowed units; for example, you may be working 40 hours per week but choose to register for only 4 units. However, you may not register for HIGHER than the number of allowed units. Select your units carefully when you register as you cannot change them after the "ADD" date for that quarter.

Units	Number of hours worked during quarter
2	100 (10 hours per week x 10 weeks)
4	200 (20 hours per week x 10 weeks)
6	300 (30 hours per week x 10 weeks)
12	400 (40 hours per week x 10 weeks)

Student Progress Reports

During the course of the internship, two progress reports must be submitted to the WVIT Internship Coordinator. A completed progress report consists of the Progress Report form and a 250 word report describing the work assignments the student has engaged in. The student may send the progress report as an email attachment or submit a hard copy. The first progress report is due with the completion of a third of the contracted hours for internship. The second progress report is due with the completion of two-thirds contracted, unless other arrangements have been made in advance.

Final Report

A Final Report is due immediately at the conclusion of the internship. Acceptable papers are at minimum four pages in length, typed, double-spaced pages, and should meet the usual college standards for spelling, punctuation, and grammar. Make sure you keep a copy of this report for your records.

If you do not follow the above steps, you will earn no credit or an incomplete for your internship. The internship class demands the same academic standard as any other class. Please adhere to the following guidelines to complete your final report.

Employer's Report (your evaluation)

Your supervisor needs to complete the Employer's Report at the end of the placement (using the template provided). It should be sent directly or given to you in a sealed envelope which you submit to the WVIT Internship Coordinator upon completion of your internship.

Grading

In the event that all documents and assignments are not completed by the end of the quarter, students will receive a grade of Incomplete ("I") or Report in Progress ("RP"). Both can be converted to a "CR" when the work is complete, provided it is done so in accordance with University policy and WVIT requirements.

Withdrawal

Interns are expected to complete the full term of the agreed upon work assignment. Withdrawal from the internship prior to completion will result an automatic grade of "no credit". The student should contact the Internship Coordinator and their academic advisor should circumstances arise that require withdrawal from the internship assignment.

TIPS FOR YOUR TRANSITION TO THE WORKPLACE

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The work assignment may be your first introduction to a professional work environment. The following information will assist you in making a successful transition from college student to a paid professional.

Role of the Student

- Gain skills and knowledge not available in the classroom or in textbooks.
- Apply classroom knowledge to the actual work environment.
- Make professional contacts.
- Develop and demonstrate a solid work ethic.

Make Your Work Assignment Work For You

- **Keep a calendar**, journal or daily planner to track work activities, projects or other assignments for your personal use and future reference.
- **Follow through to completion** any project assigned to you. If you determine that the assigned project will be delayed for reasons beyond your control, notify your supervisor immediately. Be sure to state only facts – do not make excuses. Presenting the facts could lead to a revision of due dates or additional assistance to meet the deadline.
- **Support company policies.** Adhere consistently to company policy, including safety rules. If you find that a policy is in contrary to your personal values or morals, you may contact the HCS Internship Coordinator or your academic advisor for advice on the matter.
- **Demonstrate loyalty.** All employers notice and appreciate loyalty. Do not point out perceived weaknesses of the employer or the products/services unless you are directly requested to discuss such matters by your supervisor.
- **Manage your time at work.** Set priorities, make the extra effort and be a self-starter. Volunteer to assist others. Cooperate and participate in new projects. Contribute to discussions.
- **Be positive.** Approach every task, person and event with a positive attitude, be open-minded and maintain a sense of humor.
- **Listen and follow instructions.** Listen carefully and take notes. Ask for clarification if any points are unclear to you.
- **Adapt. Do not resist change.** Adjust to new situations and shift priorities without resistance. Remember, you are the employee.
- **Be reliable.** Consistent attendance and punctuality is noted and appreciated by management. Set your alarm early, allow for traffic, parking snags and other events that may cause delays. It is better to arrive early than to risk being late.

General tips:

- Be courteous. Treat all employees with respect.
- Avoid acts of insubordination.
- Do not leave the job during work hours without permission.
- Dress appropriately.
- Refrain from unethical or illegal activities.
- Do not use company resources (phone, computer, supplies, etc.) for personal use, unless you have been given express permission to do so.

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