

DCTC Procedure 3.41.1 Internship/OJT Procedure

Chapter x – General title for all policies and procedures in this category

Part 1. Purpose

The process of conducting an internship/OJT follows:

1. The internship/OJT experience shall be focused on the goal of the occupational program.
2. An internship/OJT experience requires that a learning plan be developed for the student by the major program instructor and training sponsor.
3. The instruction shall be supervised by a licensed professional who will provide periodic site visitation.
4. The internship/OJT must provide an opportunity for reflection on the experience and relationship to classroom and laboratory instruction.
5. The training sponsor shall evaluate each intern on technical knowledge and job performance and participate in the grading of the intern.
6. A letter grade shall be recorded for each student who participates in an internship/OJT experience based on the grading policy and procedure of the college.

Related Documents:

- In the policies yet to be touched folder

Procedure History:

Date of Adoption:

Last Revision Date: 05/30/2017

Date most recent procedure revisions go into effect: 05/30/2017

Date and Subject of Revisions:

05/30/2017 – Updated title and history