

Greenville Chamber of Commerce Internship Program at GC

Objective:

To provide high quality, local, academic internships for Greenville College students that are beneficial to Greenville College students and Greenville Chamber of Commerce members.

PRE-INTERNSHIP	
STUDENT INITIATED	CHAMBER MEMBER INITIATED
A student contacts Kelli Pryor seeking an internship and completes a program application	A Chamber member contacts the Greenville Chamber of Commerce with an opportunity
An internship proposal is created by Kelli and promoted by April to applicable Chamber members.	An internship proposal is created by Kelli and promoted to applicable students.
The Chamber member reviews intern candidate and extends internship offer to the student. Chamber members may utilize whatever candidate review process they prefer.	
The Chamber member and student sign an employer agreement form that outlines the learning objectives and articulates the relationships between student, Chamber member and the College. (The student enrolls for academic credit.)	
INTERNSHIP	
The student maintains a journal of his/her internship experience including work hours.	
At the completion of the internship the student produces an academic paper focused on the experience. (The student receives a grade for the experience)	
POST-INTERNSHIP	
The student completes an evaluation of the program and site which is sent to April and Kelli.	
The Chamber member completes an evaluation of the program and intern which is sent to Kelli and April.	
The Chamber member completes a performance evaluation that is shared with the student.	

Start Dates:

Fall Semester – Last Week of August
Interterm- First Week of January
Spring Semester – Last Week of January
Summer – Last Week of May

Work Schedule:

Fall Semester – Up to 40 hours per week for up to 12 weeks (480) hours
Interterm – Up to 40 hours per week for up to 3 weeks (120 hours)
Spring Semester – Up to 40 hours per week for up to 12 weeks (480) hours
Summer – Up to 40 hours per week for up to 12 weeks (480 hours)

*All work hours must be completed within the academic term

Next Steps:

1. We are seeking a few Chamber members to offer 2 or 3 credit internships (80 or 120 hours) a semester.
2. We are looking for partners for *Spring 2016* and *Fall 2016* internships.
3. Contact Kelli Pryor if you are interested. Email: kelli.pryor@greenville.edu

Notes:
