

NORTHLAND COMMUNITY & TECHNICAL COLLEGE

3220 SUPERVISED OCCUPATIONAL EXPERIENCES (SOE)/ INTERNSHIPS

Internships can be an important learning experience for students. The major intent of the internship program is to provide a closely supervised bridge from the classroom setting to the world of work. Internships or technically Supervised Occupational Experiences (SOE), include (but are not limited to) clinicals, internships, practicums, apprenticeships, supervised work experiences, and co-ops.

An SOE at the College is viewed as a valuable partnership between business/industry and education. An SOE option provides an opportunity to function in the work environment as a component of an educational experience.

Internships should meet syllabus and training plan requirements for student outcomes. A completed Minnesota State affiliate contract between the College and the applied field affiliate must be on file.

A syllabus and training plan must detail:

- Level of Supervision
- Entrance Requirements
- Learning Outcomes
- Evaluation Standard

Each student participating in an internship must complete a “Waiver of Liability, Assumption of Risk, and Indemnity Agreement – On/Off Campus Activities” form and other applicable forms given the nature of the specific SOE prior to the experience.

Date of Implementation:

Date of Adoption: 06/02/04

Date & Subject of Revisions: 05/09/06 AASC Approved
05/18/06 Executive Council Approval
06/06/07 Revised
01/27/09 Reviewed
03/26/10 Reviewed
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03/05/12 Reviewed
03/04/13 Reviewed
04/07/14 Reviewed
02/20/15 Reviewed
02/23/16 Reviewed
03/17/17 Reviewed
04/04/18 Reviewed