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# LEARN & EARN STUDENT PROCEDURES HANDBOOK

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WEST VIRGINIA UNIVERSITY AT PARKERSBURG

If you have any questions, please contact Samantha Copen at (304) 424-8250 or  
Samantha.Copen@wvup.edu.

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## What is a Learn and Earn?

The Learn and Earn program offers WVUP students the opportunity to participate in an internship where they will gain real-world work experience and mentorship by industry professionals while completing their degree program through a state-funded grant. The Learn and Earn program is sponsored by the West Virginia Community and Technical College System (CTCS) and is part of the Workforce Development Initiative Program. It is an opportunity to create partnerships between business and industry and WVUP by allowing interns to receive hands-on learning experience, and employers to train potential future employees.

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## How Much Can I Earn?

The amount earned in the Learn and Earn program is individualized to the employer hiring but a minimum of \$15 an hour is required. If the intern is hired once the Learn and Earn internship is completed then the employer should provide their full-time position wage.

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## What Are the Benefits of Participating?

- **A Steady Paycheck.** Earn money while receiving work experience in their field of study.
  - **Valuable Work Experience.** Gain valuable work experience that will complement your higher education experience at WVU Parkersburg.
  - **References.** Provides interns references for future job applications.
  - **Potential Future Employee.** Once the Learn and Earn internship ends the employer can decide to hire the intern into a full-time position.
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## Intern Eligibility Requirements

- Must have successfully completed 12 credit hours
  - Cumulative grade point average of 2.00 or higher
  - Degree must be related to the Learn and Earn program
  - Must be a first- or second-year student at WVUP
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## How Do I Apply for a Learn and Earn?

### Step 1: Application

- Contact the Learn and Earn Coordinator at (304) 424-8250 or Samantha.Copen@wvup.edu
- Stop by the Workforce and Economic Development building on the WVUP campus
- Learn and Earn Coordinator reaches out to students via email requesting resume by certain date
- Learn and Earn Coordinator verifies eligibility for internship
  - If eligible Learn and Earn Coordinator will notify via email of eligibility
    - If ineligible Learn and Earn Coordinator will notify via email of ineligibility and the reasoning
- Learn and Earn Coordinator receives resume

- **Step 3: Interviews**

- Learn and Earn Coordinator sends resumes to companies after updates to resumes are necessary
- The employer selects interns to interview
- Employer, with assistance from Learn and Earn Coordinator if necessary, will get ahold of the interns they have selected for an interview

**Step 4: Employers Select Applicant**

- Employer offers the position to intern
- The employer notifies Learn and Earn Coordinator which intern they have hired and the start date

**Step 5: Internship**

- Learn and Earn Coordinator stays in contact with intern periodically throughout the internship
- Learn and Earn Coordinator will act as the liaison between employer and intern if problems arise
- A quarterly evaluation will be sent out on dates determined by the Learn and Earn Coordinator and allows interns to provide feedback.
- A final evaluation will be sent out at the end of the Learn and Earn program and allows interns to provide feedback.

## Learn and Earn Application

### Learn and Earn Application

These are the requirements to participate in the Learn and Earn program:

- The student must have successfully completed 12 credit hours
- Student must have a 2.0 GPA or higher
- Students' academic major must be related to the Learn and Earn program they are wishing to participate in.

The student authorizes the Learn and Earn Coordinator to grant access to and/or release all materials to the prospective employers to assist students in applying for the Learn and Earn program.

Being accepted into the Learn and Earn program does not guarantee employment with the employer.

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ WVUP Email: \_\_\_\_\_

Student ID: \_\_\_\_\_  
Academic Major: \_\_\_\_\_  
Advisor: \_\_\_\_\_  
Expected Date of Graduation: \_\_\_\_\_

Which Learn & Earn program are you applying for? \_\_\_\_\_

Have you successfully completed 12 credit hours?  Yes  No

Do you have at least a 2.0 GPA or above?  Yes  No

#### Disclaimer and Signature

*By signing you authorize the Learn and Earn Coordinator to grant access to and/or release all materials relating to you to the prospective employers to assist you in applying for the Learn & Earn program.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## [Intern Agreement Document](#)

### Learn and Earn Intern Agreement

Being accepted into the Learn and Earn does not guarantee employment with the employer.

Samantha Copen: 304-424-8250, [Samantha.Copen@wvup.edu](mailto:Samantha.Copen@wvup.edu)

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
                                *Last*                                *First*                                *M.I.*

Address: \_\_\_\_\_  
                                *Street Address*  *Apartment/Unit #*  
\_\_\_\_\_  
                                *City*  *State*                                *ZIP Code*

Phone: \_\_\_\_\_ WVUP Email: \_\_\_\_\_

Student ID: \_\_\_\_\_ Intern Job Title: \_\_\_\_\_

Employer: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_  
Supervisor Phone: \_\_\_\_\_

#### **WVUP Responsibilities:**

1. Maintain contact with the intern and act as the liaison between intern and employer when needed.
2. Prepare interns to be able to successfully complete the goals and objectives.
3. Track enrollment, number of graduates, and job placement after graduation.

#### **Intern Responsibilities:**

1. Job Description
2. Attend work as scheduled even if WVUP is closed and if an absence inevitable contact the employer and Samantha Copen as soon as possible.
3. While on the job site intern is expected to practice ethical and professional behavior.
4. Follow employer rules, regulations, and policies governing safety procedures, work attire, hours of work, holidays, and any other matters concerning employment.
5. Maintain contact with Samantha Copen if any questions, concerns, or problems as they arise.
6. If the intern quits the Learn and Earn program or is terminated they must notify Samantha Copen as soon as possible.
7. Have completed and submitted Quarterly and final evaluations on dates requested.
8. Will complete the exit interview once the Learn and Earn has been completed.

#### **Disclaimer and Signature**

*By signing you agree to the responsibilities listed above. If you have any questions or concerns, please contact the Learn and Earn Coordinator at (304) 424-8383 or [WED@wvup.edu](mailto:WED@wvup.edu).*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Quarterly Evaluation of Employer

### Intern Quarterly Evaluation

Please fill out the quarterly evaluation of your employer. If you have any questions please contact Samantha Copen at (304) 424-8250 or Samantha.Copen@wvup.edu.

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Phone: \_\_\_\_\_ WVUP Email: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Intern Job Title: \_\_\_\_\_

Employer: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Phone: \_\_\_\_\_

Did you receive proper orientation with the employer?  Yes  No

Are you receiving the necessary training needed to perform your job?  Yes  No

Are you receiving the necessary resources needed to perform your job?  Yes  No

Are you receiving the necessary equipment needed to perform your job?  Yes  No

Do you feel comfortable performing your assigned responsibilities?  Yes  No

If no, why do you feel uncomfortable?

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Is your supervisor readily available and willing to help if you have questions?  Yes  No

Overall Rating of Program

Excellent

Good

Average

Poor

Any Additional Comments or Concerns

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## Final Evaluation of Employer

### Intern Final Evaluation

Please fill out the final evaluation of your employer. If you have any questions please contact Samantha Copen at (304) 424-8250 or Samantha.Copen@wvup.edu.

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Phone: \_\_\_\_\_ WVUP Email: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Intern Job Title: \_\_\_\_\_

Employer: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Phone: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_

Overall, the program was effective.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

What could be done to make this training more effective?

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I feel the coursework prepared me with the knowledge and skills to be successful in the internship.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

*(Cont'd on next page.)*



(Cont'd from previous page.)

I was able to apply classroom knowledge to the internship setting effectively.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

Do you feel anything was lacking in your educational preparation for your success as an intern?  Yes  No

If yes, what was lacking?

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What did you like about the program?

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What did you not like about the program?

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Did you get a job offer as a result of this internship?  Yes  No

If no, are you currently employed, and where?

What would you do to help improve the intern experience with this placement?

Overall Rating of Program

- Excellent
- Good
- Fair
- Poor

Any Additional Comments or Concerns

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## **Step 6: Exit Interview**

- Learn and Earn Coordinator will schedule an exit interview with the intern when:
  - Learn and Earn program has ended
  - Intern graduates from WVUP
  - Intern quits or employment is terminated
- Others may be invited to participate in the exit interview if desired

## **Step 7: Post Learn and Earn**

- Learn and Earn Coordinator will contact intern 6 months after:
    - Learn and Earn program has ended
    - Intern graduates from WVUP
  - Contact information will need to be updated and provide where are they now information.
    - Information needed:
      - Email address other than WVUP student email
      - Secondary contact such as a parent
      - Any contact information that might have changed since the Learn and Earn program
      - Current employment
      - Pursuing more education
  - Interns are encouraged to stay in contact with Learn and Earn Coordinator post WVUP career.
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