

## **NSC Internship Program – CWE 495 Baccalaureate Internship Overview**

An internship is an opportunity for students to gain work experience while still in school. At North, the CWE 495 Baccalaureate Internship is a 9 credit course (297 hours) of hands-on work experience. It can be taken as a single course, or split between 3 different internship experiences. Students write learning objectives, provide documentation of their work hours, and participate in online discussions. Internship site supervisors provide evaluations of student performance and an assessment of learning objective completion at the end of the internship. In addition, students write a final reflective paper connecting academic learning with internship work experience.

### **Benefits of Internship:**

- Chance to apply educational knowledge in workplace setting while earning credit
- Provides opportunities to learn a new industry or advance in a current one
- Helps develop relationships with professionals in the field
- Great experience to list on a résumé

### **Requirements**

- Internship must relate to area of study; work site hours 33 hours = per credit
- Students must have completed at least two quarters of study (3 quarters) in International Business
- International students must obtain approval from International Programs office
- Students accept responsibility for obtaining the internship position
- Internship hours may be split up between different internship positions, but minimum length for any internship is 99 hours (3 credits).
- Training Agreement and Learning Objectives Contract must be completed for each Internship experience
- All Internships require instructor permission.

### **Student Responsibilities**

- Develop/update necessary search tools (cover letter, résumé, references)
- Develop list of contacts/employers
- Locate an internship position relevant to program of study
- Communicate with Internship Instructor as needed/required throughout internship
- Work scheduled hours at internship site (hours may vary according to schedules)
- Participate in all online discussion board assignments/conversations
- Submit required documents with appropriate signatures in timely manner
- Adhere to all rules, regulations and safety standards of the host organization
- Write final, referenced culmination paper

*For more information please contact the NSC Internship Coordinator at 206.934.3734 or [carla.thompson@seattlecolleges.edu](mailto:carla.thompson@seattlecolleges.edu)*