

North Seattle College

Internship Program



STUDENT INFORMATION PACKET

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INTRODUCTION

Thank you for expressing interest in internships at North Seattle College. Whether an internship is required for your certificate or degree program or you simply want to get hands on experience in your field while earning credit, North's internship course can help you achieve your goals. This packet will help you begin your search for internship sites and walk you through the internship process.

Internships are beneficial in several ways:

- Internships help you gain skills and work experience to add to your resume
- Internships start the networking process so you can begin to build relationships with employers
- Internships allow you to evaluate careers, organizations, and employers
- Internships can segue into employment opportunities
- Internships are a way to apply your classroom learning in real work environment
- Internship credits can apply toward your academic degree or certificate

The best internships will have someone to mentor you and provide learning opportunities you are interested in. While a paid internship is preferred, remembering that the internship experience is supposed to focus on learning make some unpaid positions appealing.

INTERNSHIP REQUIREMENTS

Because internships at North are for credit, the following requirements apply whether the internship is paid or unpaid:

- Have earned 45 credits or are within 1 quarter of graduation (some exceptions may apply)
- Understand/accept student responsibilities in finding internships
- 99 working hours per quarter or 33 hours per credit
- Internship must relate to program of study
- Registration in CWE 110 (entry code required)

For more information contact:

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DEVELOPING AN INTERNSHIP OPPORTUNITY

STEP ONE: RESEARCH POTENTIAL INTERNSHIP SITES

- Begin thinking of potential internship sites 3 months before you want to intern
- Check with Advising about credit applicability if internship is not a requirement in your program of study
- Start reconnecting with your personal network (coworkers, previous employers, friends/family)
- Utilize the Student Job Board: www.myinterfase.com/sccd/student

STEP TWO: MEET WITH INTERNSHIP COORDINATOR

- Internship Coordinator will discuss program details and assist with accessing resources for internship opportunities, including a resume review

STEP THREE: CREATE OR REFINE RESUME

- Use NSC Career Services or Worksource for resume writing assistance
- Compile job search portfolio (cover letter, resumé, references, samples of work, etc.)
- Practice interview skills

STEP FOUR: APPLY FOR INTERNSHIPS

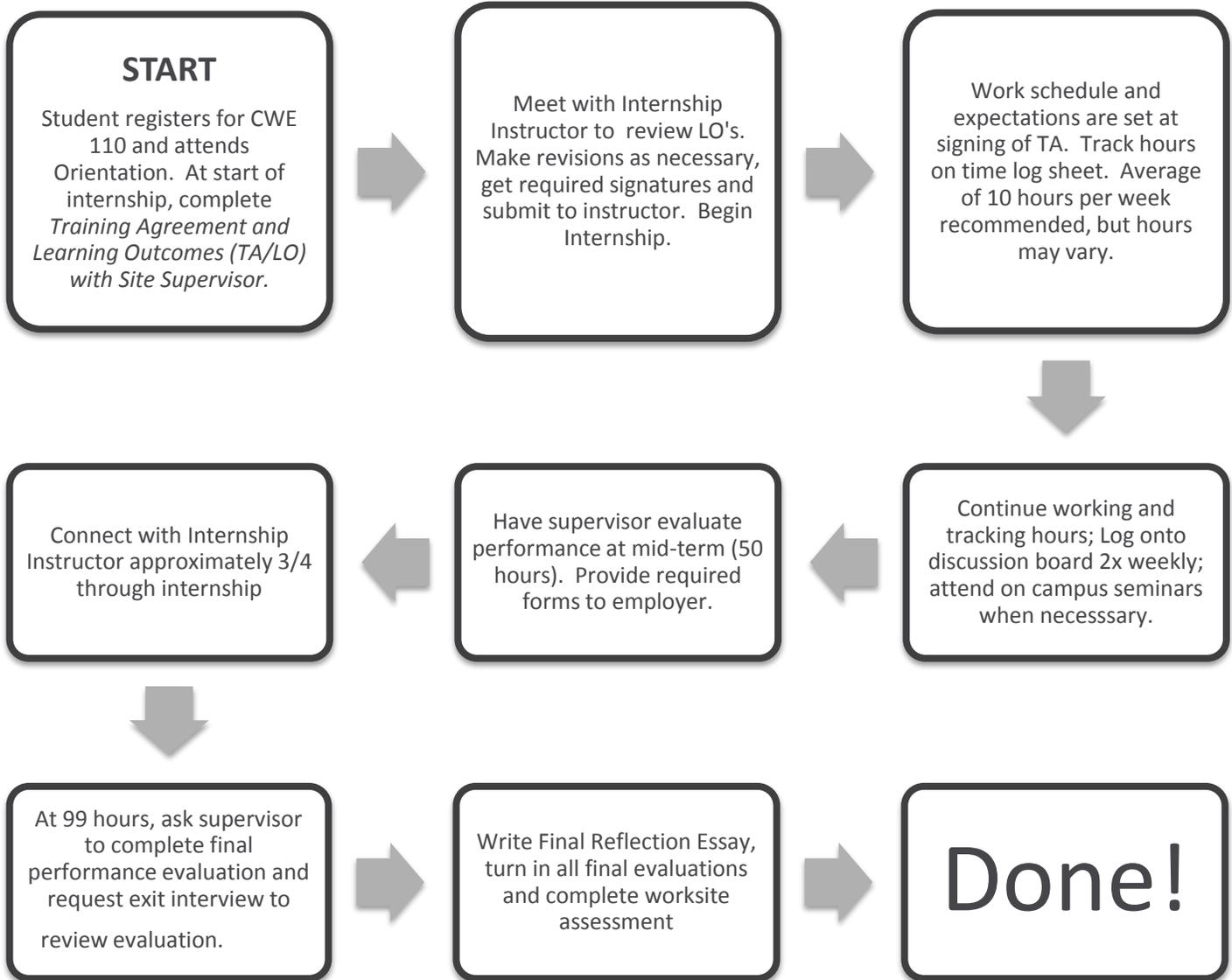
- Contact employers in network with internship proposals/requests
- Apply for posted internship positions

STEP FIVE: CONTACT INTERNSHIP INSTRUCTOR/COORDINATOR*

- Get information on registration/entry code for CWE 110
- If necessary, get required documentation started
- Schedule appointment if experiencing difficulty securing placement

***These are the basic steps for students wishing to register for CWE 110. Those enrolled in programs having internship course required other than CWE 110 need to coordinate with faculty advisors in their specific program areas.**

INTERNSHIP: START TO FINISH



INTERNSHIP DOCUMENTS

- *Training Agreement*
 - Formal agreement completed by the Student and Site Supervisor outlining agreement of internship conditions, duration, and scope. Must be signed by Student, Internship Faculty, and Site Supervisor
 - A position description should be submitted with the Training Agreement

- *Learning Objectives (LO)*
 - Document completed by Student in conjunction with Site Supervisor specifically detailing student learning objectives for the duration of the internship. Must be approved by Internship Instructor and signed by Student, Instructor, and Site Supervisor. The LO document is also an evaluation tool used to grade student performance.
- *Timesheet (Time Log)*
 - Record of finished hours to be approved and signed by Student Intern and Site Supervisor. Logs are turned in at midterm (50 hours) and at completion (99 hours)
 - *Students in BFET (Basic Food and Employment Training) and TANF (Temporary Assistance for Needy Families) programs should submit separate copies of their timesheets to the Worker Retraining Office as proof of attendance
- *Employer Evaluation*
 - Completed by the Site Supervisor detailing Student job and performance. Includes feedback on observations and is part of student grade. Employers evaluate student performance at both midterm and end of quarter.
- *Work Site Evaluation*
 - Form completed by Student Intern at the conclusion of Internship. Provides student perspective (anonymously) on the quality of the internship site.

INTERNSHIP TERMS

- *Internship Site*

Company or organization where NSC Student completes internship hours. Students are responsible for locating internship sites.
- *Internship Instructor/Coordinator (IC)*
 - Internship Instructor assists students with writing learning objectives, interfaces with students and employers during the internship process and assigns student grades upon completion. Instructor also intercedes with employer on behalf of student if need arises.
 - Internship Coordinator provides internship information to students and employers about internship requirements assists students in finding internship sites and communicates with local employers to develop new internship opportunities.
- *Site Supervisor or Site Mentor*
 - Employee from the company/organization who trains, guides, supports and provides performance evaluations of the Student Intern
- *Student Job Board*
 - Free job posting board for NSC students and alumni to find full-time, part-time, internship, and volunteer opportunities from employers interested in hiring Seattle College District students.

FREQUENTLY ASKED QUESTIONS

Q: What is an internship?

A: Internship is an opportunity that allows you to gain skills and work experience in your area of study. It is the application of your learning in the real world. Internships can be full-time or part-time and may vary in length and hourly commitment. Many are project based and can include volunteer work. Internship requirements at North range from 66-297 hours (depending on program requirements and employer need).

Q: Can my job count as an internship?

A: Yes, it can! Your Internship Instructor will help you determine if the experience is strengthening what you are learning in the classroom and whether it will help you achieve career goals. Often small adjustments to a job description can make it a great internship.

Q: Who is the faculty mentor?

A: The Faculty Mentor is the instructor who will guide and support you through the internship process. H/She may give suggestions for internship sites, help define learning outcomes, and schedule meetings with you as you complete your hours. H/She will also contact your employer to get feedback regarding your performance. At North, this is usually the Internship Instructor.

Q: Are internships paid?

A: Internships can be paid or unpaid, depending on the organization type. Paid internships are preferred and employers are always encouraged to provide interns with compensation. However, many unpaid internships offer excellent learning opportunities and that make them appealing. Internships should be primarily focused on providing students with a rich educational work experience. For more information on paid and unpaid internship regulations go to the website of the Washington State Department of Labor and Industries.

Q: What internship sites do you have for me?

A: Please think of 2-4 internship sites to discuss with the Internship Coordinator in order to find a position that fits *your* needs and goals. The coordinator can help with brainstorming and strategizing.

Q: When can I consider doing an internship?

A: Students are always welcome to find out about internship opportunities. *In order to register for CWE 110 and receive credit, you must have completed at least 45 credits in your program of study or are within 1 quarter of graduating from your certificate or degree program.*

Furthermore, finding the right site can take time so please begin planning about 3 months before you'd like to begin your internship.

Q: When should I register for internship credits?

A: Internships at North follow the regular quarterly registration cycle. That said, some internships do not exactly follow the academic calendar. If you have an internship that will start in between regular registration periods, make an appointment with the Internship Coordinator to discuss your internship timelines. Registering after you have secured an internship is recommended.

Q: What if I haven't finished my hours by the end of the quarter?

A: While it is ideal to complete hours within the quarter you register for (average of 10 hours for 10 weeks is recommended), sometimes an internship must be extended. If this happens speak with the Internship Coordinator; it is possible to complete an internship in the following quarter, but some restrictions apply, depending on student circumstances.

Q: Do I have to pay for internship?

A: If you take an internship for credit, the credits cost the same as those for academic coursework. This means that you pay tuition to receive credit for your internship just like you would for your other classes. College Advising, your Program Manager or Faculty Coordinator can give you information about credit requirements, tuition fees, and payment deadlines.

Q: I am an International Student. Can I do an internship?

A: An international student is eligible to participate in an internship if:

- Student needs an internship to complete their program of study
- Student does an internship through Curricular Practical Training (CPT) or Optional Practical Training (OPT) programs.

Internships must be directly related to the student's major and authorized by either the Immigration & Naturalization Services or an International Student Advisor.

The following guidelines must be completed in order to validate an internship for international students:

- Student must first see an International Student Advisor to discuss eligibility and complete any necessary documentation
- Student must meet with the Internship Coordinator to review the Internship process and receive paperwork
- *It is illegal for international students to start working before their paperwork is complete and they have been authorized to work in the United States.*