EMPLOYER INTERNSHIP INFORMATION

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INTRODUCTION

Thank you for expressing interest in South Seattle College (South) and its internship program. This packet provides some guidelines about the internship process and helps provide a framework for creating an effective internship program within your organization.

Internships are beneficial in several ways:

- Internships are a valuable way to recruit the potential workforce
- Internships allow employers to evaluate potential employees
- Internships support students and provide an opportunity to give back to the community
- Internships are a way to utilize an available, motivated, and inexpensive resource

Please contact the WorkSource at South for more information and additional questions: 206-934-5304. We look forward to partnering with you!
DEVELOPING AN INTERNSHIP OPPORTUNITY

1) CREATE AN INTERNSHIP DESCRIPTION
   • Write a comprehensive description for the internship position that includes specific duties, tasks, and responsibilities

2) POST YOUR INTERNSHIP POSITION
   • Connect with the Embedded Career Specialist at South and post the internship position on the Employer Job Board: http://seattlecolleges.edu/careerhub/
   • Work with the Embedded Career Specialist to identify the South program that matches the type of Student Intern you are seeking

3) IDENTIFY A SITE SUPERVISOR
   Determine within your company who will be the Site Supervisor and guide the Student Intern
   Pinpoint specific resources that the Student Intern can utilize

4) INTERNSHIP BEGINS
   • Student Intern begins internship/work

5) SELECTION PROCESS
   • Go through the application process
   • Select and hire the best candidate

INTERNSHIP TERMS
• Employer Job Board- Free job posting site for employers that is utilized by students and alumni of the Seattle College District to find full-time, part-time, internship, and volunteer positions
• Embedded Career Specialist- South employee who supports Student Intern, Faculty Mentor, and Site Supervisor throughout internship process and issues final grade to Student Intern
• Site Supervisor- Employee from the company/organization who trains, guides, and supports the Student Intern
• Student Intern- South student who will come and complete internship hours (negotiable) for your company/organization
• Student Interns complete between 55-275 hours of internship depending on their needs and their program type
**INTERNSHIP TERMS**

- *Training Agreement & Learning Outcomes* - Document written by Student Intern that describes goals for the internship experience; Signed by Student Intern, Faculty Mentor, and Site Supervisor
- Faculty Mentor - Instructor who guides Student Intern through creation of *Learning Outcomes*, meets with Student Intern prior to, during, and upon finishing the internship process, and obtains feedback from Site Supervisor
- *Timesheet* - Record of completed hours to be approved and signed by Student Intern and Site Supervisor upon internship completion; Students complete between 55-275 hours of internship depending on their needs and program type
- *Employer Evaluation* - Completed by the Site Supervisor at the end of the internship; Includes comments and observations regarding the Student Intern’s job and performance
- Exit Interview - Requested by Student Intern when internship hours are nearly complete; Site Supervisor should complete *Employer Evaluation* prior to this interview to discuss with Student Intern and sign *Timesheet* to approve completion of internship hours
STUDENT INTERNSHIP INSURANCE COVERAGE

South will cover any student under its damage liability policy as long as the student is registered to receive a minimum of 1 credit during the quarter in which he/she is an intern. Students are responsible for speaking to the Embedded Career Specialist about the registration process.

FREQUENTLY ASKED QUESTIONS

Q: Do Student Interns have to be paid?

A: Internship is an investment in the future workforce. Thus, financial compensation is strongly suggested and required by law for certain organizations. More information can be found at: http://georgetown.southseattle.edu/lerc/workersrightsmanual.aspx

Q: What if the internship is not working out?

A: The Embedded Career Specialist will work to promote a wonderful experience by: 1) having Student Interns and Site Supervisors communicate expectations using the TA/LO prior to collaboration and 2) partnering with the Faculty Mentor to help navigate challenges.

If the employer wishes to terminate the agreement, s/he can do so at any time and is also under no obligation to hire a Student Intern upon completion of hours. A Letter of Recommendation is a suggested gesture of appreciation for the Student Intern’s work.

AFFILIATION AGREEMENTS

An Affiliation Agreement is a contract created between a company or organization and South. An Affiliation Agreement promotes a deeper partnership and collaboration with South. It is a great option for organizations that have an on-going need for Student Interns.

Affiliation Agreements:

- Are individualized to meet the needs of both the partner company, as well as South
- May provide Student Interns on a continual basis
- Operate in place of a traditional Training Agreement to minimize paperwork
- Can be renewed or revisited on an annual basis

Please contact the Embedded Career Specialist in the Career Services Department at South for more information and additional questions.