



STUDENT INTERNSHIP INFORMATION

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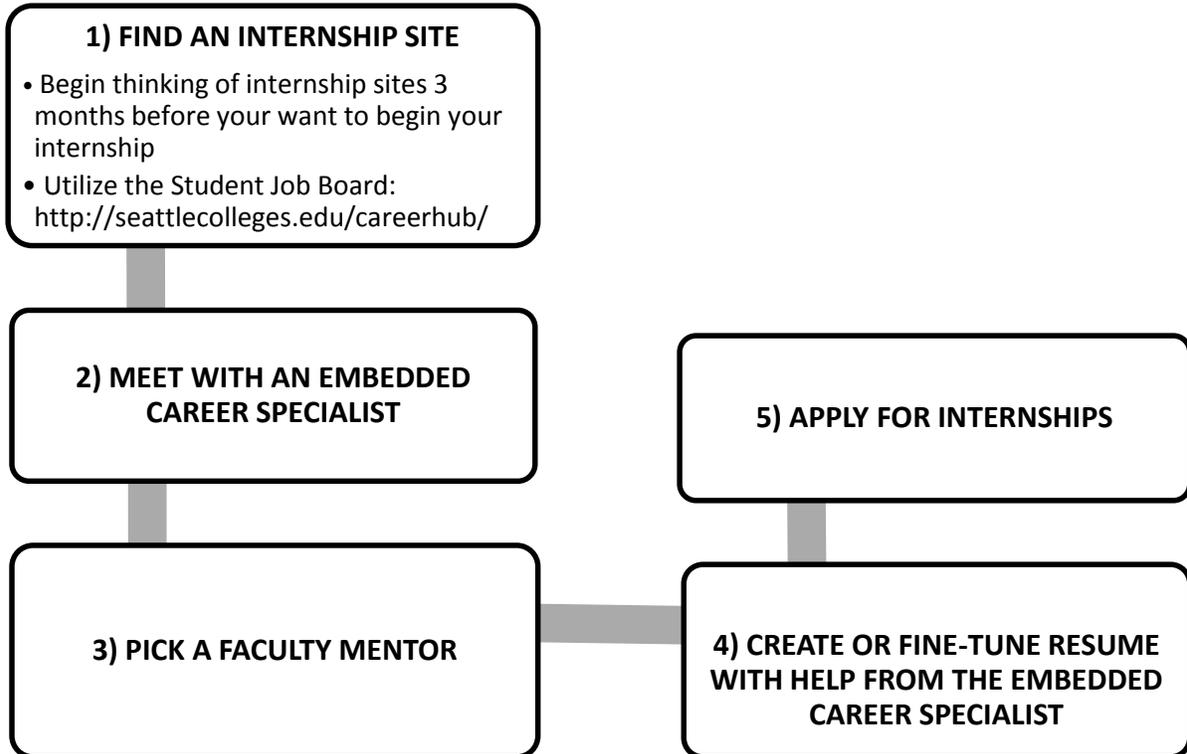
INTRODUCTION

Thank you for expressing interest in South Seattle College's (South) internship program. This packet will help you begin your search for internship sites and help 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 lead to job placement
- Internships are a way to apply your classroom learning
- Internships can be used as credit towards an academic degree

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

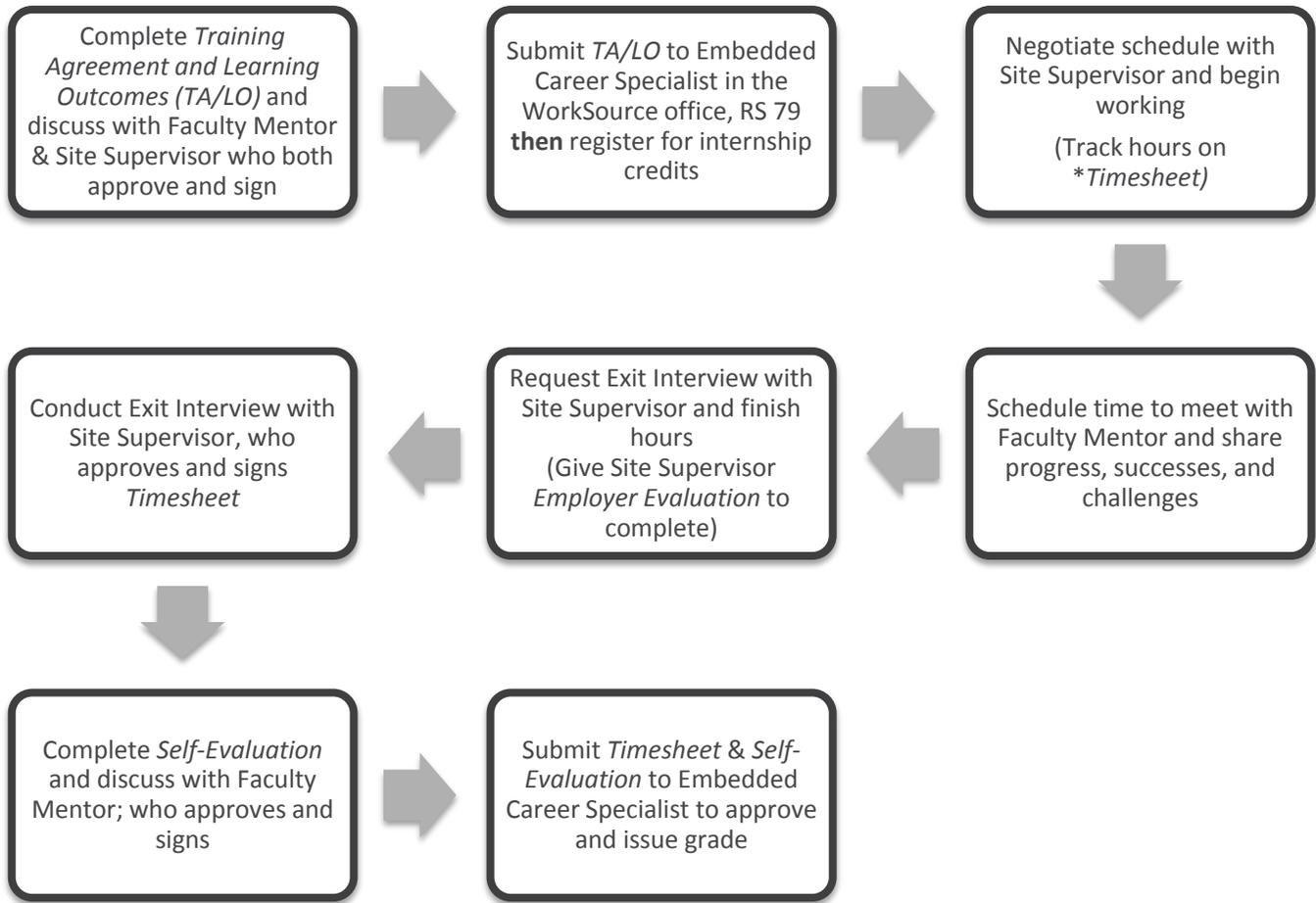
DEVELOPING AN INTERNSHIP OPPORTUNITY



INTERNSHIP TERMS

- Student Intern- South student (you) who finds internship site and completes internship for academic credit
- Internship Site- Company or organization where you (Student Intern) complete work or 55-275 internship hours; the Embedded Career Specialist and Faculty Mentor will help you find internship site
- Embedded Career Specialist- South employee who supports you (Student Intern), Faculty Mentor, and Site Supervisor throughout internship process and issues your final grade
- Faculty Mentor- Instructor selected by you (Student Intern) to help create *Learning Outcomes*, meet with you prior to, during, and upon finishing the internship process, and obtain feedback from Site Supervisor
- Site Supervisor- Employee from the company/organization who trains, guides, and supports the Student Intern
- Student Job Board- Free job site specifically for Seattle College District students to find full-time, part-time, internship, and volunteer positions for employers that is utilized by students and alumni of the South District to find full-time, part-time, internship, and volunteer positions

INTERNSHIP: START TO FINISH



INTERNSHIP TERMS

- *Training Agreement & Learning Outcomes*- Document written by you (Student Intern) that describes goals for the internship experience; Signed by you, Faculty Mentor, and Site Supervisor
- *Timesheet*- Record of finished hours to be approved and signed by you (Student Intern) and Site Supervisor upon completion of internship
 - *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 your (Student Intern) job and performance; Includes comments and observations
- *Exit Interview*- Requested by you (Student Intern) when internship hours are nearly complete; Site Supervisor should complete *Employer Evaluation* prior to this interview to discuss with you and sign *Timesheet* to approve completion of internship hours

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. *Internship can be called a full-time job, a part-time job, internship, or volunteer work and ranges from 55-275 hours (depending on your needs and your program type).*

Q: Can my job count as an internship?

A: Yes, it can! Your Faculty Mentor (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.

Q: Who is a faculty mentor?

A: A Faculty Mentor is an Instructor who will guide and support you through the internship process. S/he may give suggestions for internship sites, help define learning outcomes, and schedule meetings with you as you complete your hours. S/he will also contact your employer to get feedback regarding your performance.

Q: Are internships paid?

A: Internships can be paid or unpaid, depending on the organization type. Even if you do not gain financial compensation, you do gain skills, work experience, or academic credit (if applicable).

Q: What internship sites do you have for me?

A: Please think of 3-5 internship sites to discuss with the Embedded Career Specialist in order to find placement that fits *your* needs and goals.

Q: When can I consider doing an internship?

A: Students are always welcome to find out about internship opportunities. ***In order to receive credit for internship, you must take at least 15 credits in your program of study (i.e. Accounting, Welding, Landscape Horticulture, etc.) before you are eligible.*** Furthermore, *finding the right site can take time so please begin planning about 3 months before you'd like to begin your internship hours.*

Q: When should I register for internship credits?

A: Internship is an “open enrollment” course. This means that your internship does not need to start and end with the traditional academic quarter. However, funding sources like Financial Aid have registration deadlines that must be followed. Additionally, you cannot enroll in an internship course until you find an internship site.

Q: Do I have to pay for internship?

A: Internship credit is the same as credit for academic coursework. This means that you pay tuition to receive credit for your internship just like you would for your other classes. The Embedded Career Specialist 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:

- S/he needs an internship to complete their program of study
- S/he 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 USCIS United States Citizenship and Immigration Services (USCIS) 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 Program 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.*