

Internship Program | General Information for Students

Benefits of Internship:

- Apply educational knowledge in workplace setting while earning credit
- Opportunity to learn about a new industry or advance in current one
- Develop relationships with professionals in the field
- Experience to list on a résumé
- Many internships are paid positions

Requirements for to earn credit for internships

- *Minimum* 100 Hours internship (actual required credit hours depends on degree/cert program)
- Internship must relate to program of study; students secure internship position
- Student must have completed 30 credits or be within 1 quarter of graduation*
- International students must have approval from the International Programs office
- Register for an appropriate internship course (CWE 110 or 495)

Internship Process Overview

Pre-Internship for Credit

- Decide what type of internship you want to complete; register on Handshake
- Prepare professional resume, cover letter template to customize, and practice interviewing
- Begin internship search using network, on-line resources, NSC resources
- Once internship is secured, submit Internship Approval form to the Internship Faculty to be approved and request a permission code to register for CWE course.
- Attend Orientation at the beginning of the quarter; log into Canvas for course instructions

During the internship

- Work scheduled hours at internship (10-20 hours/week part time, 30-40 hours/week full time)
- Submit required internship documents with appropriate signatures by the due dates
- Adhere to all rules, regulations and safety standards of the host organization
- Regularly meet with site mentor/supervisor for direction and feedback
- Check in with internship faculty advisor as necessary
- Complete all CWE class assignments

Note: Students seeking an internship for experience only (no credit) follow the same basic steps to find an internship but are not required to register, work a specific number of hours or begin the internship at the start of the quarter. Non-credit internships are based on agreements between the intern and the internship site and are not subject to academic requirements of North Seattle College.

**For more information email the WFI Internship Office at:
NorthInternships@seattlecolleges.edu**