



One of the Seattle Colleges

Workforce Instruction

Cooperative Work Experience Internship Program

Contact: NorthInternships@seattlecolleges.edu

North Seattle College Internship Program Employer Information

Program Overview

North Seattle College welcomes connections with local employers. Organizations interested in providing work experience for our students as part of their education is one way of making those connections. At North, many students do internships for credit in industries and occupations relating to their degree or certificate programs. Other students' complete internships for the experience and resume building benefits.

Definition of an Internship:

An internship is a pre-professional learning experience that offers meaningful, practical work experience related to a student's field of study or career interest. Internships allow students to apply principles and theory learned in the classroom in a professional environment. Through an internship, students are given an opportunity to explore careers, develop existing skills and learn new ones.

Benefits for students:

- Offers a full and realistic view of the world of work.
- Integrates academic preparation with practical application and skill development.
- Provides firsthand experience and builds industry work history.
- Increases network through contact with industry professionals.
- Improves employment outcomes at graduation.

North Seattle College Workforce Instruction Division Internships –. North Seattle College requires opportunities be offered without regard to race, ethnicity, color, religion, creed, national origin, sexual orientation, gender, age, marital status, or disability.

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Benefits for employers:

- Increases employer visibility in education.
- Access to students with specific skills and/or knowledge
- Opportunity to gain short term talent to assist current employees.
- Provides an important community service.
- Opportunity for current employees to develop leadership skills.
- Interns bring new perspectives and enthusiasm to the workplace.

Employer responsibilities

- Provide student intern a meaningful, safe workplace opportunity
- Provide workspace for the intern and appropriate office resources.
- Provide sufficient supervision/mentorship to maximize the intern's learning experience. Internship site must provide students sufficient hours for credit.
- Assist intern to develop/improve transferable skills.
- Approve and sign all required documentation (forms supplied by college) including collaboration on student learning objectives.
- Evaluate intern performance during the internship.
- Grant leave as necessary/appropriate for student to participate in college required meetings and accommodate academic calendar deadlines.

Opportunities *not* considered a quality internship:

- Positions consisting primarily of clerical tasks. Clerical tasks should comprise no more than 30% of an internship (unless it is specifically an office support internship)
- Jobs that provide little or no opportunity for students to gain practical experience that complements their academic learning or chosen career path.
- Part-time jobs with little or no training, guidance, or supervision
- Volunteer positions that do not relate to education or career goals.
- Interning with current employer with no new learning opportunities

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Internship compensation:

- Although an internship can be paid or unpaid, employers are encouraged to compensate interns with hourly wages that equal the current minimum wage hourly wage.
- Assistance with transportation costs and payment of workers compensation is strongly encouraged for unpaid internships.
- Employers must comply with federal and state wage and safety regulations for paid and unpaid internships. If offering an unpaid internship, the opportunity must pass the Primary Beneficiary guidelines set out by the Department of Labor.
<https://www.dol.gov/whd/regs/compliance/whdfs71.htm>
- Information can also be found on Washington State Department of Labor and Industries web site (www.lni.gov)

Credit for internship:

- Academic credit can only be awarded by an educational institution.
- Academic credit is not a substitute for compensation.
- Students completing internships for no credit do not have an academic connection to the College and will not have the same documentation requirements or restrictions on internship tasks or duration. Labor, wage, and safety regulations still apply.

Internship hours:

- Ideally, internships should align with the academic calendar. North Seattle is on an 11-week quarter system, with summer slightly shorter. Quarters start September, January, April and June respectively. While internships should start and end with the academic calendar, some flexibility is possible.
- Students must work a minimum of 99 hours per internship. A typical part time internship lasts 10-12 weeks working 10-15 hours per week. Students can complete internships longer than one quarter. Note: some programs require more than 99 hours.
- While many students prefer part-time internships, some are interested in full time.
- Actual internship hours and schedules are negotiated between employer and intern. Students may work beyond the required number of hours if they wish. Required hours adjust depending on number of credits a student takes.

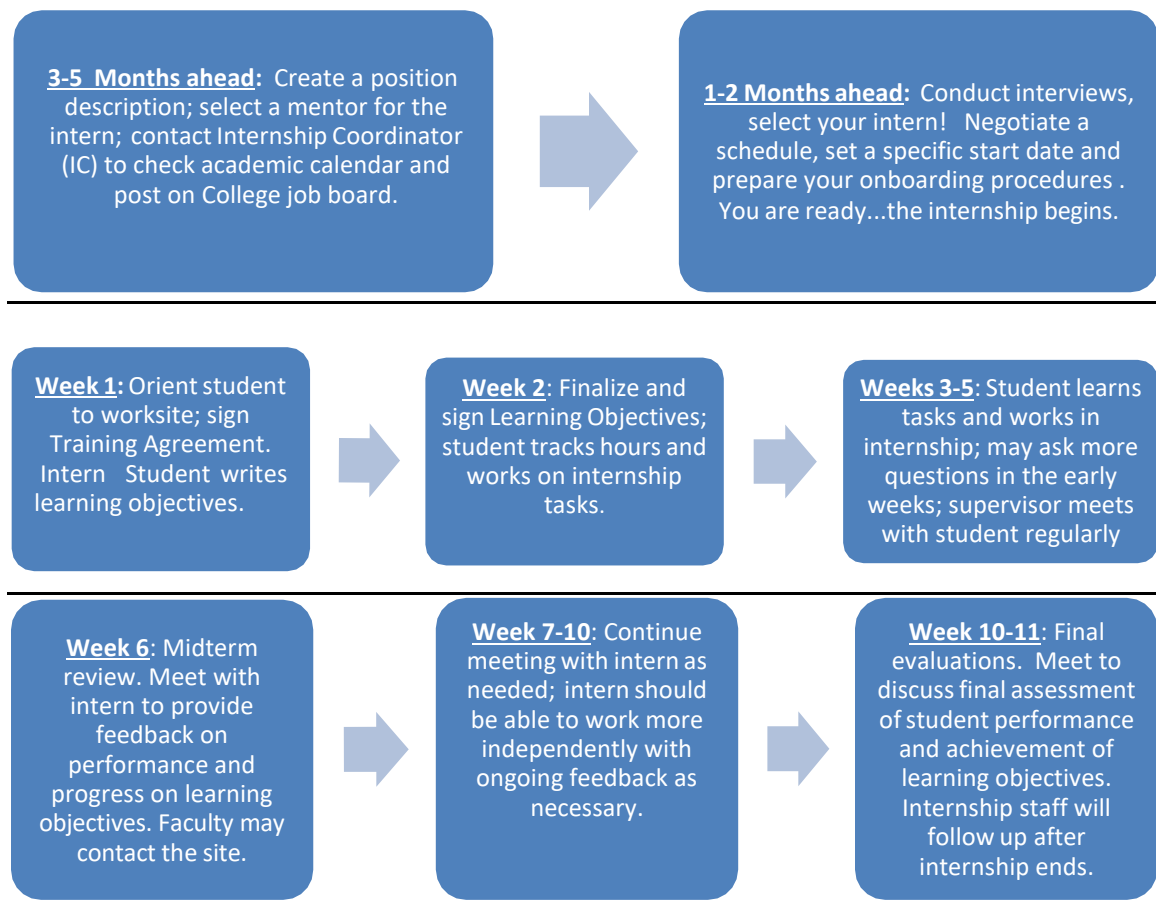
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Five steps to developing an internship:

- 1) Create a position description. (NSC has sample forms)
- 2) Identify a single mentor to supervise the intern at your worksite.
- 3) Post/market the internship to recruit candidates. (use Handshake)
- 4) Interview applicants and select the best candidate.
- 5) Onboard your new intern!

Internship Start to Finish*:



*This graph outlines an 11-week internship. If the internship extends beyond one quarter, the timeline would be adjusted to accommodate the longer period.

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Tips for a successful internship:

- Create a clearly defined position description to include internship title, work responsibilities, compensation, preferred academic major, minimum competencies.
- Provide an orientation to introduce intern to the organization and other employees.
- Offer challenging assignments that benefit your organization while providing tangible, relevant work experience for interns.
- Assign a specific person to supervise/mentor the intern.
- Assign interns to a project where they can apply their academic knowledge as well enhance and develop skills.
- Expose interns to other professional staff or departments.
- Schedule regular meeting times with intern. (Weekly is recommended).
- Evaluate the internship at its conclusion with the intern.
- Contact the Internship Faculty if you have questions or need assistance.
- Contact the Internship Faculty early if issues arise.
- Internships require a minimum of 99 hours. Hours differ depending on the program.

Methods for recruiting interns:

- Register with Handshake for Seattle Colleges and follow the steps to self-post your position: <https://www.seattlecolleges.edu/handshake/handshake-employers>
- Contact the Internship Office directly with questions or to request assistance.
- Participate in on-campus or virtual or virtual career events prior to filling the internship.

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Students from these business-related disciplines are seeking internships:

Internship Required

- Accounting (AAS)
- Accounting with International Accounting (BAS)
- Bookkeeping (certificate)
- Fire Science Associates
- International Business (BAS) Minimum 165 hours
- Digital Marketing (certificate)
- Project Management (certificate)
- Property Management (BAS)

Internship Recommended

- Business (AAS) minimum 99 hours
- Information Technology minimum 99 hours

Additional Information/college contact:

Students from other disciplines may also be interested in internship opportunities.

Information on the different program offerings is listed on the North Seattle College website. If you would like assistance or have questions about hosting an intern, email the Workforce Instruction Internship Office at NorthInternships@seattlecolleges.edu

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