

How to assemble your internship

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The company is expected to provide solid work to provide opportunities for skill development. Internship is not to take the place of a full-time open position.

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Students are responsible for securing their internship, however the Career Action Center will help with contacts and leads for internship possibilities.

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Students need to secure their internship site first before they can register for an internship class.

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Each student needs a site supervisor that can provide some guidance and mentor the student on projects and tasks that are assigned.

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Internships do not have to be paid, but if an internship is a paid opportunity, then the pay should be equitable based on the internship description.

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The company is expected to provide a workplace for the intern, unless the work is remote.

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There are different internship classes depending on what program you are in. For each academic credit, there are 30 required hours of internship. So, for example, 2 credits of BUS291-Internship will equal 60 hours of internship.

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The company needs to work with the student to develop learning objectives, as well as sign that document.

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The company needs to sign timesheets, a midterm evaluation, and a final evaluation (forms provided by the college, delivered to the internship site by the student).

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For students who will take BUS291, the Internship Learning Objectives & Responsibilities needs to be completed and signed by the internship site supervisor and the student before the student can register for the class.

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Most internships are between 60 and 150 hours over an 11-week period, which coincides with the academic quarter system that Edmonds College uses.

