

Handout for Employers – Internships

This handout provides information to employers who are interested to start an internship program or recruit interns for their organization.

What is an internship?

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

Students pursue internships because they want to gain professional experience that links their academic coursework to the disciplines they want to pursue for their careers. To gain this experience, students want to engage in projects and tasks that contribute to the professional work of the organization. This means that the employer does benefit from the work of the intern while, at the same time, it provides a meaningful experience that allows for the application of academic knowledge. Source : National Association of Colleges and Employers

Criteria for an experience to be defined as an internship?

To ensure that an experience—whether it is a traditional internship or one conducted remotely or virtually—is educational, and thus eligible to be considered a legitimate internship, all the following criteria must be met:

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom.
2. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
3. The skills or knowledge learned must be transferable to other employment settings.
4. The experience has a defined beginning and end, and a job description with desired qualifications.
5. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
6. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
7. There is routine feedback by the experienced supervisor.
8. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals. Source : National Association of Colleges and Employers

Checklist for employers to recruit interns

1) Start & End Date

An internship must have a start and end date. We recommend the duration to start with 10-12 weeks. If you wish to extend the duration of the internship, we can facilitate the conversation between you and the intern.

2) Job Description

The job description outlines the scope of work that is achievable by the interns within the duration of the internship. Please refer to samples of job description, pg 5-9 in this document.

We recommend that the job description to include the following :

- Brief description of your company and the nature of your business
- Description of the scope of work and task involved in the internships
- Preferred start and end date
- No. of weeks of internships
- Paid or Unpaid. If paid, state wage per hour
- Qualifications (education, skills & abilities) of an intern
- Documents required to apply for the internships. E.g. Resume, Cover letter, Writing sample or Portfolio
- Application link for submission of resume
- Contact person
- Application deadline

3) Assigned Supervisor

To ensure that you and the intern have the best experience, we recommend that you assign an employee from your company who is experienced and trained in the subject matter relating to the internship to supervise the intern. The supervisor will supervise, mentor and provide leadership to the mentor. This is a great opportunity to build leadership skills and professional development for employees in your organization.

4) Paid or Unpaid Internships

a) Paid Internship

We strongly recommend that employer pay interns.

Recommend : \$15 per hour & above, depending on experience. Based on our experience, we have found that students are more likely to apply for paid internships and they are motivated to contribute towards their internships because they are receiving compensation for their work. It also provides equitable access of the internships to all students and not limit to those who may not be able to afford having an unpaid internship.

For employers, paid internships attract a larger pool of candidates and qualified candidates are more likely to apply. Employers can also leverage the internships to convert the internships to full time positions.

b) Unpaid internships

Employers can have unpaid internships as long as the internship meets all the “primary beneficiary” test set by the Department of Labor. Refer DOL’s fact sheet on unpaid internships ([Fact Sheet #71: Internship Programs Under the Fair Labor Standards Act](#)).

5) Academic Credit

Students are strongly encouraged to do their internships for credit. International students are required to take internships for credit.

(Note : Employers can hire international students for internships as long as the international student is approved for curriculum practicum training (CPT). Please contact the internship coordinator for questions on hiring international student for internship.)

Students are able to get credit for internships. through the Bellevue College Academic Internship Program. The internship for credit class is EXPRL 191/2/3 Academic Internship Experience (for Associates degree) and EXPRL 490 & 491 (for Bachelor's Degree).

Benefits of taking internship for credit

- Interns develop learning objectives, document the experience, and reflect upon what they have learned in order to connect their academic and career goals.
- Interns receive coaching from the internship coordinator.
- Interns has liability insurance coverage from the college.
- Structure for oversight from the college.

Steps involved to recruit interns

- 1) Set up an employer profile on [CONNECT](#), Bellevue College in-house job posting. Once your profile is approved, you can post the internship. All postings on [CONNECT](#) are approved by a staff from the Center for Career Connections, Bellevue College.
- 2) Post the internship job description (refer to checklist for guidelines on what to include in the job description) on [CONNECT](#).
 - a. Send an email : internships@bellevuecollege.edu or contact Kimberly Martin or Chiew Jones if you have questions on [CONNECT](#).
- 3) Email the internship posting to the internship coordinator (Kimberly or Chiew) so that they can look out for your posting and forward to students and faculty.
- 4) When you are ready to offer a student an internship, send an email to the internship coordinator.
- 5) They will send you a copy of the training agreement form (refer to pg 10-11 for a sample of the training agreement) which is not a binding legal contract. It is simply a way to ensure that you, the intern, and the college all have a shared understanding of expectations.
- 6) Upon receiving the completed training agreement, the internship coordinator will follow up with the student and support them to register for the internship class.
- 7) Employers will complete an employer evaluation form towards the end of the internship.

Best practices to onboard an intern

- 1) **Assigned Supervisor.** To ensure that the internship is a win-win for both the intern and the employer, we recommend that the intern is assigned to a supervisor who is trained in the field. The role of the internship supervisor is to supervise, mentor and provide leadership to the intern. The supervisor ensures that the intern performs the duties and tasks outlined in the job description. He/she provides an equitable and safe environment for the intern to thrive in the internship.
- 2) **Orientation.** During the first month of the internship, we recommend that the supervisor take the time to orientate the intern on the nature of the business, products customers and team members. Arrange for the intern to sit in team meetings and observe discussions. It is a great way to get to know the organization and understand how things work in the organization.
- 3) **Workplan.** Discuss with the intern to come up with a workplan for the intern to complete during the duration of the internship. This workplan can be a work in progress document and it helps the intern to stay on track for task involved. We encourage interns to discuss their learning objectives with the supervisor during the beginning of the internship.
- 4) **Communication.** Set up a weekly meeting with the intern for check in. This is an opportunity for the supervisor to review the workplan and provide feedback to the intern. The intern can use this time to ask questions or seek guidance on issues that they faced during the internship. Most times, we observed that interns struggle with managing their time and they are unsure of how to prioritize the tasks. Having weekly check in meeting to go through the workplan will help interns better understand how they are prioritizing the tasks.
- 5) **Site Visit.** The internship coordinator makes a site visit to check in with the intern and supervisor. The purpose of the site visit is to understand the work environment of the intern and find out from the supervisor on the progress made by the intern.
(Note : Due to the pandemic, all sites visits are put on hold. Supervisors are welcome to reach out to the internship coordinator for questions.)
- 6) **Evaluation.** We encourage the supervisor to complete an employer evaluation form towards the end of the internship. The evaluation form asks for the feedback on the intern and suggest ways that BC can improve academic internship program. If permission is given by the employer, the internship coordinator shares the employer feedback with the intern.

Bellevue College Contact

This handbook is prepared by the Academic Internship Program from the Center for Career Connections and RISE Learning Institute from Bellevue College.

For questions or information on internships, please contact the following :

- 1) Kimberly Martin, Internship Coordinator, kimberly.martin@bellevuecollege.edu or
- 2) Chiew Jones, Associate Director of Experiential Learning, chiew.jones@bellevuecollege.edu

Sample job descriptions of internships

Sample Job Description 1 : CostCo 2020 IT Winter Internship

Deadline for All Applications - December 6th, 2019 4:00pm PST

This is an environment *unlike anything* in the high-tech world and the secret of Costco's success is its culture. The value Costco puts on its employees is well documented in articles from a variety of publishers including Bloomberg and Forbes. Our employees and our members come FIRST. Costco is well known for its generosity and community service and has won many awards for its philanthropy. The company joins with its employees to take an active role in volunteering by sponsoring many opportunities to help others. In 2018, Costco contributed over \$39 million to organizations such as United Way and Children's Miracle Network Hospitals.

Costco IT is responsible for the technical future of Costco Wholesale, the second largest retailer in the world with wholesale operations in twelve countries. Despite our size and explosive international expansion, we continue to provide a family, employee centric atmosphere in which our employees thrive and succeed. As proof, Costco consistently ranks in the top five of Forbes "America's Best Employers".

This is a TEMPORARY position. The Costco IT Division is inviting students currently enrolled in an IT undergraduate or graduate program at a community college, college or university to participate in a 12-week intern program during the winter of 2020. Interns will work within specific areas in Costco's Information Systems Division. In addition, they will attend presentations given by various members of Executive Management from IT and other areas of the Company. Interns will be responsible for their own travel and accommodation expenses. Housing is not provided.

If you want to be a part of one of the BEST "to work for" companies in the world, simply apply and let your career be re-imagined.

ROLE

- All Costco Winter I.T. Interns are expected to intern full-time for the entire term of the program of 12 weeks (not to exceed 90 days).
- Interns will be expected to work from approximately 8am - 5pm, Monday-Friday (schedule may vary by team)
- The Winter 2020 internship term runs from January 27, 2020 - April 17, 2020 (dates may be adjusted to accommodate different college schedules).
- Regular and reliable workplace attendance at your assigned location.

Teams requesting an intern include:

- Advanced Analytics, Data Management Services, Distribution Solutions, Enterprise Automation Solutions, eBusiness Development & QA, Information Security & Compliance, Middleware Services, Mobile Development, SAP HR, Service Desk

REQUIRED SKILLS

- Must be maintaining a GPA of 3.0 or higher.
- Must be students currently enrolled in an IT undergraduate or graduate program at a community college, college or university.

Note : Students enrolled in the ISIT bachelor degree programs may be able to do this internship as part of the fulfillment of your bachelor degree under EXPRL 490/1. Please check with your program chair for approval.

Recommended

- Costco warehouse, Ecommerce or retail experience a plus.
All Costco Winter IT Intern Program participants must provide the following:

1. Current Resume
2. Cover Letter / Essay must include: Your answer should be between 300-500 words in length.

*In no more than 500 words, please describe why you are interested in applying for the Costco Winter I.T. Intern Program, what you expect to gain from participating in the program and how it may impact your future goals. Please include one or more examples of how you have already applied your skills, other than as a classroom assignment.

1. Internship Questionnaire (included in online application) - all questions must be answered

To Apply: Use the link below to upload all required documents

<https://chm.tbe.taleo.net/chm02/ats/careers/v2/viewRequisition?org=COSTCO&cws=41&rid=3435>

Sample Job Description 2 : Inside Sales Trainee – Internship

Company : Sierra Forest Group

Location: Kent, WA

What We Offer:

If you are looking for a coffee grabbing and errand running internship, this is not the position for you. While pursuing your degree, are you looking to gain hands-on experience in a fast-paced environment with real opportunity for full-time employment, and get paid?! Sierra Forest Products might be the internship you are looking for!

About the Role:

As an Inside Sales Trainee Intern, you will be trained from the ground up. By working with different departments and teams, you are exposed to multiple sides of the industry; such as operations, sales, management and our customers. This is a paid, full-time internship that will provide valuable B2B Sales, and an opportunity to work with one of the top CRM systems.

You will be responsible for:

- Provide support to sales, administration and operations team.
- Become a brand ambassador with a comprehensive knowledge of our products.
- Deliver excellent customer service to existing clients.
- Researching prospective customers.
- Help maintain and organize sales CRM system (SalesForce).

Qualifications:

- Must be a rising Junior, Senior projected to graduate in 2017, 2018; or recent graduate. Sierra is open to all degree fields and areas of study, but degrees in communications, business administration, marketing is preferred.
- Work experience in sales, management and customer service is preferred.
- Excellent customer service skills.
- Applicants should be competitive, assertive, and self-motivated. The ability to think critically, multi-task, and keep up in a fast-paced environment is critical.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Excel, Experience with Word, Outlook, and Power Point.
- Strong problem-solving skills.

Hours :40 hours a week for the full summer.

Duration of internship : 26 June – 10 Aug (flexible)

Wage : \$15 – 16/hour

Sample Job Description 3 : Marketing Intern, Cadence Preferred LLC

Cadence Preferred LLC is a Global Preferred Microsoft vendor with ten years of industry experience providing sales, marketing and staffing support for companies like Microsoft, Apptio, Concur, Premera and more.

Intern. The intern will support and assist with various roles of client marketing including: digital marketing, customer stories and project management. This is a 12-week paid internship for Fall 2016.

The intern should be prepared to work 20hrs per week in a fast-paced team environment. The intern should be pursuing a BA in Business - concentration in Marketing – with exceptional grades and demonstrated work history. Upon completion of the internship, the intern will have gained broad experience in all aspects of client marketing.

A few things the intern will be doing:

- Actively participate in creating and posting social media messages across multiple channels including building automated workflows to ensure timely launches. Experience with graphic design a plus.
- Actively participate in tracking and analyzing social media campaigns including measuring target awareness and effectiveness.
- Actively participate in documenting and producing customer testimonials including interviewing participants, writing scripts and publishing success stories.
- Actively participate in managing and coordinating multiple projects including monitoring costs, reviewing materials and communicating with clients.

Closing date: 31 December 2016

The right candidate must be able to juggle assorted assignments and have excellent verbal and written communication skills. An understanding of digital technology platforms and measurement tools is required. The candidate must be proactive, passionate and responsible. A strong sense of self is essential.

Sample Job Description 4 : IT Intern - Summer



IT Intern – SUMMER

Employer- Symetra Financial
Approximate Hours per Week - 40

Position Description

Symetra has an excellent opportunity available for a college student to join our Information Technology team as an SUMMER INTERN. The intern team will include 4-5 developers (primarily C#), a quality assurance engineer, 1-2 web developers (primarily .NET), a SharePoint developer, and probably a role for a database administrator or IS student.

This is a full time paid internship available for 10-12 weeks starting in June to work Monday - Friday 8:00 am - 4:30 pm. Intern will work on high-performing teams to design, develop, integrate, test, implement and document new technologies. Specific internship assignments for the summer are yet to be determined.

Applications Deadline is March 13th, 2015.

Symetra IT managers will be conducting interview on BC's main campus on March 26 for these internships.

Symetra is full of BC graduates. Our company has hired more than half of the BC students and alumni who have interned with us.

Qualifications

- Current college student pursuing a BS or AS in Computer Science, Informational Technology, or Information Systems.
- Must be located in the greater Seattle area during summer 2014.
- Technology experience in the classroom and/or the workplace
- Strong analytic and problem-solving skills.
- Ability to interface professionally and proactively with business partners on a daily basis in support of their requirements.
- Strong interpersonal skills and excellent written and verbal communication skills a must.
- Self-motivated with the ability to take on projects and tasks with little direction.
- Good judgment and proven ability to make decisions.
- Exposure to current technologies like C#, MVC 4 or 5, ASP.NET, SQL Server, SharePoint and Microsoft Office a plus.

Other and How to Apply

- Compensation Amount- hourly and DOE
- Symetra pays its IT interns comparably to other companies in our region.
- Number of Openings- 9
- Desired Work Authorization- US Citizen, Green card holders, approved CPT for Intl' students
- Email Resumes To internships@bellevuecollege.edu
- Additional Documents Recommended- Cover Letter



**BELLEVUE
COLLEGE**

CENTER FOR CAREER CONNECTIONS
ACADEMIC INTERNSHIP PROGRAM

Experiential Learning (EXPRL) 191/192/193 Academic Internship Experience

INTERNSHIP TRAINING AGREEMENT

This agreement, to be signed by the employer, the student, and the Bellevue College Internship Program Coordinator, is assurance that the participating student will gain quality on-the-job experience that may be awarded college credit.

To be completed by the STUDENT:

Student's Name: _____ Student ID : _____

Student's Email: _____ Student's Phone: _____

Program of Study : _____ Est. Graduation (Month/Year) _____ / _____

International Student : Yes / No

Race : American Indian/ Alaska Native Asian Black/African America White/Caucasian Hispanic/Latinx

Internship Start Date: _____ Internship End Date: _____

Have you taken an internship before: Yes / No

Total number of hours to be worked (must be 50 hours minimum): _____

Approximate days & hours to be worked: _____

I agree to work as shown above to meet the established learning objectives and course objectives of the Bellevue College Academic Internship Program. I will keep the Internship Coordinator informed of any change in my work or school status. I realize that if placed in an internship position by the college, I may not be able to file an unemployment claim against my employer at the end of the placement.

As a student representative of Bellevue College, I understand that the highest ethical and professional standards code of conduct is expected of me at all times. I agree to comply with Bellevue College's Student Code of Conduct. Failure to comply may lead to withdrawal from the program.

Student's Signature: _____ Date : _____

To be completed by the EMPLOYER:

Company Name: _____

Company Address: _____

Supervisor's Name and Title (must be an employee of the company):

Supervisor's Email: _____

Supervisor's Phone: _____

Student's Working Title: _____ Department : _____

The internship is **paid / unpaid** (highlight one). If paid, how much? _____

a. What are the work duties of the intern?(feel free to attach additional document on the intern job description if needed)

b. What specific things will you help the student learn from this internship?

Training Agreement:

It is understood that the internship is temporary and the employer is under no obligation to continue the internship or make any offer of permanent employment to the student. Any agreement to continue the position after the date stated above is a negotiation between the student and the employer. The employer or student may terminate the agreement at any time, and the employer reserves the right to discharge the student for just cause. However, the College requests that the employer consult with the Internship Program and the student prior to such action. **Please contact the Bellevue College Academic Internship Program at (425) 564-2279 if you wish to terminate the agreement before the date stated above.** The College may also terminate the agreement if, after a consultation with the employer and the student, it determines that the internship no longer accommodates educational requirements.

Appropriate safety instruction will be provided by the employer. The employer shall evaluate the student in writing on a form supplied by the College within two weeks after the conclusion of the internship on the date stated above. If the internship is paid, the employer shall place the student in the same employment status as that of comparable employees with regard to Social Security, the Industrial Insurance Act, and compliance with labor laws, including the hourly minimum wage as established by the Washington State Department of Labor and Industries. Unpaid positions are exempt from these requirements; however, the employer agrees that they shall provide workers' compensation coverage for the intern (<https://lni.wa.gov/forms-publications/F213-023-000.pdf>); that the intern shall not displace a regular employee; and that the student will register for the Academic Internship Experience course (EXPRL 191, 192, or 193).

Anti-discrimination Clause: The above employer affirms that it does not discriminate on the basis of race or ethnicity; color; national origin; sex; marital status; sexual orientation; age; religion or creed; genetic information; the presence of any sensory, mental, or physical disability; or veteran status. Internships and work-based learning programs, whether they occur on or off campus, are educational programs of the College and thus covered by Title IX of the Education Amendments of 1972, which prohibit any form of gender-based discrimination (see <http://bellevuecollege.edu/titleix> for more details).

Employer Signature: _____

Date: _____

The Academic Internship Program, Center for Career Connections, Bellevue College
3000 Landerholm Circle SE, B231, Bellevue, WA 98007-6484
internships@bellevuecollege.edu or (425) 564-2279