



# Student Internship Handbook

Business & Applied Technology Dept.  
Olympus Hall Rm 135  
2000 Tower Street MS 24  
Everett, WA 98201  
Email [internships@everettcc.edu](mailto:internships@everettcc.edu)  
425.388.9243

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. Contact the following people with inquiries or complaints regarding discrimination, Title IX compliance, or Americans with Disabilities Act compliance: Equal Opportunity Director: [EqualOpportunity@everettcc.edu](mailto:EqualOpportunity@everettcc.edu), 425-388-9271; ADA Coordinator: [ADAcordinator@everettcc.edu](mailto:ADAcordinator@everettcc.edu), 425-388-9232; Title IX Coordinator: [TitleIXCoordinator@everettcc.edu](mailto:TitleIXCoordinator@everettcc.edu), 425-388-9271. All offices are located in Olympus Hall 111, 2000 Tower St. Everett, WA 98201. For more information, visit the Equal Opportunity and Title IX website: [EverettCC.edu/EqualOpportunity](http://EverettCC.edu/EqualOpportunity)



Thank you for your interest in Everett Community College’s Internship Program. At Everett Community College (EvCC), we want to ensure that our students are prepared to enter the workforce after graduation. Supporting them in an internship opportunity will allow the college and the employer to work together and ensure we are providing our community with the most skilled workers.

The student and the employer both benefit from the internship experience. The student will benefit by gaining hands-on, real world experience. The employer benefits from well-trained, enthusiastic students prepared to enter the workforce.

At EvCC, a student receives credit for internships which usually last the length of an academic quarter (10 weeks). For every 30 hours worked, the student will earn one credit. The number of credits a student receives depends on the student’s program.

The following pages will provide you with an overview of steps to take in order to participate in Everett Community College’s internship program. We will be there with you, every step of the way, providing any guidance and support you need. Do not hesitate to contact us with any questions or concerns you have.

## **Table of Contents**

General Internship Information .....	3
Pre-Internship Preparation .....	3
Apply & Interview for an Internship Position .....	4
Internship.....	4
Internship Class.....	5
Internship Completion .....	5
Emergency Information .....	5
Resume Tips .....	6
Frequently Asked Questions .....	6
Internship Forms .....	9

---

## General Internship Information

---

An internship is like a temporary job that offers a certain amount of training and supervision. Other words used to describe this experience are **cooperative learning, on-the-job-training, or work-based learning**. Since different words are used to describe this experience, just keep in mind that at EvCC, an internship *is a professional experience that offers training and supervision*.

The number of credits for an internship depends on a student's program. The specific details of the internship vary according to an employer's needs.

## Pre-Internship

---

The internship process ideally should begin during your first year at EvCC.

**Step 1: Talk with your advisor.** During your 3<sup>rd</sup> quarter academic advising session, talk with your advisor about your desire to complete an internship.

**Step 2: Create an account at the Student Job Center.** At least 8 weeks before your planned internship, create an account at <https://everettcc.edu/jc>.

**Step 3: Once your account is created,** complete your Job Center Profile and Internship Application. Your profile will include your program and skills. Your *Student Internship Application* will be completed and submitted as per Step 4.

**Step 4: Submit your documents.** Submit your Internship Application, an updated resume, a cover letter, and an unofficial transcript to your advisor and upload them to your Job Center account. Be prepared to update or alter your resume with the advice of your advisor, internship coordinator, or instructor.

**Step 5: Search for Internship Openings.** Click on the "**Search for Jobs & Internships**" tab at the top of the page. Keep your search criteria as broad as possible.

Conduct your own internship search outside of the Job Center as well – the more places you look, the more likely it is that you will find something. Print the *Employer Internship Handbook* and give to potential employers. It will answer their questions about internships. An employer will need to register at the Job Center and be approved.

---

# Apply and Interview for an Internship Position

---

**Step 1: Apply for an Internship.** When you find an internship, follow the “How to Apply” instructions listed on the internship posting. Read the instructions carefully. The number one reason people do not get offered jobs and internships is that they do not follow the application instructions.

**Step 2: Prepare for the interview.**

- Have your resume updated and ready.
- Dress appropriately for the position
- Talk about your education and experience in a positive way.

**Step 3: After the interview**

- Send a Thank You note
- Follow-up with a phone call if needed

**Step 4: When an Internship Position is Offered**

- Complete the *Student–Employer Internship Agreement* and your *Student Learning Objectives*. Submit them to your Internship Instructor.
- Your work hours will be based on your schedule and the needs of your worksite. Communicate with your supervisor to determine the best days and times. Remember, 30 work hours are required per credit.
- Register for your internship class if you have not already done so. Your academic advisor will have the registration code for your class.

## Internship

---

1. You and the employer will determine your work schedule. Keep track of your hours on the provided *Internship Time Sheet*. You must have your supervisor approve your hours at the end of each week.
  2. Once you are selected as an intern, your employer is expected to provide you with a safe and constructive learning experience. Report any issues to your Internship Instructor.
  3. You are expected to treat the internship as you would a job.
    - Dress appropriately.
    - Always be prompt.
    - Maintain a positive attitude
    - Find out about and follow company regulations.
    - Respect the time of others.
  4. Report any injuries to EvCC Security at 425-388-9990.
-

# Internship Class

---

Make sure that you have registered for your internship class through the EvCC student registration process. This important step will get you connected with your internship instructor. The Internship class requirements will vary depending on your program or department.

1. Read your internship class syllabus or check with your internship instructor for requirements
2. If your class is online in Canvas, check your class regularly for requirements and assignments.
3. Forms to submit within the first two weeks of the quarter:
  - *Student – Employer Internship Agreement*
  - *Internship Learning Objectives*

To ensure a smooth transition for the employer and the student intern, the Internship Instructor will take the following actions:

1. Ensure necessary paperwork is completed by the student and signed by the supervisor.
2. Conduct a site visit or phone visit to ensure intern is meeting overall expectations.
3. Assist the employer or intern with any issues that may arise during the internship.
4. Collect all documentation regarding student performance and end of internship evaluations are completed by the student and the employer.

# Internship Completion

---

1. Once you have met your required number of hours, have your supervisor complete and sign the *Student Performance Evaluation*. Ensure your *Internship Time Sheet* is complete with signatures from your supervisor. You will also need to complete the *Student Internship Exit Survey*.
  2. Update your resume to include your internship experience. Be sure to include any accomplishments and projects completed.
  3. Submit the final documents to your Internship Instructor:
    - *Student Performance Evaluation* (filled out and signed by your supervisor).
    - *Student Internship Exit Survey* (filled out and signed by you).
    - *Internship Time Sheet* (filled out weekly and signed by your supervisor).
-

## Emergency Information

---

If an injury occurs to a student intern while at their internship site, it must be immediately reported to EvCC Security at 425-388-9990.

In the event of a serious or life-threatening injury that requires immediate or emergency medical attention, call 911 or the appropriate emergency response service for the internship location.

## Resume Tips

---

- Tailor your resume to the specific position you are applying for.
- Use action verbs to describe your skills and accomplishments (supervise, increase, conduct, consolidate, attain, produce, design, manage, plan, organize, etc.)
- Use key words from the job description.
- Make sure your resume shows that you meet the minimum qualifications. Be sure to include evidence of your qualifications.
- Proofread your resume for grammar, punctuation, and spelling errors.
- Include a cover letter that highlights your strengths and makes you a top candidate for the position.

## Frequently Asked Questions

---

1. **What is a student internship program?** Sometimes referred to as on-the-job training, cooperative education, or work-based learning; internships are a time-limited, intensive learning experience outside the classroom. Students work with faculty, staff, and employers to locate suitable positions for a planned set of learning objectives.
  2. **Why should a student complete an internship?** Students benefit from internships by receiving practical work experience in their field of study, meeting degree and certificate requirements, and being able to apply classroom learning to the workplace.
  3. **Can I receive academic credit for an internship?** Yes. Internships are completed under the guidance of an Internship Instructor. The designated faculty member will determine if the placement meets the school's requirements with regard to the terms and conditions revolving around hours required to work, compensation, academic based assignments and grading system.
-

According to the state guidelines, academic credit is awarded to the student based on the number of hours worked in the quarter, completion of the learning objectives, meeting the employer's expectations, and submitting all paperwork to your internship instructor at the end of the quarter. A student will earn 1 credit for every 30 hours worked at their internship site.

4. **Will I be paid for my time during an internship?** Internships may be offered for an hourly wage or a previously agreed upon quarterly stipend or it may be unpaid (as in a volunteer position). Many students wish to complete an internship to gain knowledge and practical experience that would help them further their professional career.
  5. **How long will it take to find an internship?** The amount of time it takes to find an internship varies greatly depending on your specific interests and needs, as well as the current job market. Sometimes it just takes a few days, and sometimes it takes many months. It is always best to plan ahead!
  6. **What are the requirements to complete an internship?** An intern must be registered at Everett Community College as a full or part-time student. Internships posted at the EvCC Job Center have been pre-screened by an Internship Coordinator at Everett Community College and qualify for academic credit. If you have found an internship elsewhere, we may be able to offer you academic credit, as long as the position meets the following criteria:
    - The intern must receive supervision/mentoring and guidance. Therefore, we cannot offer credit for internships that are done remotely (telecommuting).
    - Internships must take place in a licensed business with the State of Washington and local municipalities as applicable by law/code.
    - If the position is paid, it must pay a guaranteed hourly wage or salary that is not based on a minimum deliverable of sales or performance.
    - We also require employers to provide a safe work environment for employees that comply with applicable OSHA/WISHA regulations, act as an Equal Opportunity Employer, and comply with the Americans with Disabilities Act.
  7. **What documents will I need to provide?** Submit a Student Internship Application, resume, cover letter, and an unofficial transcript to your advisor and upload to your Job Center profile.
  8. **When should I start planning for my internship?** Speak to your advisor during your 3<sup>rd</sup> quarter advising session. You will need to submit your application, cover letter, resume, and transcript at least 8 weeks prior to the quarter you want to start your internship.
  9. **Will I interview for the position?** Most internship sites will require an interview. Each site will have its own process for intern selection.
  10. **When should a student complete an internship?** It is best to plan for an internship during the second year of college. Second-year students will have more skills and knowledge to better relate to the internship position.
-

**11. Is an internship required to graduate?** Some programs do require successful completion of an internship, practicum, or clinical to graduate. Other programs list it as an optional or an elective class.

**12. How long do internships last?**

An internship is generally the length of an academic quarter (10 weeks) or when the student meets the needs of their course and the employer. Students earn 1 credit for every 30 hours of work.

**13. What are the guidelines for unpaid internships?**

The U.S. Department of Labor (DOL) has developed six criteria for differentiating between an employee entitled to minimum wage and a learner/trainee who, while an employee, may be unpaid. The criteria are:

- The training, although it includes actual operation of the facilities of the employer, is similar to that which would be given in a vocational school.
  - The training is for the benefit of the students.
  - The students do not displace regular employees, but work under the close observation of a regular employee or supervisor.
  - The employer provides the training and derives no immediate advantage from the activities of students, and, on occasion, the operations may actually be impeded by the training.
  - The students are not necessarily entitled to a job at the conclusion of the training period.
  - The employer and the student understand that the student is not entitled to wages for the time spent in training.
-



Complete and return this form to your Advisor and upload it to the EvCC Job Center at least 8 weeks before the start of any internship.

Student Name (Print clearly):	Desired quarter to begin Internship:	Internship Course:		
Email:	Phone:	Attached Documents: <input type="checkbox"/> Cover Letter <input type="checkbox"/> Resumé <input type="checkbox"/> Transcript		
Advisor's Name:	Student ID:			
Program of Study:	Anticipated Graduation or Completion Date:			
Do you have the time & motivation to devote at least 30 hours to your internship?				
Why do you want an Internship?				
What skills do you have that you would use in your internship?				
Items to attach to this application: <ol style="list-style-type: none"> <li>1. Cover Letter: In it, explain the type of internship desired, marketable skills, and why you desire an internship. In addition, what skills do you have that would be of value to an employer?</li> <li>2. Resumé: Include your proficiency with software, hardware, equipment, keyboarding speed, work habits (classroom and paid positions), experience in previous positions, etc.</li> <li>3. Transcript: An unofficial copy of your transcript will be included.</li> </ol>				
<b>For Admin Use Only. Internship Placement Information:</b>				
Date:	Name of Business:	Address:		
	Contact Name/Supervisor:			
	Email:	Phone Number:		
Comments:				
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <b>To be completed by Internship Instructor:</b>  <input type="checkbox"/> Student-Employer Agreement Received  <input type="checkbox"/> Student Learning Objectives Received  <input type="checkbox"/> Site Visit Completed on _____         </td> <td style="width: 50%; border: none; vertical-align: top;"> <input type="checkbox"/> Student Performance Eval Received  <input type="checkbox"/> Internship Time Sheets Received  <input type="checkbox"/> Student Exit Survey Received         </td> </tr> </table>			<b>To be completed by Internship Instructor:</b> <input type="checkbox"/> Student-Employer Agreement Received <input type="checkbox"/> Student Learning Objectives Received <input type="checkbox"/> Site Visit Completed on _____	<input type="checkbox"/> Student Performance Eval Received <input type="checkbox"/> Internship Time Sheets Received <input type="checkbox"/> Student Exit Survey Received
<b>To be completed by Internship Instructor:</b> <input type="checkbox"/> Student-Employer Agreement Received <input type="checkbox"/> Student Learning Objectives Received <input type="checkbox"/> Site Visit Completed on _____	<input type="checkbox"/> Student Performance Eval Received <input type="checkbox"/> Internship Time Sheets Received <input type="checkbox"/> Student Exit Survey Received			

Complete and return this form to your internship instructor at the start of your internship.

**Student Information**

Name:		SID:	
Address:			
City	State	Zip	
Phone:	Email:		

**Employer Information**

Employer:			
Address:			
City	State	Zip	
Contact Name:			Position:
Office Phone:	Email:		

**Internship Information**

Paid: YES NO	Wages per hour: \$	Estimated Total Hours of Work:
Internship Start Date:		Internship End Date:

**All parties agree to the following information:**

1. Employer will provide the student with a safe work environment that complies with applicable OSHA/WISHA regulations.
2. The student will receive one credit for every 30 hours worked for satisfactory completion of work and learning experiences.
3. The student will be given the opportunity to gain a broad experience and if the internship duties are altered from the original job description, the employer will contact the Internship Coordinator.
4. An EvCC representative will visit the work site at least once during the placement to evaluate the student's progress.
5. At the end of the quarter, the employer will complete and sign the *Student Performance Evaluation*. The student will submit the required documents to their internship instructor.
6. Student will comply with the requirements of the position and the internship work experience program responsibilities.
7. The employer has the right to discharge the student for cause after consultation with the student and the internship instructor.

The undersigned have read, understand, and acknowledge this agreement.

 \_\_\_\_\_  
**Student**

 \_\_\_\_\_  
**Date**

 \_\_\_\_\_  
**Supervisor**

 \_\_\_\_\_  
**Date**

 \_\_\_\_\_  
**EvCC Internship Instructor**

 \_\_\_\_\_  
**Date**

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. Contact the following people with inquiries or complaints regarding discrimination, Title IX compliance, or Americans with Disabilities Act compliance: Equal Opportunity Director: EqualOpportunity@everettcc.edu, 425-388-9271; ADA Coordinator: ADAcoordinator@everettcc.edu, 425-388-9232; Title IX Coordinator: TitleIXCoordinator@everettcc.edu, 425-388-9271. All offices are located in Olympus Hall 111, 2000 Tower St. Everett, WA 98201. For more information, visit the Equal Opportunity and Title IX website: EverettCC.edu/EqualOpportunity

Student Name \_\_\_\_\_ Internship Instructor \_\_\_\_\_

Quarter \_\_\_\_\_ 20\_\_\_\_\_ Date Due \_\_\_\_\_

Employer Supervisor \_\_\_\_\_ Company \_\_\_\_\_

**Purpose:** The Learning Objectives/Activities listed here will describe the tasks the student is assigned to learn during the quarter's internship experience. Additional sheets may be attached if needed. At least one objective must be defined for each credit earned.

1. What are you going to accomplish?

---

---

How are you going to accomplish it? (List the steps to achieve objectives)

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

How can you measure the results?

---

---

2. What are you going to accomplish?

---

---

How are you going to accomplish it? (List the steps to achieve objectives)

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

How can you measure the results?

---

---

3. What are you going to accomplish?

---

---

How are you going to accomplish it? (List the steps to achieve objectives)

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

4. How can you measure the results?

---

---



# Internship Time Sheet

Time Sheet must be signed by your supervisor weekly.

Quarter: \_\_\_\_\_ Month(s) on this time sheet: \_\_\_\_\_

Name: \_\_\_\_\_

Week & Date	In	Out	In	Out	Totals
Mon:					
Tues:					
Wed:					
Thurs:					
Fri:					
Sat:					
Sun:					
Supervisor Signature:					

Week & Date	In	Out	In	Out	Totals
Mon:					
Tues:					
Wed:					
Thurs:					
Fri:					
Sat:					
Sun:					
Supervisor Signature:					

Week & Date	In	Out	In	Out	Totals
Mon:					
Tues:					
Wed:					
Thurs:					
Fri:					
Sat:					
Sun:					
Supervisor Signature:					

Week	In	Out	In	Out	Totals
Mon:					
Tues:					
Wed:					
Thurs:					
Fri:					
Sat:					
Sun:					
Supervisor Signature:					

Everett Community College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment. Contact the following people with inquiries or complaints regarding discrimination, Title IX compliance, or Americans with Disabilities Act compliance: Equal Opportunity Director: EqualOpportunity@everettcc.edu, 425-388-9271; ADA Coordinator: ADAcoordinator@everettcc.edu, 425-388-9232; Title IX Coordinator: TitleIXCoordinator@everettcc.edu, 425-388-9271. All offices are located in Olympus Hall 111, 2000 Tower St. Everett, WA 98201. For more information, visit the Equal Opportunity and Title IX website: [EverettCC.edu/EqualOpportunity](http://EverettCC.edu/EqualOpportunity)

Total Hours \_\_\_\_\_

## Student Performance Evaluation

This form is to be filled by the supervisor

**Evaluation Date:** \_\_\_\_\_ **Evaluation Period From:** \_\_\_\_\_ **To:** \_\_\_\_\_  
**Student's Name:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_  
**Business Name:** \_\_\_\_\_ **Supervisor's Name:** \_\_\_\_\_

Performance Factors	Comments: (attach extra sheets if needed)	Rating
<b>1. Quality of Work</b> Competence, accuracy, neatness, thoroughness.		<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
<b>2. Quantity of Work</b> Use of time, volume of work accomplished, ability to meet schedules, productivity levels.		<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
<b>3. Job Knowledge</b> Degree of technical knowledge, understanding of job procedures and methods.		<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
<b>4. Working Relationships</b> Cooperation and ability to work with supervisor, co-workers, students, and clients served.		<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
<b>5. Attendance/Dependability</b> Reports for work as scheduled, is seldom absent or tardy, meets obligation of position.		<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory
<b>6. Specific Achievements</b>		<input type="checkbox"/> Outstanding <input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unsatisfactory

### DEFINITIONS OF PERFORMANCE RATING CATEGORIES

**OUTSTANDING** - The intern has exceeded all of the performance expectations for this factor and has made many significant contributions to the efficiency and economy of this organization through such performance.  
**EXCEEDS EXPECTATIONS** – The intern regularly works beyond a majority of the performance expectations of this factor and has made significant contributions to the efficiency and economy of this organization through such performance.  
**MEETS EXPECTATIONS** – The intern has met the performance expectations for this factor and has contributed to the efficiency and economy of this organization.  
**NEEDS IMPROVEMENT** – The intern has failed to meet one or more of the significant performance expectations for this factor.  
**UNSATISFACTORY** – the intern has failed to meet the performance expectations for this factor.

Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student Name \_\_\_\_\_ Instructor \_\_\_\_\_

Quarter \_\_\_\_\_ 20 \_\_\_\_\_ Due Date \_\_\_\_\_

Internship Supervisor \_\_\_\_\_ Company \_\_\_\_\_

**INSTRUCTIONS:** Complete the evaluation on your internship in order to assist our staff in monitoring and improving work sites and the internship program. Your assistance is appreciated.

1. **Evaluation of Work Site:** In your opinion, how did your supervisor rate in the following areas?

Area	Poor	Marginal	Average	Good	Excellent
Interpersonal Skills					
Adequacy of directions					
Variety of Learning					
Expected vs. actual assignments					
Adequacy of supervision					
Satisfaction with worksite overall					

2. **Evaluation of Experience:** How did your work experience rate in the following areas?

Area	Poor	Marginal	Average	Good	Excellent
Appropriate for career interest					
Appropriate for academic areas					
Academically prepared for experience					

3. **Internship Instructor Contacts:** Please indicate the number of contacts you had with your internship instructor during the course of your internship:

By Telephone or Email \_\_\_\_\_ On Campus &amp; Online Classroom \_\_\_\_\_ At work Site \_\_\_\_\_

4. **Briefly comment** on the positive and negative aspects of this quarter's work experience, particularly with respect to career development.

---



---



---



---

5. Briefly explain how you applied classroom knowledge to your internship work experience.

---

---

---

6. What suggestions can you give to improve the Internship Program at EvCC?

---

---

---

---

7. **Employment:** Please answer the following questions regarding your employment status.

Are you employed? \_\_\_\_\_ Employer \_\_\_\_\_

Position \_\_\_\_\_ Start Date \_\_\_\_\_ Wage \_\_\_\_\_

8. **Education:**

When will you graduate from EvCC? \_\_\_\_\_ Program of Study? \_\_\_\_\_

What certificates will you receive? \_\_\_\_\_

Will you be continuing your education after graduation from Everett Community College?

School \_\_\_\_\_

Degree \_\_\_\_\_ Major \_\_\_\_\_

9. **Resume:** Attach a copy of your updated resume. Be sure to include your internship experience.

---