Everett Community College does not discriminate on the basis of race, color, religious belief, sex, marital status, sexual orientation, gender identity or expression, national or ethnic origin, disability, genetic information, veteran status, or age.
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 50 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.

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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 3rd 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, 50 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.

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 50 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 3rd 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 50 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.
Internship Student Application

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.

<table>
<thead>
<tr>
<th>Student Name (Print clearly):</th>
<th>Desired quarter to begin Internship:</th>
<th>Internship Course:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td>Phone:</td>
<td>Attached Documents:</td>
</tr>
<tr>
<td>Advisor’s Name:</td>
<td>Student ID:</td>
<td>☐ Cover Letter</td>
</tr>
<tr>
<td>Program of Study:</td>
<td>Anticipated Graduation or Completion Date:</td>
<td></td>
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</tbody>
</table>

Do you have the time & motivation to devote at least 50 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:

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?
2. Resumé: Include your proficiency with software, hardware, equipment, keyboarding speed, work habits (classroom and paid positions), experience in previous positions, etc.
3. Transcript: An unofficial copy of your transcript will be included.

For Admin Use Only. Internship Placement Information:

Date: Name of Business: Address:

Contact Name/Supervisor:

Email: Phone Number:

Comments:

To be completed by Internship Instructor:

☐ Student-Employer Agreement Received
☐ Student Learning Objectives Received
☐ Site Visit Completed on ______________
☐ Student Performance Eval Received
☐ Internship Time Sheets Received
☐ Student Exit Survey Received
STUDENT – EMPLOYER AGREEMENT
To be filled out by the student

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 50 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: __________

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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: __________________

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<tr>
<th>Week &amp; Date</th>
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<th>In</th>
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<th>Totals</th>
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<td>Supervisor Signature:</td>
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<td>Supervisor Signature:</td>
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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:** ______________________

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

## 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: _________________

Revised August 2014
STUDENT INTERNSHIP EXIT SURVEY

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?

<table>
<thead>
<tr>
<th>Area</th>
<th>Poor</th>
<th>Marginal</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interpersonal Skills</td>
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<tr>
<td>Adequacy of directions</td>
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<tr>
<td>Variety of Learning</td>
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<tr>
<td>Expected vs. actual assignments</td>
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<tr>
<td>Adequacy of supervision</td>
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<tr>
<td>Satisfaction with worksite overall</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Area</th>
<th>Poor</th>
<th>Marginal</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriate for career interest</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appropriate for academic areas</td>
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<tr>
<td>Academically prepared for experience</td>
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</table>

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 & 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.