



Employer Internship Handbook

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Dear Employer:

Everett Community College has been providing services to the community since 1941. As one of the oldest community colleges, the quality of education at Everett Community College has a proven record and is recognized for its excellence.

The internship program allows students to earn college credit for work experience related to their major course of study. These may be paid or unpaid experiences structured to create a learning environment for the student as well as for the employer. Using real-world experiences to apply concepts and skills learned in the classroom is a tremendous benefit for everyone and provides skilled employees to business, industry, government and non-profit organizations.

Depending on the type of internship that you can provide, you can request a minimum of technical skills, certifications, and education level and also request a resume and an interview. Upon further consideration, you can conduct a background check for security reasons.

Student interns are expected to perform tasks with a positive attitude, to complete all tasks in an exemplary manner, and to exceed your expectations. The students are clearly briefed that the internship does not guarantee continued part-time or full-time employment by you or by Everett Community College. It is a learning experience related to their course of study.

The attached information will answer questions you may have about the Internship program at Everett Community College. To better assist students and business, please contact internships@everettcc.edu for more information.

We look forward to a partnership with you and your business. Thank you for your interest in the Internship program. Your support for our students and programs is sincerely appreciated.

Sincerely,



Ryan Davis
Dean of Business and Applied Technology



Thank you for your interest in Everett Community College’s Internship Program. Whether you are new to hosting interns or have worked with interns in the past, this guide will assist you with working with the students and the college.

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General Internship Information

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. You, as the employer, benefit in several ways:

- You will become a community partner with EvCC, which will provide your company with increased visibility and an enhanced image for your organization on campus and in the community.
- You will have an outstanding source of motivated students.
- Your company will receive new perspectives from well-trained, enthusiastic students.
- You will have access to quality students for temporary positions and a cost-effective method of recruiting potential employees.

At EvCC, a student receives credit for internships which usually last the length of an academic quarter. 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 questions or concerns.

Employer Internship Eligibility Requirements

The first step in the internship process is to ensure you meet the criteria to have an intern at your company. Employers must meet the following criteria before entering into an internship agreement with EvCC:

- Be a licensed business with the State of Washington or a local municipality that follows applicable laws and codes.
- Have policies in place that conform to federal, state, and local EEOC non discrimination and harassment laws.
- Demonstrate a safe work environment that complies with applicable OSHA/WISHA regulations.
- Be willing to submit to a pre-internship site visit/evaluation.

Along with EvCC's requirements, the Department of Labor (DOL) has established 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 student.
- The student does not displace regular employees but works under the close observation of a regular employee or supervisor.
- The employer provides the training and derives no immediate advantage from the activities of the student and, on occasion, the operations may actually be impeded by the training.
- The student is 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.

Establish Employer Eligibility with EvCC

In order to be an approved internship site for EvCC students, complete the following steps:

1. Read through the Employer Internship Handbook.
2. Meet the employer internship eligibility requirements on the previous page.
3. Contact an internship coordinator at internships@everettcc.edu.
4. Schedule a pre-internship site evaluation with an EvCC Internship Representative.
5. Complete and sign the EvCC Internship Affiliation Agreement with the Internship coordinator or representative.

Recruit EvCC Interns

Once employer eligibility is established, the employer is ready to advertise for student interns:

1. Go to EvCC Job Center at <https://everettcc.edu/jc> to register and create an employer profile.
2. After your registration and profile are complete, post your internship position. Required items for your posting include:
 - Employer contact information
 - Range of hours to be worked (50 hours per quarter is 1 credit)
 - A range for wage/salary if applicable
 - Job description and qualifications
 - Application instructions
3. You will be contacted by an Internship Representative within 3-5 business days.
4. Students will contact the employer directly based on the application instructions.
5. Review applications and interview students who meet your criteria.
6. Offer the position to the selected candidate.
7. Have the student fill out the *Student-Employer Agreement*. The student, the employer, and the internship instructor will all sign this agreement.

The Internship Begins

Once you have selected an intern, it is your responsibility to ensure the intern is provided with a safe and constructive learning experience that will benefit you and the student. Some steps to consider are:

1. Provide an orientation on the first day. A sample orientation outline can be found on page 6.

2. Introduce the student to first-line supervisor.
3. Provide all applicable safety training and documentation.
4. Immediately contact the internship instructor if scope of work, supervisor, or job location changes.
5. Follow emergency protocol if the intern is injured on the job. Emergency protocol can be found on page 7.
6. Verify work hours and sign the Internship Time Sheet on a weekly basis.
7. Document the intern's performance on the Student Internship Performance Evaluation form. Complete the form and sign it.

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 to document the Student Learning Objectives.
2. Follow up with the employer/direct supervisor to ensure intern is meeting overall expectations, and conduct a site or phone visit.
3. Assist the employer or intern with any issues that may arise during the internship.
4. Ensure all documentation regarding student performance, hours worked, and end-of-internship evaluations are completed by the student and the employer.

Sample Orientation Outline

Students may be unfamiliar with the activities, environment, and mission of your company. Although many of them have work experience, they may or may not have been exposed to organizational behavior, the need for confidentiality, or the importance of teamwork. Offering a solid orientation will provide the intern with insight into how your organization works. This will help the intern become a productive member of your team sooner.

1. Explain the mission of the company
 - How can the intern play a role in obtaining the objectives of the company?
2. Describe the organizational structure
 - How does the intern fit into the organization? To whom will the intern report? Where does the intern go to get questions answered?
3. Outline rules and policies
 - What is the intended schedule for the intern?
 - Is there a dress code the intern needs to follow?
4. Provide safety training
 - Emergency escape routes
 - Other training where applicable
5. Define the Intern's role and responsibilities
 - What projects will the intern be assigned?
 - What resources and supplies are available to the intern?

Emergency Information

If an injury occurs to a student intern while at the 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.

Frequently Asked Questions

1. **How will my company benefit from having an EVCC Intern?**

You will become a community partner with Everett Community College which will provide your company with increased visibility and an enhanced image for your organization on campus and in the community. You will have an outstanding source of motivated students. Your company will receive new perspectives from well-trained, enthusiastic students. You will have access to quality students for temporary positions and a cost effective method of recruiting potential employees.

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

An internship is generally the length of an academic quarter (10 weeks) or when the student meets the requirements of their course and the needs of the employer. Students earn one credit for every 50 hours of work.

3. **How do I hire an EVCC intern?**

Employers create an account on our job center website (www.everettcc.edu/jc). Once your profile is created and approved, you will be able to post internship openings on the job board. You will determine your hiring process and interview potential interns who contact you.

4. **Do I have to pay my intern?**

Internships can be paid or unpaid. However, since many students are paying for all or part of their college costs, paid internships are highly sought. We ask that you consider the value you'll get from the intern and pay accordingly. Some employers prefer to pay an hourly wage while others provide a stipend upon completion.

5. **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 student.

- The student does not displace regular employees, but works under the close observation of a regular employee or supervisor.
- The employer provides the training and derives no immediate advantage from the activities of student, and, on occasion, the operations may actually be impeded by the training.
- The student is 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.

6. **What are my responsibilities as the employer during an internship?** Once an intern has been selected, you will need to sign the *Student-Employer Agreement* form. You will also need to provide the student with meaningful and challenging work related to the student's field of study. You must assign a supervisor who will be available to the student for guidance and support. Participating employers must provide a safe workplace in accordance with state and federal EEO laws.

At the end of the internship, you will need to fill out the *Student Performance Evaluation* and give it to the student. He/she will turn it into their internship instructor along with the Internship Time Sheet that you sign weekly.

7. **What are characteristics of a good internship experience?** Ensuring that the student is aware of the company culture, policies, and procedures is one of the keys to a good internship experience. One way to achieve this is through an orientation.

Another key is to plan ahead and provide the intern with suitable projects, as well as to allow the student intern to observe professionals in action.



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 provide the college with the following items:
 - a. Internship Time Sheet
 - b. Student Performance Evaluation
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 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.



Internship Time Sheet

Time Sheet must be signed by your supervisor weekly.

Quarter: _____ Month: _____

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: | | | | | |

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Total Hours _____



Student Internship Performance Evaluation

To be completed 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 |
|---|---|---|
| 1. Quality of Work 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 |
| 2. Quantity of Work 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 |
| 3. Job Knowledge 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 |
| 4. Working Relationships 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 |
| 5. Attendance/Dependability 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 |
| 6. Specific Achievements | | <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: _____