



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 Instructor and an Internship Coordinator. The designated faculty member will determine if the placement meets the school's requirements with regards 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 the supervising faculty member 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. **What are the requirements to complete an internship?** An intern must be registered at Everett Community College as a full or part-time student.

6. **What documents will I need to provide?** A Student Internship Application, resume, cover letter, and an unofficial transcript will be needed to start the process. The Student-Employer Agreement needs to be submitted after a placement has been made.

7. **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 start of your internship.

8. **Will I interview for the position?** Most internship sites will require an interview. Each site will have its own process for intern selection. Please see your Internship Coordinator for details and how to prepare for an interview.

9. **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.

10. **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.