



## **BEGINNING THE INTERNSHIP PROCESS**



## **INTERNSHIP TERMS**

- **Student Intern-** The student is responsible for obtaining an internship site and completing the internship for academic credit
- **Internship Site-** An internship site is a company or organization where the student completes work 55 hours. The Embedded Career Specialist will help students complete the Training Agreement and Learning Outcomes.
- **Embedded Career Specialist-** South employee who supports Student Interns and Site Supervisor throughout the internship process and issues the student’s final grade. Embedded Career Specialist will help create *Learning Outcomes*. Available to meet with the student prior to, during, and upon finishing the internship process, and obtain feedback from Site Supervisor
- **Site Supervisor-** Employee from the company/organization who trains, guides, and supports the Student Intern

## **SUBMISSION PROCESS**

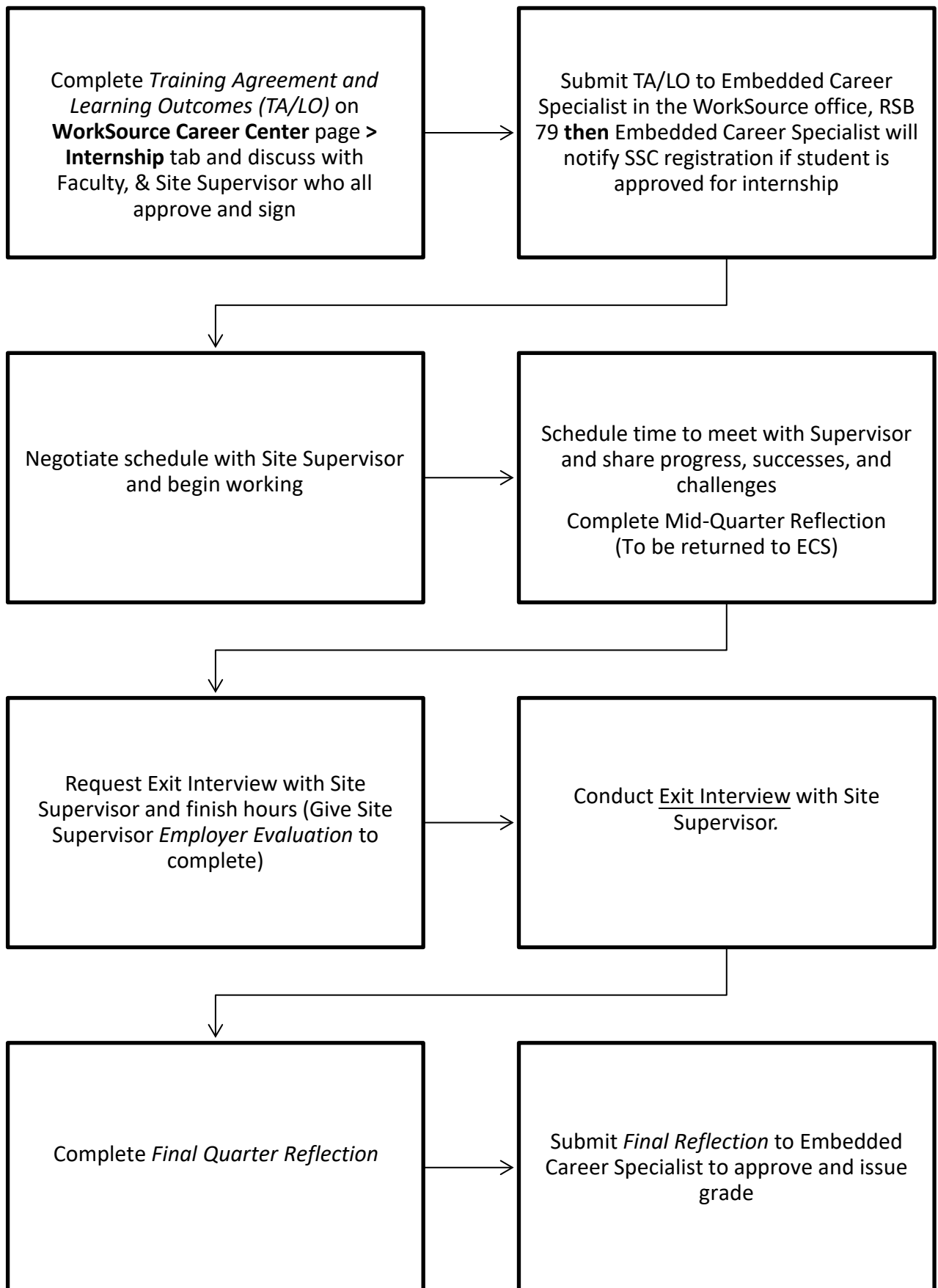
<b>Drop Off</b>	<b>Fax</b>	<b>Online Form: WorkSource SSC</b>
6000 16th Avenue SW Seattle, WA 98106-1499, RSB 79	(206) 934-6605	Link: <a href="https://southseattle.edu/worksource/internships">https://southseattle.edu/worksource/internships</a>



A partner of the **americanjobcenter** network

## INTERNSHIP: START TO FINISH

---



## INTERNSHIP TERMS

- **Training Agreement & Learning Outcomes (TA/LO)**- Document written by the Student Intern that describes goals for the internship experience; Signed by Student Intern, Faculty, Site Supervisor, and Embedded Career Specialist
- **Mid-Quarter Reflection**- Document written by the Student Intern and Mentor halfway through the internship experience that describes progress, successes, and challenges; signed by Student Intern and Mentor
- **Employer Evaluation**- Completed by the Site Supervisor detailing Student Intern job and performance; Includes comments and observations
- **Final Reflection**- Document written by the Student Intern and Mentor when internship hours are nearly complete that describes internship experience, recommendations, and next steps



A partner of the [americanjobcenter](#) network