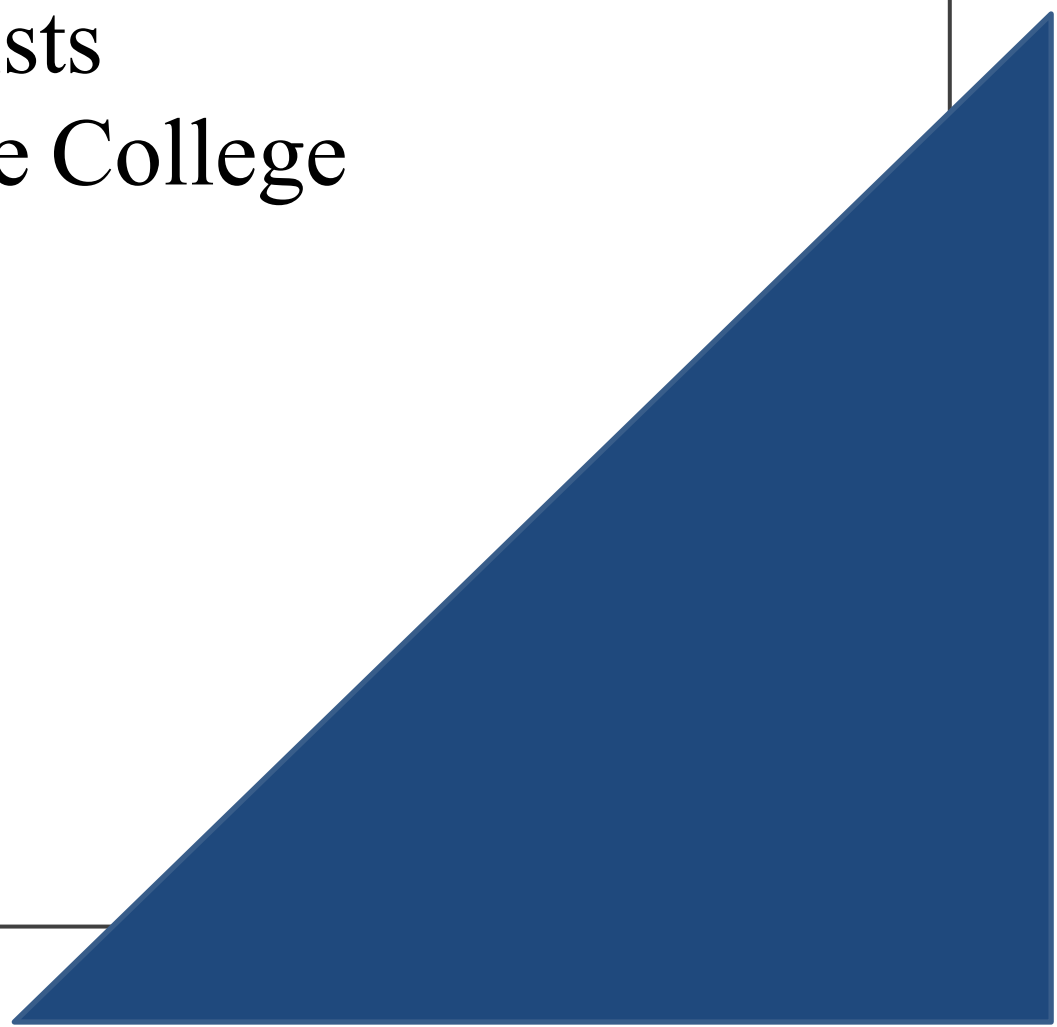


THE INTERNSHIP PROCESS

ORIENTATION
Embedded Career Specialists
WorkSource | South Seattle College



INTERNSHIP TERMS



Let's Tap Into These 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 internship credit hours

Site Supervisor

Employee from the company/ organization who trains, guides, and supports the student intern.

Embedded Career Specialist

South employee who supports student interns, faculty mentors, and site supervisors throughout the internship process and issues the student's final grade

Beginning The Internship Process

Find an Internship

Meet with an
Embedded Career
Specialist

Attend Internship
Orientation

Complete Training
Agreement and
Learning Outcomes

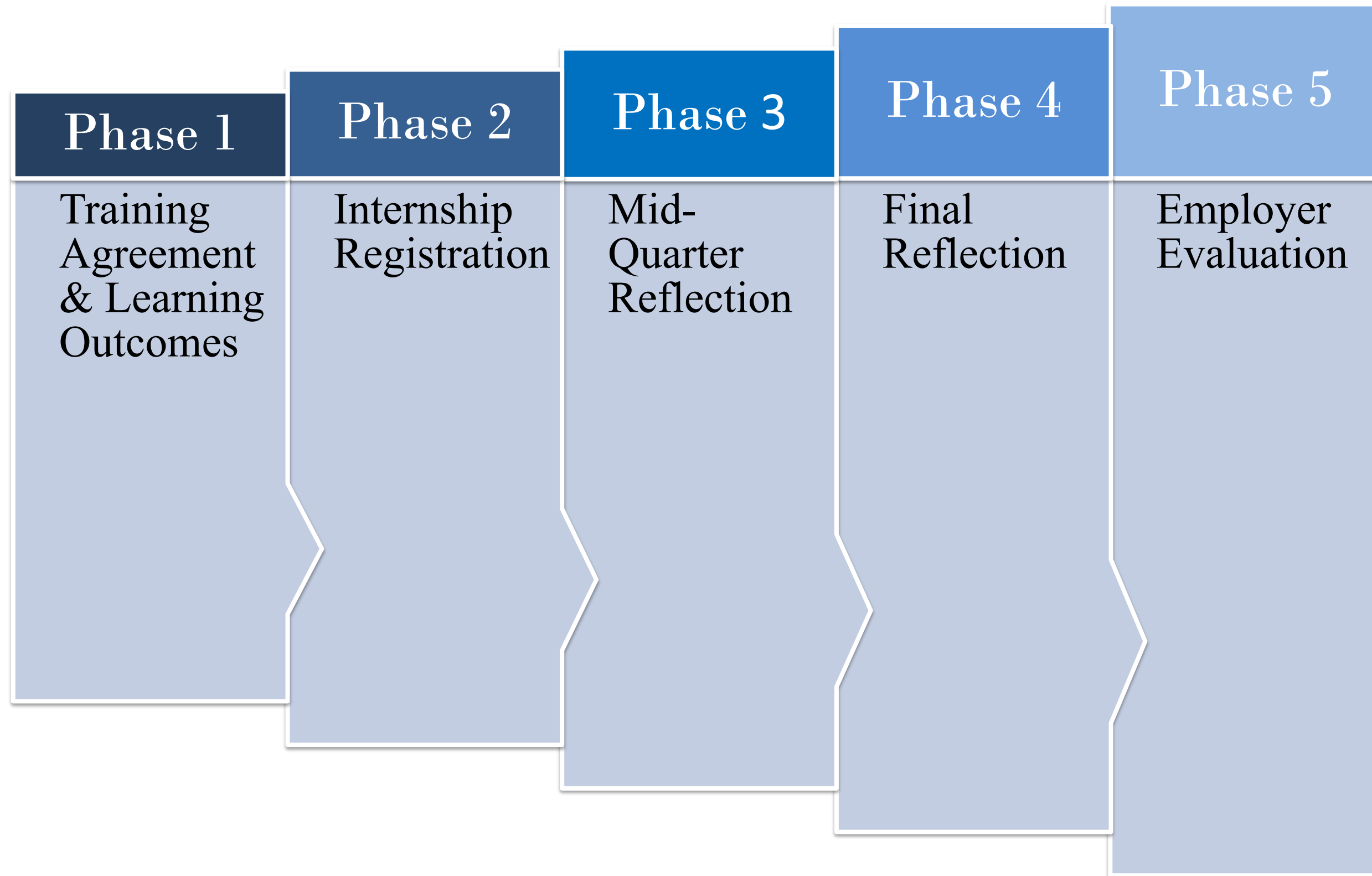
Create a Resume

Register for
Internship

1 CREDIT = 55 HOUR

Required Credit(s) x 55 hours

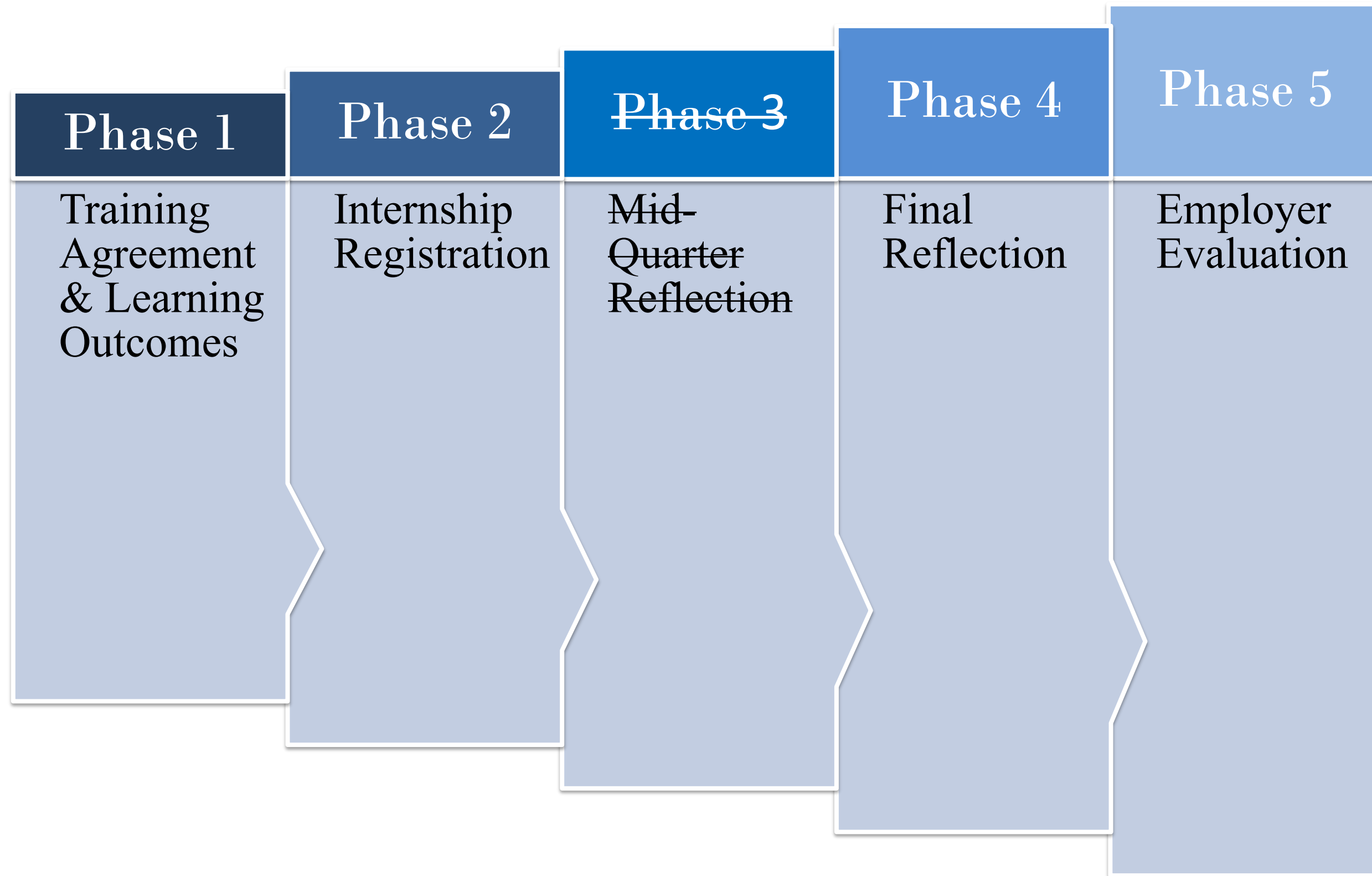
THE INTERNSHIP PROCESS



WHAT IF I HAVE PRIOR INDUSTRY EXPERIENCE?

**Currently or previously employed in area of study
during program enrollment, and can provide proof
of experience.**

PRIOR EXPERIENCE PROCESS



Training Agreement & Learning Outcomes

***Complete before registration**

Document written by the student intern that describes goals for the internship experience; Signed by student intern, mentor, site supervisor, and Embedded Career Specialist (ECS).

Note: Students are responsible for prioritizing and turning in all required documents on time to ECS.

Internship Registration

1. Define your program required internship credits.
2. Email Embedded Career Specialist.
 - Subject: (Program Name) Registration
 - Name:
 - CTC ID:
 - Credits:



Mid-Quarter Reflection

***Halfway through the quarter**

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.

Note: Students are responsible for prioritizing and turning in all required documents on time to ECS.



Final Reflection

***Nearly Complete**

Document written by the student intern and mentor when internship hours are nearly complete that describes; internship experience, recommendations, and next steps.

Note: Students are responsible for prioritizing and turning in all required documents on time to ECS.



Employer Evaluation

**Nearly Complete*

Completed by the site supervisor detailing student intern job and performance; includes comments and observations

Note: Students are responsible for prioritizing and turning in all required documents on time to ECS.

Need Support Searching for an Internship?

Connect with Embedded Career Specialist (ECS) or WorkSource Staff

email: worksource@seattlecolleges.edu

Scan to Schedule:



<https://calendly.com/worksource-scc>