



## **INTERNSHIP/FIELD EXPERIENCE PROCESS**

**To:** Students Planning to Register for Internship/Field Experience Courses at SCCC

**From:** Office of Academic Affairs

Internships, (called a "Field Experience" in the Human Services AAS major), provide students with valuable work experience in a professional setting, and can lead to permanent positions or future job referrals. At SCCC, our students should plan to register for their Internship/Field Experience courses their last semester before graduating.

- To register for your Internship/Field Experience you must have successfully completed all Internship/Field Experience pre-requisite courses and **have your major's program coordinator's or supervisor's permission** prior to registering. If you are currently completing prerequisites, but have not completed the semester yet, you may still register for the next semester's internship/field experience course with permission of your program coordinator/supervisor. However, please note that such permission is contingent upon successfully completing the pre-requisites.
- Internship/field experience work cannot begin until a Certificate of Insurance (COI) is requested by you and issued to your Course Instructor **and** Internship Site Supervisor.
- You must document all of your internship on-the-job hours and work activities.
- After the internship, you will be evaluated by your site supervisor. Your site supervisor will send this evaluation form electronically to your course instructor or you will deliver it to your course instructor in a sealed envelope. Your Internship Course Instructor will tell you how he/she wishes the evaluation submitted.
- To receive a final grade, all internship forms and class assignments must be submitted to the instructor.

Please be enthusiastic and professional in your conduct during your internship; you are not only representing yourself, but SCCC and your program. If you have any questions about the internship process prior to registering, please contact your program coordinator or supervisor.

The checklist below highlights the steps, procedures and requirements for completing an internship/field experience. Please follow the process steps and your course instructor's syllabus.

Enjoy your internship/field experience!

## **Internship/Field Experience Checklist**

### **Step 1 – BEFORE** the Internship

- ☐ Review your career goals
- ☐ Complete your major's Internship Course Pre-requisites
- ☐ Confirm approval to move forward- register for your Internship Course with your program coordinator or supervisor
- ☐ Create or update your resume (*Your instructor can assist you*)
- ☐ Identify and list possible internship site locations
- ☐ Set up interviews
- ☐ Prepare for interviews: what to wear, what to say, what to bring
- ☐ Accept internship offer(s) and have site supervisor sign Internship Agreement
- ☐ Submit Internship Agreement form to your course instructor
- ☐ Fill out Request for Certificate of Insurance and submit to course instructor
- ☐ Confirm with Site Supervisor that site has received Certificate of Insurance
- ☐ Set start date to begin internship

### **Step 2 – DURING** the Internship

- ☐ Attend work & trainings at internship site
- ☐ **IF** your internship course is delivered in person, attend your internship course class sessions, as required by instructor
- ☐ **OR**, if your internship course is being delivered online, complete all online assignments
- ☐ Document your work hours and activities

### **Step 3 – AFTER** the Internship

- ☐ Once you have completed the required internship hours, give the Evaluation Form to your internship supervisor
- ☐ Send a thank you note to your Site Supervisor
- ☐ Review your course requirements in the course syllabus- Have you turned in all required forms and assignments to your course instructor?
- ☐ Update your resume with your internship experience
- ☐ *Optional:* Create a free LinkedIn account
- ☐ *Optional:* Stay in touch with your internship site

### **Step 4 - FINAL GRADE - To be Calculated After:**

- ☐ You have turned in the signed Internship Evaluation Form
- ☐ You have turned in your **signed Timecard** form as per your course instructor's instructions
- ☐ You have completed all requirements listed in your internship course syllabus