

## FAQ: Employers Hosting Waubonsee Interns

Waubonsee recognizes the importance experiential learning has to a student's career development and employability. Such learning opportunities are to be closely monitored work responsibilities that align with academic learning and career-related outcomes. Best practices recommend a supervisor meeting with the student on a regular schedule to reflect on the learning occurring and mentor areas of growth.

Please know that we ask all employer partners to abide by the professional conduct standards in the National Association of Colleges and Employers (NACE) Principles for Ethical Professional Practice – of which we are a member. Please follow [this](#) link to access the standards.

### When can I host an intern?

Interns generally complete their internship over the course of the fall, spring, or summer semester. If a student is earning academic credit for their internship, the hours needed for credit should occur within the dates of Waubonsee's academic semester. However, an internship does not need to be the entire length of the semester and can begin before or continue after the semester.

### How long should an internship last?

This is up to the internship host and intern. Most internships continue over the course of an academic semester (including summer); however, an internship can start and end at any time of year. For a student to receive academic credit for their internship, they must complete 80 clock hours of work at the internship site during a semester term for each credit hour earned. There is potential to earn 3 credits for an internship, but students must meet with their Academic Advisor to determine if this is possible. Sometimes students continue to work at their internship site beyond the required hours needed to receive academic credit.

### What schedule is expected for the internship?

The schedule is determined between the internship host and intern. If a student is completing an internship for credit, please see requirements under "[What is required of the student to receive academic credit for an internship?](#)"

### Do I need to pay an intern?

We strongly encourage paid internships. Offering a paid internship position makes the opportunity more competitive and equitable, and can help to ensure commitment and investment on the part of the intern. If an internship includes design work, it is standard practice to pay the intern for those services.

### How do I find students to be interns?

You can post an internship opportunity on [Handshake](#) and [Career Coach](#) (see directions on page 3). There is no fee to create a profile or post opportunities on either site. Feel free to also email [internships@waubonsee.edu](mailto:internships@waubonsee.edu) as an additional avenue to share internship advertisements. Waubonsee does not currently have an affiliation with Handshake, but we are directing students and employer partners there as we adopt a new career services platform.

### What if there is a problem with lateness or absence?

If you have any problems with your intern's performance, please be sure to give the appropriate feedback directly to the student. You may also contact the Faculty Supervisor to discuss the problem and get feedback on how best to approach the issue.

Waubonsee Community College - Sr. Work-Based Learning Coordinator

Phone: 331-257-6596

E-mail: [internships@waubonsee.edu](mailto:internships@waubonsee.edu)

## **Can you send me your best student to be my intern?**

We do not “place” interns at internship sites. Rather, we give students the tools to search for and apply to internship opportunities. This gives you the ability to select the intern who best fits your organization. It also helps the students develop their career search and application skills.

We hold our students to high standards when it comes to career readiness, interview performance and ongoing success once employment is retained. We also have expectations of our Employer Partners. Please review the following to understand Waubonsee’s commitment to compliance with national standards.

## **What are my responsibilities as the internship host?**

An internship is an opportunity for an individual to gain purposeful, practical experience in a field they are interested in. An intern should have a mentor or supervisor who is willing to guide and oversee them. We also request that you notify Waubonsee’s Sr. Work-Based Learning Coordinator of your internship hires at [internships@waubonsee.edu](mailto:internships@waubonsee.edu).

If an intern is also earning college credit, the intern will be required to fill out an Internship Site and Learning Agreement. This form can be accessed [here](#) under “Submit the Paperwork.” Feel free to read it to further understand the expectations of hosting an intern who is earning credit. The intern’s host-site supervisor should be willing to discuss the intern’s progress with the Faculty Supervisor.

## **What is required of the student to receive academic credit for an internship?**

The student intern should speak with their Academic Advisor to ensure internship credit can be earned in their program and register for the internship course. 1 semester hour = 80 clock hours, 2 semester hours = 160 clock hours, and so on. There is potential for a student to earn 1-3 semester credit hours for supervised work during an internship. The clock hours must be completed during a Waubonsee fall, spring, or summer term.

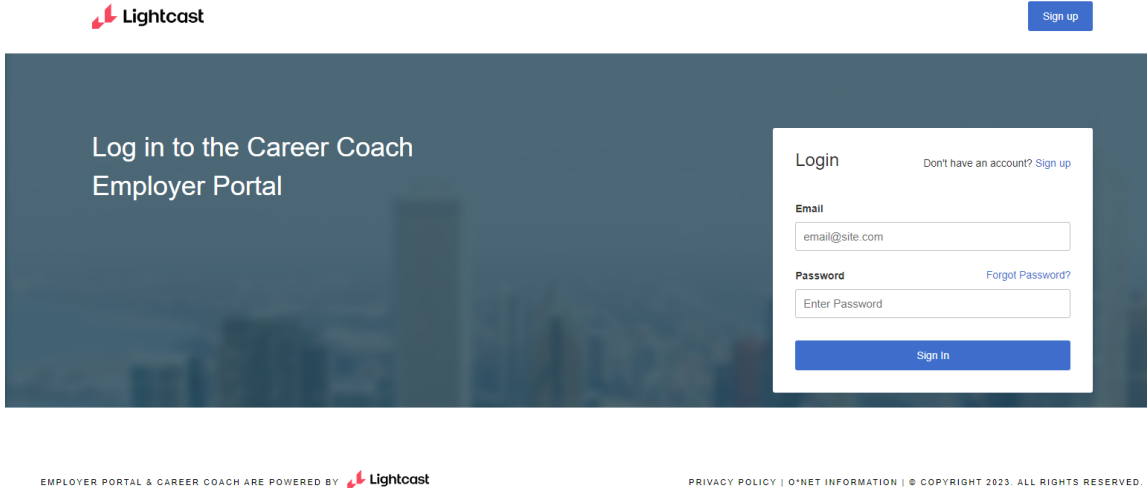
If able to earn credit, the student must complete the Internship Site and Learning Agreement form. This solidifies the internship and registers the student for academic credit. It also outlines the requirements and includes up to three goals developed with a Faculty Supervisor that links the internship experience to their program of study. This agreement is reviewed and signed by the intern, Faculty Supervisor, internship host supervisor and Waubonsee.

## **My intern was a success, and I would like to hire another Waubonsee student?**

Please repost your position on [Handshake](#) and [Career Coach](#) (see directions on page 3), email [internships@waubonsee.edu](mailto:internships@waubonsee.edu), and repeat!

## Career Coach - Employer Portal Signup and Approval Process

1. Click [here](#) to access the portal
2. Click 'Sign Up' and complete your company's profile



3. Click 'Request Approval' which alerts us that you have a job/internship you want to post. Please note that recruiting partnerships with Waubonsee comes with certain expectations and standards; become informed by reading our [guidelines](#) before you proceed.

### After Approval

1. Create a new job/internship posting
2. Send for Approval and we will review and approve your posting according to guidelines referred to above.
3. View all applicants, download applicant resumes and edit your posting at any time.

*Bonus: Leave feedback when a position is filled to help us better equip our students for future opportunities.*