



An internship:

1. Is usually set for a determined period of time
2. Is focused on the experience gained & skills learned, while performing real tasks & projects
3. May or may not be paid
4. May or may not be used for academic credit

What are the benefits for employers offering an internship?

1. **Cost Effective.** Interns supply resources which can allow for increased productivity. Also, hiring interns into permanent positions may provide significant recruiting and training dollars.
2. **Broaden Skills.** Interns often possess skills that existing staff may lack, such as knowledge about the latest technology and trends.
3. **Managerial Experience.** Less-seasoned employees can gain supervisory experience.
4. **Social Enterprise.** Your business can distinguish itself by giving back to the community and helping to train the future work force.
5. **Add Enthusiasm.** Hiring student interns can add vibrancy and provide fresh ideas and positive energy that can become contagious and recharge the office environment.

How Do Employers Prepare for an Internship?

Legal guidelines in regards to pay and job requirements can be found on the Internet:

1. U.S. Department of Labor's [Internships Under the Fair Labor Standards Act Fact Sheet](#)
2. National Association of College and Employers [Guidelines for Internships: The New Unpaid Intern Test](#)

Job Description

1. Put together a simple job description (see back for *Creating an Internship Job Description*).
2. Post on the SBCC Job Connection.
The online Job Connection is a jobs database just for SBCC students. It is free to post.

Go to: <https://sbcc-csm.symplicity.com/employers>

Click on REGISTER AND POST A JOB

Follow the system prompts through the registration and job posting process.

3. Interview/Supervise/Review
After interviewing, and upon hiring students, create a schedule and term of service agreement. It should be clear to the intern the length of the internship, expected work hours, and what tasks are to be performed. The Career Center is available to assist with this process:

SBCC Schall Career Center
Student Services Building #282
<http://www.sbcc.edu/careercenter/>
805.965.0581 Ext. 2331



Creating an Internship Job Description

A. Organization Description

Include a brief but concise overview of the organization. Some areas to are:

- Mission, values, culture of the organization
- Number of employees (budget and staff)
- Location and structure of the organization
- Other relevant information (e.g. proximity to public transportation)

B. Job Title

Determine a title for the position (e.g. Marketing Intern, Programming Intern, etc.).

C. Position Description

Provide a general description of the position. Who will the intern's supervisor be? What work will the intern be focusing on every day? What are long-term and short-term projects they will be involved in while working there? In general, what functions at the organization will they be supporting?

D. Responsibilities and Tasks

Have available a more detailed explanation of the expected duties and activities of the position.

The following exercise can help in determine the salient tasks that the job will include.

1. In a random fashion, write down the different aspects and tasks of the job.
2. Think about: processes, planning, executing, monitoring, reporting, communicating, managing people, resources, activities, money, information, communications, and time.
3. Combine #1 and #2 together and develop into a key set of responsibilities.
4. Rank them roughly in order of importance.
5. Have someone who knows the job/task check the list and amend as appropriate.

E. Skills Required for the Position

Include the required and preferred skills (those that are not necessarily required). These could include educational background, knowledge of specific computer programs, administrative skills, writing and speaking ability, managerial skills, etc.

F. Salary and Benefits

List benefits the intern will gain from the internship. Potential benefits to the intern, besides pay, might be gained skills, access to a great learning environment, free tickets, etc.

G. Academic Credit

While students may receive school credit for internships, academic credit is not a legal requirement for internships. Some workplaces may stipulate that in order to have a student intern, the student must be registered for an internship or work experience course with an accredited educational institution. If SBCC students wish to, they may get academic credit through an academic department or by taking General Work Experience WE290 administered through the Career Center. It is the student's responsibility to meet the coursework requirements, and to provide the employer with the relevant paperwork in a timely manner in order to receive academic credit.