

## 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 the link below to access the standards.

### NACE's Principles for Ethical Professional Practice

#### **When can I host an intern?**

Interns generally complete their internship over the course of the fall, spring, or summer semester. The internship does not need to conform to the dates of Waubonsee's academic semester, but it may be easier, so that students can coordinate their class schedules accordingly.

#### **How long should an internship last?**

For a student to receive academic credit for their internship, they must complete 80 hours of work at the internship site for each semester hour earned at Waubonsee. Most internships continue over the course of an academic semester or over the summer; however, an internship can start any time of year. 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 intern and internship host site. If the student is completing a credit internship: 1 semester hour = 80 on site clock hours, 2 semester hours = 160 on site clock hours, and so on. 1-3 semester hours can be earned for supervised work during the course of 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 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 description to our online jobs and internships database, [www.waubonseecareernetwork.com](http://www.waubonseecareernetwork.com). Once the Academic & Career Advising office approves your registration, you will be able to log back in and post paid internship descriptions. There is no fee to create a profile or post opportunities. Visit [www.waubonsee.edu/careerdevelopment](http://www.waubonsee.edu/careerdevelopment) to learn more about Waubonsee Community College recruitment [events](#).

## 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?

Please read the [Waubonsee Internship Site Agreement](#) to understand expectations of the internship host. We also request that you notify Career Services of your internship hires to initiate the Learning and Training Agreement and Student Performance Evaluation forms. You can report student intern names to [careerdevelopment@waubonsee.edu](mailto:careerdevelopment@waubonsee.edu).

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

- Internship Agreement: This solidifies the internship and registers the student for academic credit.
- The student intern must register for the internship course
- 80 on site clock hours per semester hour earned
- The student intern will complete an Experiential Learning Agreement outlining three goals linking the internship experience to their program of study. This agreement is reviewed and signed by the student intern, faculty supervisor and internship host supervisor.
- The faculty supervisor will contact the internship host site supervisor at least once a month for the duration of the internship regarding the student intern’s progress.
- The intern will complete a self-evaluation, the internship host site supervisor will complete an evaluation of the intern, and the faculty supervisor will complete an evaluation of the intern.

## 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.

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

Please repost your position at [www.waubonsecareernetwork.com](http://www.waubonsecareernetwork.com) and repeat!

**Waubonsee Community College  
Academic & Career Advising**

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