

Request for Student Intern

The following information is required to begin the process of recruiting a student intern from North Seattle College. Once this initial process is complete, we can forward information to appropriate students. Complete and return this form to: [Workforce Instruction Internship Office](#)

Have you listed an internship with NSC previously? _____ Was it successfully completed? _____

Organization Name: _____

Site Address: _____

Primary Contact Person (first/last name): _____

Title: _____

E-mail: _____ Phone: _____

Contact (if different from employer primary contact): _____

Email: _____ Phone: _____

Internships should align with the academic quarters. For best results, request an intern one quarter before the start of the internship. The four NSC quarters begin the following months: **September, January, April and June**

Start and End Dates: _____ Are dates flexible? _____

*Internship Type: Paid _____ Unpaid _____ Volunteer (non-profits) _____ Other: _____

Internship Title: _____ Rate of Pay/Stipend Amt: _____ Hours per Week: _____

Estimated total hours for entire internship (minimum 99) _____ Preferred schedule: _____

Seeking student from which Academic/Professional-Technical discipline _____

Position Description (include specific projects, tasks, and responsibilities): _____

Potential Student Learning Outcomes: _____

Minimum Requirements: _____

Application Receipt Preference: _____ Direct contact from students _____ Intern Office forward resumes/cover letters

Application Closing Date: _____

Additional Comments/Information: _____

***Paid vs Unpaid Internships:** If paid, hourly wages must equal minimum wage. Paid internships are recommended but not required. Stipends are another option to offer compensation for non-profit organizations. Unpaid internships must meet the Primary Beneficiary test as outlined by the Department of Labor and both paid and unpaid internships must conform to applicable state laws.

Primary Beneficiary guidelines: <https://www.dol.gov/whd/regs/compliance/whdfs71.htm>

Washington State Labor and Industries: <http://www.lni.wa.gov/WorkplaceRights/Wages/PayReq/Internships/>

Non-Discrimination Policy

*Organizations posting and recruiting through North Seattle College certify that they are equal opportunity employers, offering opportunities without regard to race, ethnicity, color, religion, creed, national origin, sexual orientation, gender, age, marital status, or disability. **DURING COVID RESTRICTIONS: All organizations must be compliant with current State/Federal recommendations regarding safe work practices unless the internship is completely remote.***

The College reserves the right of refusal to employers/agencies who do not meet the above condition.

Should you have any questions regarding the above information, please feel free to contact the Workforce Instruction Internship Coordinator at carla.thomson@seattlecolleges.edu or call: 206.934.3734.

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