



One of the Seattle Colleges
9600 College Way N | Seattle WA 98103

Internship Information for Employers

Program Contact: Carla Thompson carla.thompson@seattlecolleges.edu or 206.934.3734

North Seattle College Internship Program Workforce Instruction Division Employer Information

Program Overview

North Seattle College welcomes connections with local employers. Organizations interested in providing work experiences for our students as part of their education is one way of making those connections. At North, many students do internships for credit in industries and occupations relating to their degree or certificate programs. Students earning credit will also be required to work a certain number of hours to fulfill credit requirements.

Definition of an Internship:

An internship is a pre-professional learning experience that offers meaningful, practical work experience related to a student's field of study or career interest. Internships allow students to apply principles and theory learned in the classroom in a professional environment. Through an internship, students are provided an opportunity for career exploration and development as well as a chance to learn new skills.

Benefits for students:

- Offers a full and realistic view of the world of work
- Integrates academic preparation with practical application and skill development
- Provides hands on experience and builds industry work history
- Increases network through contact with industry professionals
- Improves employment outcomes at graduation

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Revised 10/2021



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Benefits for employers:

- Increases employer visibility in education
- Access to students with special skills and/or knowledge
- Opportunity to gain short term talent to assist current employees
- Provides an important community service
- Opportunity for current employees to develop leadership skills
- Interns bring new perspectives and enthusiasm to the workplace

Employer responsibilities

- Provide student intern a meaningful, safe workplace opportunity (100 hour minimum)
- Provide work space for the intern and appropriate office resources
- Provide sufficient supervision/mentorship to maximize the intern's learning experience
- Assist intern to develop/improve transferable skills
- Approve and sign all required documentation (forms supplied by college) including a Position Description, Training Agreement and student Learning Objectives
- Evaluate intern performance twice during the internship
- Grant leave as necessary/appropriate to participate in college required meetings (online students have no required on campus meetings)

Opportunities *not* considered a quality internship:

- Positions consisting primarily of clerical tasks. Clerical tasks should comprise no more than 30% of an internship (unless it is specifically an office support internship)
- Jobs that provide little or no opportunity for students to gain practical experience that complements their academic learning or chosen career path
- Part-time jobs with little or no training, guidance or supervision
- Volunteer positions that do not relate to education or career goals
- Interning with current employer if position offers no new learning opportunities

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Internship compensation:

- Although an internship can be paid or unpaid, employers are encouraged to compensate interns with hourly wages that equal the current minimum wage hourly wage.
- Assistance with transportation costs and payment of workers compensation is strongly encouraged for unpaid internships.
- Employers must comply with federal and state wage and safety regulations for paid and unpaid internships. If offering an unpaid internship, the opportunity must pass the Primary Beneficiary guidelines set out by the Department of Labor.
<https://www.dol.gov/whd/regs/compliance/whdfs71.htm>
- Information can also be found on Washington State Department of Labor and Industries web site (www.lni.gov)

Credit for internship:

- Academic credit can only be awarded by an educational institution
- Academic credit is not a substitute for compensation
- Students completing internships for zero credit do not have an academic connection to the College and so will not have the same documentation requirements or restrictions on internship tasks or duration. Wage and safety regulations would still apply.

Internship hours:

- Ideally, internships should align with the academic calendar. North Seattle is on an 11-week quarter system, with summer slightly shorter. Quarters start September, January, April and June respectively. While internships should start and end with the academic calendar, some flexibility is possible.
- Students must work a minimum of 100 hours per internship. A typical part time internship lasts 10-12 weeks with students working 10-20 hours per week. Students can complete internships longer than 1 quarter.
- While most students prefer part-time internships (10-20 hours per week), some students are interested in full time internships (30 – 40 hours) during certain quarters.
- Actual internship work hours and schedules are negotiated between employer and intern. Students may work beyond the required number of hours if they wish. Required hours adjust depending on number of credits a student takes.

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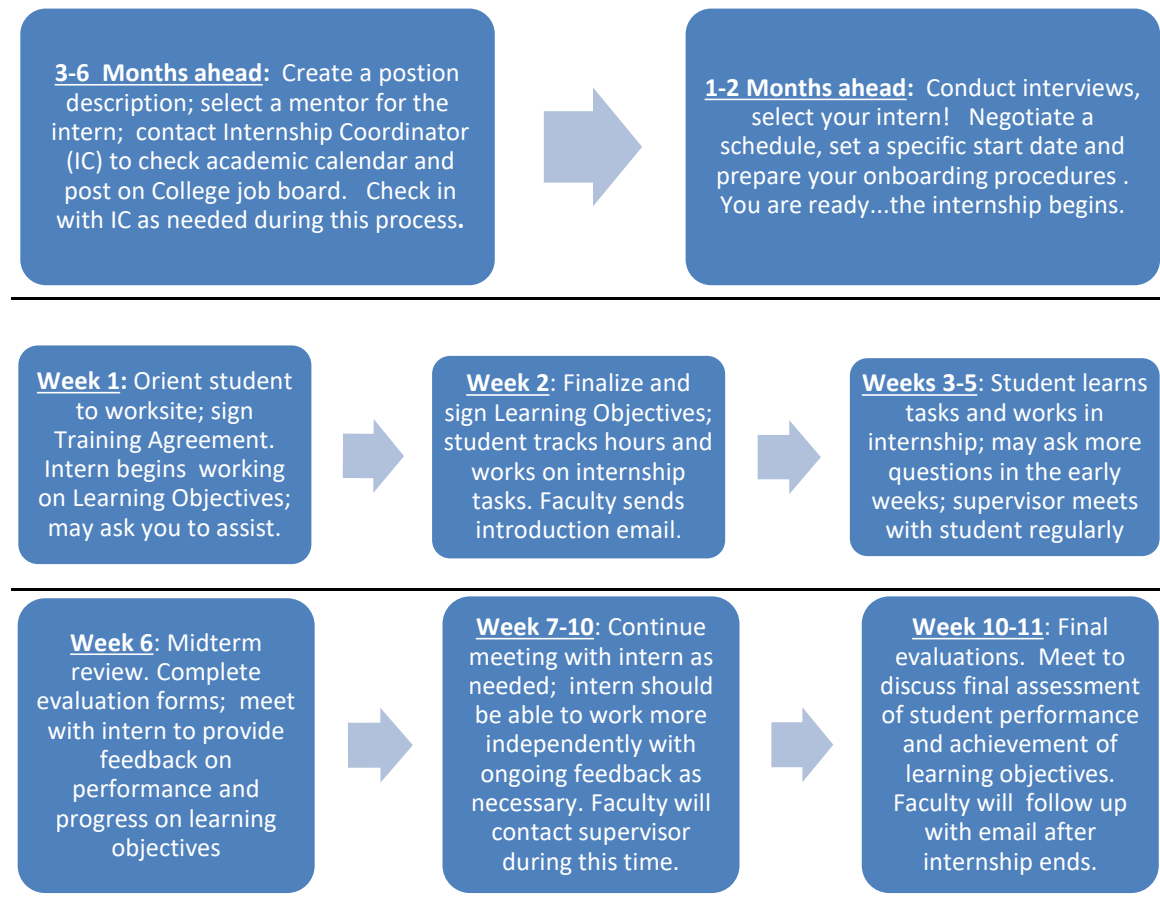
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Five steps to developing an internship:

- 1) Create a position description (NSC has a [form](#))
- 2) Identify a mentor/supervisor for the intern at your worksite.
- 3) Post/market your position to recruit candidates (NSC has a [job board](#))
- 4) Interview applicants and select the best candidate
- 5) Onboard your new intern!

Internship Start to Finish*:



*This graph outlines an 11-week internship. If the internship extends beyond one quarter, the timeline is adjusted to accommodate the longer period.

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Tips for a successful internship:

- Create a clearly defined position description to include internship title, work responsibilities, compensation, preferred academic major, minimum competencies
- Provide an orientation to introduce intern to the organization and other employees
- Offer challenging assignments that benefit your organization while providing tangible, relevant work experience for intern
- Assign a specific person to supervise/mentor the intern
- Assign interns to a project where they can apply their academic knowledge as well enhance and develop skills
- Expose interns to other professional staff or other departments
- Schedule regular meeting times with intern (weekly is recommended)
- Evaluate the internship at its conclusion with the intern
- Contact the Internship Faculty if you have questions or need assistance
- Contact the Internship Faculty early if issues arise

Methods for recruiting interns:

- Contact the Internship Coordinator directly with questions or to request assistance
- Register with Handshake for Seattle Colleges and follow the steps to self-post your position <https://www.seattlecolleges.edu/handshake/handshake-employers>
- Contact the Internship Coordinator for "Internship Request Form" listed on the North Seattle College
- Participate in an on campus career event

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Students from these business-related disciplines are seeking internships:

Internship Required

- Accounting (AAS) minimum 100 hours
- Accounting with International Accounting (BAS) 100 hours
- Bookkeeping (certificate) minimum 100 hours
- International Business (BAS) minimum 165 hours
- Digital Marketing (certificate) minimum 100 hours
- Project Management (certificate) minimum 100 hours
- Property Management (BAS) minimum 100 hours

Internship Recommended

- Business (AAS) minimum 100 hours
- Information Technology (certificate) minimum 100 hours
- Real Estate (certificate and AAS) minimum 100 hours

Additional Information/college contact:

Students from other disciplines may also be interested in internship opportunities. Information on the different program offerings are listed on the North Seattle College website. If you would like assistance or have questions about hosting an intern, contact the Workforce Instruction Internship Coordinator by phone 206.934.3734 or email carla.thompson@seattlecolleges.edu.

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