

CECIL COLLEGE

EMPLOYER INTERNSHIP GUIDELINES

WHAT IS AN INTERNSHIP?

An internship is a professional learning experience offering students the opportunity to work in their fields of study while providing your organization with extra support.

Students simultaneously develop skills in the workplace and in the classroom.



BENEFITS OF HIRING OR HOSTING AN INTERN

- **Increased productivity** – Ease the workload of regular employees by delegating lower level tasks to interns.
- **Enhanced company culture** – Student interns bring a fresh perspective and specialized strengths and skill sets including tech and social media savvy.
- **Future employees** – Develop a pipeline of future fulltime employees. Successful interns often become successful employees.
- **Community relations** – Hiring interns helps students in your community get started and enhances the local workforce as a whole.

STUDENTS BENEFIT AS INTERNS BY:

- **Gaining experience** – Students gain invaluable work experience in a professional setting.
- **Applying theory** – Applying classroom theory in a real work environment enhances the learning experience.
- **Improved academics** – Interns earn higher grades in their classes because their passion for their careers coincide with their studies.
- **Networking** – Training and networking activities provide enhanced opportunities for professional growth.

ARE INTERNSHIPS PAID?

Although paid internships are not a requirement, we strongly encourage for-profit corporations to pay Cecil College interns. Students can earn college credit with a paid internship or complete an internship for experiential learning.

An hourly wage, internship or otherwise, cannot be less than the minimum wage requirement for the state in which the student will be working.



FOLLOW THESE 3 EASY STEPS FOR INTERN SUCCESS!

1 CONTACT CECIL COLLEGE CAREER SERVICES

If you are interested in developing an internship, contact the Director of Career Services at Cecil College.

Tiffany Dowell

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Next, consider these questions...

- What tasks can I assign that will provide the student with valuable hands-on experience?
- Will the student have a direct supervisor to provide constructive feedback and address questions/concerns?
- What skills do I require from my own employees that I would also require of an intern?

2 INTERNSHIP DEVELOPMENT

- Coordinate internship responsibilities with Career Services.
- Communicate information to students online or through Career Services.
- Schedule interviews with prospective interns.
- Select interns.

Post Internship Online with *College Central Network*

- Visit www.collegecentral.com/cecil
- Create account or log-in to existing account
- Select link under Job Board
- Select 'Post a New Job'
- Add internship information



3 INTERNSHIP BEGINS

- Complete Memo of Understanding with Cecil College.
- Set start/end dates. Internships most often coincide with our academic calendar.

SEMESTER	START DATE	END DATE	AVG. # HOURS/WEEK
Fall	Late August	Mid-December	10 - 20
Spring	Late January	Mid-May	10 - 20
Summer	Mid-May	Mid-August	10 - 20

If your organization has specific scheduling needs, please communicate with Cecil College Career Services.