



Internship FAQ for Employers

What is an internship? Internships are supervised on-the-job learning experiences. They are designed to provide students the opportunity to apply the knowledge and skills gained in the classroom in a work environment.

What are the responsibilities of the internship site? Internship site companies and organizations are responsible for providing meaningful work experiences for students in their field of study. Tasks and duties assigned should be based on learning objectives that have been identified with the student. The internship site supervisor should provide adequate oversight of the student's work to be able to complete an evaluation of the intern and their work at the end of the semester.

Are internship positions paid or unpaid? Internship positions can be paid or unpaid, and the experiences gained are highly valued by students. Please bear in mind however, that many students are working to support themselves or their families while completing their education. They must also pay tuition for the credit hours they are earning for their internship. Although not necessary, compensation is appreciated.

How long is an internship? A minimum of 48 hours of work is required for each credit hour the student is earning (typically 2-3 credit hours). The length of an internship and the number of hours per week is determined by a combination of the needs of the internship site, the availability of the student, and the number of credit hours needed by the student. Usually a student fulfills the internship requirement within a 16 week semester. However, an internship can be started at any time.

What are the benefits to my company or organization? KVCC students bring the most current technical knowledge and skills to the workplace. They're up-to-date on the newest processes and acceptable practices and bring enthusiasm, fresh ideas, and creativity with them. As an internship site you're helping to develop the local workforce and influencing the educational process. You'll have the opportunity to communicate business and industry needs through the Internship Coordinator as we build partnerships between business and education. Many organizations also take advantage of internships to evaluate potential employees without making a long-term commitment.

How does a student qualify for an internship? To be eligible for an internship students must have successfully completed approximately 75% of their program's core courses, have an overall grade point of 2.0 or higher, with at least a 2.5 grade point in their program classes. Pre-screening of applicants for particular skills and knowledge can be requested.

How can we get involved? For more information and/or to post an internship, contact the Internship Coordinator at 488-4344. Internship positions can also be posted directly on our website at <http://employment.kvcc.edu>.

Programs of Study with Internships

Accounting
Administrative Assistant/Support
Automotive Technology
Business Administration
Chemical Technology
Computer
Technician/Programming

General Marketing
Medical Office Assistant
Legal Office Assistant
Drafting/CAD Design
Electrical Technology
Heating, Ventilation
& Air Conditioning

Graphic Design
Information Processing Specialist
Machine Tool Technology
Quality Management
Welding Technologies
Web Design/
Development/Programming