What qualifies a position for Internship Credit?
MCC offers a number of ways to find an internship. Most students will find an internship through our list of local Internship Partners. But you may wonder whether a job you currently hold, or another position not listed on our sites can qualify for Internship Credit.

Our procedural guidelines involve the review of requests for access to services from all employers for content and suitability as well as a site visit inspection by a representative of MCC. In addition, to begin sending interns to any off campus organization we will need original copies of:
- Internship Site Form – Site visit for each location required
- Experiential Education Partnership Agreement
- Proof of Insurance [http://www.maricopa.edu/legal/rmi/coi_require.htm](http://www.maricopa.edu/legal/rmi/coi_require.htm)

The Career Services Internship Program is designed to give students flexibility to earn credit for an internship position that will complement their skills and college major. Therefore, a variety of positions may qualify for credit if they can fulfill minimum requirements. In addition to the above stipulations, the following guidelines will help determine if a position may qualify for Internship Credit through MCC.

1) Supervision or Mentoring
   The position must be supervised or mentored by a paid professional within the organization. This supervisor or mentor must be willing and able to spend time working with the student on job-related duties and questions regarding company culture, work environment, career paths, and other related topics.

2) Fulfillment of Learning Objectives
   Every student who earns credit through the Career Services Internship Program must have a set of learning objectives to fulfill that would be outlined by your faculty and in your syllabus. These objectives may include:
   - Learn key skills required for an entry level job in your industry
   - Gain a knowledge of core activities
   - Learn how an organization measures success
   - Value teamwork
   - Learn the organization’s culture
   - Learn the organization’s chain of command/hierarchy
   - Learn the organization’s policies/procedures
   - Learn how the company communicates with its customers/target audience
   - Discover career paths that are available in this industry

3) Total Number of Hours Worked Versus Credit Hours – Depending upon Professor.
   - 50-80 hours work = 1 credit
   - 100-160 hours work = 2 credits
   - 150-240 hours work = 3 credits
   - 300-480 hours work = 6 credits

4) Duration of Employment
   The required minimum of 80 hours can be spread over a semester. There may be exceptions. An employer may choose to employ a student longer than the duration of his or her internship, and those decisions will remain a matter for employers and students to handle. An employer is not obligated to continue to employ a student upon completion of the internship period.

5) Next Step?
   Complete the following forms with Your Prospective Internship Supervisor and make an appointment with The Internship Coordinator, to begin the approval process for your site and to answer any questions: Phone: (480) 461-7592 or E-mail at career@mesacc.edu.

Revised 8/28/2012
NOTE: TYPING THIS FORM IS RECOMMENDED. IF YOU CHOOSE TO USE PEN, WRITE LEGIBLY.
If you are seeking academic credit for a job you currently hold……this form must be completed in full. Completion of this form is required for any position to qualify as an internship, but does not ensure qualification for academic credit. MCC Career Services will make a final determination regarding qualification of a position for credit.

I. GENERAL INFORMATION

Student Name:______________________________________________________Student I.D. # __________________________

Student E-Mail:______________________________________________________________________________________

Phone Number: Day (          )_______________________________Evening (          )______________________________

Major:____________________________________________________________________________________________

What semester would you like to take the Internship Course? Summer 20____ Fall 20____ Spring 20____

Organization/Company Name:________________________________________________________________________

Address:__________________________________________________________________________________________

City:___________________________State:____________________Zip:___________________________

Organization Website:______________________________________________________________________________

Industry:                                                                                              
☐ Accounting ☐ Financial Services/Banking ☐ Non-Profit
☐ Advertising/Marketing/PR ☐ Government ☐ Printing/Publishing
☐ Biotechnology ☐ Health Services/Medical ☐ Retail/Sales
☐ Computer Services ☐ Hotel/Restaurant/Resort/Casino ☐ Real Estate
☐ Consulting ☐ Insurance ☐ Veterinary/Animal Clinic
☐ Education ☐ Legal Services ☐ Other____________
☐ Entertainment ☐ Manufacturing/Distribution
☐ Mortuary Science

Contact Name & Title:______________________________________________________________________________

Phone: (          )___________________________________Fax: (          )_______________________________

E-Mail: ________________________________________________

Note: All qualifying internships must have a designated supervisor or mentor. If the supervisor is different from the name listed above, indicate here:

Supervisor’s Name & Title:________________________________________________________________________

Phone: (          )___________________________________Fax: (          )_______________________________

E-Mail: ________________________________________________

Revised 8/28/2012
II. Position Description & Qualifications

Position Title: ____________________________________________ Start Date: ________________________________

Number of Hours Per Week_____ Duration of position: _______________________________________________________

Is this a new or existing internship? _____ New _____ Existing

Internship duties, activities, and projects: (You may attach a job description if available)

a) ______________________________________________________

b) ______________________________________________________

c) ______________________________________________________

d) ______________________________________________________

Qualifications & Skills Required

a) ______________________________________________________

b) ______________________________________________________

c) ______________________________________________________

d) ______________________________________________________

III. Compensation

Indicate how this position is compensated by checking all that apply:

- Pay Rate $__________________ □ Per Hour □ Weekly □ Monthly Stipend □ Semester Stipend

- Unpaid, for college credit only

- Non-monetary compensation, if any (please describe)__________________________________________________________
IV. Internship Learning Objectives
(This section to be completed by the site supervisor or mentor)
On a scale of 1-5 (1= strongly disagree, 5=strongly agree), indicate how much the student will be able to learn about the following aspects of your organization while working in this internship position.

<table>
<thead>
<tr>
<th>Learning Objective</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Key skills required for entry level jobs in your industry</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b) Knowledge of core activities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c) How your organization measures success</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d) Value of teamwork</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e) Value of networking</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f) Organizational culture</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>g) Organizational chain of command/hierarchy &amp; titles</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>h) Organizational policies/procedures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i) How you communicate with your customers/target audience</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>j) Career paths within your industry</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

V. Signatures

| Supervisor or Mentor |  
|----------------------|--------------------------------------------------|
| Name:                | Student/Intern                                    |
|                      |                                                   |
| Signature:           | Student/Intern                                    |
| Date:                |                                                   |

RETURN THIS COMPLETED FORM TO:

MCC CAREER & EDUCATIONAL PLANNING Bldg. 36
ATTN: INTERNSHIP COORDINATOR
1833 West Southern Avenue
Mesa, Arizona  85202
Fax: (480) 461-7592

FOR MCC CAREER SERVICES USE ONLY:
DATE STAMP:

Approved for credit? YES NO

IF YOU HAVE QUESTIONS ABOUT THIS PROPOSAL:

CONTACT THE MCC INTERNSHIP COORDINATOR at 480-461-7592 or career@mesacc.edu.