



WHAT IS AN INTERNSHIP?

The internship program combines classroom theory with supervised work experience. A joint agreement is set up among the employer, the college, and the student to facilitate this process. Mesa Community College (MCC) encourages, but does not require that employers create paid internship opportunities for our students. Further, students have the opportunity to earn college credit for an internship related to their field of study. To ensure that an experience is educational, and thus eligible to be considered a legitimate internship for the student to receive college credit, all the following criteria, set by the National Association of Colleges and Employers (NACE), must be met:

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives related to the professional goals of the student's academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

What are the Benefits to the Student?

- Gains valuable experience in the field of study
- Learning becomes more relevant; develops additional skills and knowledge
- Able to work on projects and with equipment not available on campus
- Improves self-confidence and responsibility
- Establishes contacts with employers; begins networking for future jobs
- Has opportunities to make informed decisions about job compatibility

What are the Benefits to the Employer?

- Offers a cost-effective screening program for recruiting highly-qualified students
- Gains motivated, enthusiastic employees whose work is evaluated and potentially translated into college credits
- Experiences less employee turnover through contact with faculty-coordinator and cooperative education staff
- Provides opportunities to communicate business and industry needs to the college
- Experiences lower recruiting and training costs with trained co-op students who are able to move into more permanent positions

What are the Benefits to the College?

- Experiences higher retention rate since students see relevance of education to job requirements
- Receives current input from businesses concerning labor market conditions with implications for course content and placement opportunities
- Relationships with business community are enhanced
- Utilizes skills and knowledge of outstanding individuals in business to assist in training of students



Five Steps to Finding an Internship

Step 1: Visit Career Services for advice on finding an internship

Building 36N on the Southern & Dobson campus

In the Mesquite building on the Red Mountain campus (by appt. only)

Step 2: Search for an internship

It is your responsibility to find an internship that qualifies for your program. The Career Services staff will support you in your search:

- Search job and internship listings on the Career Services website (www.mesacc.edu/career), on MCCC's Career Link (<https://maricopa-csm.symphlicity.com/>), or on organizations' human resource web page to locate positions that appeal to you. Apply for positions and track your applications carefully.
 - Have a Career Services Advisor review and critique your résumé and cover letter before you apply with an organization.
- Contact employers directly to inquire if they would be interested in providing an internship opportunity.
- Do you want to use your current job to gain internship credit?
 - Your job may qualify as an internship. To pursue this option, you and your supervisor will need to complete a Student Packet and submit it to the Career Services department for approval. Not all positions will qualify for internship credit. If college credit is being given for the internship, a site visit will be done by Career Services staff to approve the work site as an internship location.
- Having trouble getting an interview?
 - If you have been unable to secure interviews, the Career Advisors can help you. Meet with a Career Advisor for help with your resume and follow up activities.
- Having trouble getting hired?
 - If you have interviewed with two or three employers and have not received an internship offer, contact Career Services to schedule an appointment with a Career Advisor to work on interviewing skills.

Step 3: Once you've secured an internship...schedule an appointment with a Career Services Advisor to discuss your next steps.

When your search has resulted in an internship offer and you have accepted the position, call the Career Services Department at 480-461-7592 to schedule an appointment to meet with an advisor to learn about the next steps in the process.

Step 4: Gain approval to register for the Internship Course *(for college credit internships only)*

You must complete steps 1-3 prior to registration for an internship course specific to your major. If no faculty advisor has been identified, the student will need to work with the Internship Coordinator to choose one. Often the Department Chair will elect to be the Internship Faculty on record. If you select a specific faculty member, then you will work with the faculty member to get approval for enrollment into the specified class. Internship courses vary between 1 and 6 credits.

Step 5: Start your internship!