

Counseling and Career Services
Howard Community College
Rouse Company Foundation Student Services Hall, #302

Internship Partnership Guidelines

Howard Community College's Cooperative Education and Internship Program provides students with the opportunity to connect their academic preparation with hands on work experiences. As an employer, you have access to our talented undergraduate students, and we ask that you collaborate with us to provide each student with a quality work experience by adhering to the following guidelines:

Standards

- Ensure a high quality work experience that is related to the student's academic interest, enhances his/her classroom theory, and where he/she will have the opportunity to work a minimum of 10 hours per week.
- Provide a safe work environment that is free of harassment and discrimination.
- Select candidates referred by HCC without regard to race, color, sex, sexual orientation, religion, or age.

Communication

- Provide a written position description and company information to the program office.
- Notify the Co-op/Internship Program Manager when internship/cooperative education offers are extended to students.
- Provide the student with consistent feedback. Complete the formal performance evaluation at the conclusion of the internship and return to Career Services.
- Maintain communication with Howard Community College throughout the student's placement.
- Notify Co-op/Internship Program Manager if you are dissatisfied with the performance of a student prior to taking any action.
- Allow a career services professional at least one site visit.

Training and Supervision

- Provide an orientation and position specific training.
- Assign a supervisor who will monitor and guide the student.
- Ensure that no more than 25% of the student's work will be clerical.

In addition, The U.S. Department of Labor has established the following six criteria for unpaid internships:

- The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment.
- The internship experience is for the benefit of the intern.
- The intern does not displace regular employees, but works under close supervision of existing staff.
- The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded.
- The intern is not necessarily entitled to a job at the conclusion of the internship.
- The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

Howard Community College's Commitment

The Cooperative Education and Internship Program will:

- Inform students of internship participation guidelines.
- Notify eligible students of your internship opportunity.
- Refer students without regard to race, color, sex, sexual orientation, religion, or age.
- Maintain communication with the employer throughout the student's internship.
- Designate a faculty advisor to those students earning credit for their work experience (cooperative education) who will assist with setting learning objectives.

Company Name and Address

Printed Name of Company Contact

Email Address and Phone Number

Signature

Date