



SCOTTSDALE COMMUNITY COLLEGE >>>>

# Internship Program

## Welcome to the Scottsdale Community College Internship Program!

Scottsdale Community College (SCC) recognizes internships as purposeful and planned work-based experiences that complement academic knowledge to enhance the student's education. Internships are paid, remote or on-site, and students may earn academic credit for the experience. Internship experiences must include orientation, training, supervision and evaluation. Interns are expected to participate in activities that complete the defined objectives, support and promote professional development, perform skills and experience learning moments throughout the escalation of responsibilities and expectations that comprise the best well-rounded experience. Together, we support our students as they learn, grow and achieve!

## The process is as easy as 1 - 2 - 3 !

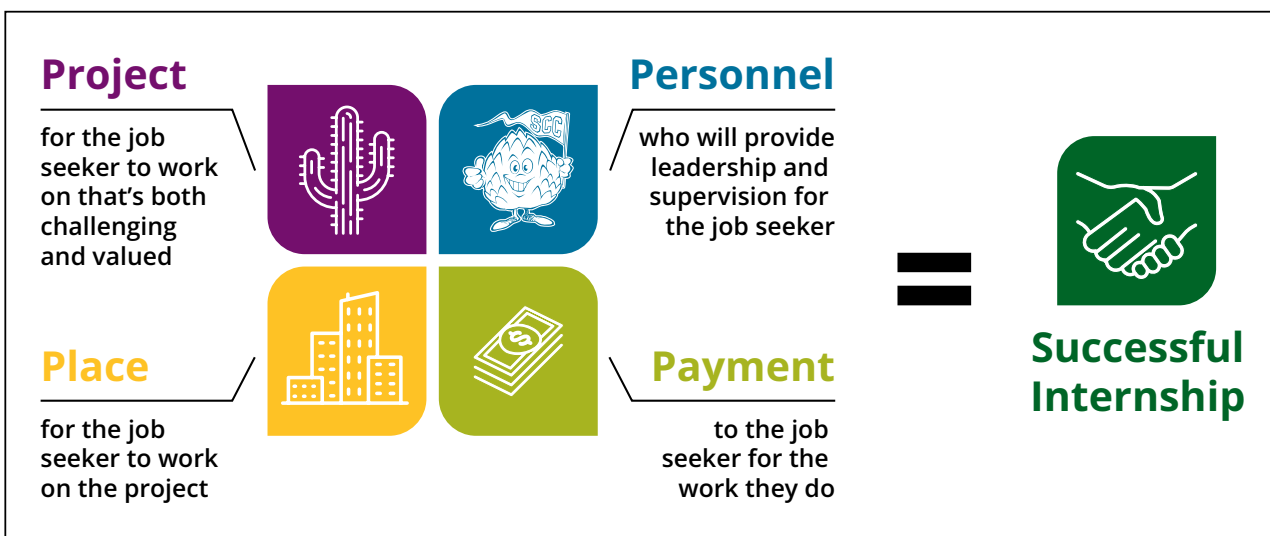
Step 1 is Requesting an SCC Intern, Step 2 is Partnering with SCC, and Step 3 is Dates & Deliverables. This Internship Guide provides the 3-Step Process and ensures the inclusion of elements necessary for a successful internship experience for the organization, student and faculty.

**Questions?** Contact Mollie Sutherland, Internship Coordinator  
internships@scottsdalecc.edu | 480.423.6138

## STEP 1 Requesting an SCC Intern



Seeking an Intern form: [bit.ly/scc-intern-request](https://bit.ly/scc-intern-request)



## STEP 2

## Partnering with SCC

**Partnering for SuCCess!** Thank you for partnering with Scottsdale Community College (SCC) to support the education, development and success of our community. The next step will be to meet with your intern to establish, discuss and plan for the successful completion of (3) objectives outlined below and complete the agreement.

**Each intern is responsible for bringing and reviewing this completed agreement to a 1:1 meeting with their Faculty Advisor PRIOR to the beginning of the internship for approval. Students will be notified by the instructor of any changes in course requirements or policies.**

### LEARNING OBJECTIVES

**Identify (3) Learning Objectives.** Learning objectives are specific, measurable, and related to the student's course of study. The objectives shall be completed by the student intern during the internship. The intern and site supervisor will formulate objectives together and request approval from faculty advisor. The student will be evaluated on the completion of each objective.

Describe the learning objectives in the following three parts:

**Part 1** – State the **TASK** to be accomplished and a **DATE** for review.

**Part 2** – Describe the **LEARNING ACTIVITIES** that will be used to accomplish the new task.

**Part 3** – Describe how the **ACHIEVEMENT OF THE TASK** will be determined.

#### LEARNING OBJECTIVE ONE

Part 1 \_\_\_\_\_

Part 2 \_\_\_\_\_

Part 3 \_\_\_\_\_

#### LEARNING OBJECTIVE TWO

Part 1 \_\_\_\_\_

Part 2 \_\_\_\_\_

Part 3 \_\_\_\_\_

#### LEARNING OBJECTIVE THREE

Part 1 \_\_\_\_\_

Part 2 \_\_\_\_\_

Part 3 \_\_\_\_\_

Initial that you have reviewed the description of the internship experience as stated in Step 1:

SCC Intern      Faculty

## STEP 2

## Partnering with SCC (CONTINUED)

### REQUIRED ELEMENTS:

- Purpose:** Intern has significant work that has value, rigor and measurable outcomes to be accomplished within 80, 160 or 240 hours.
- Plan:** Host site will provide training, support and opportunities to achieve specific timely milestones that demonstrate development and experience gains.
- Personnel:** Interns will be strongly encouraged to solicit feedback regularly from the supervisor. Interns should treat this as an on-going interview.
- Payment:** Intern is compensated for scope of work, responsibilities and level.
- Pathway:** Intern can identify direct lines to next-level positions, up-skilling opportunities, transferable skills and expanded career pursuits.
- Showcase:** Component (capstone project, reflection paper, formal presentation)

This agreement is finalized after it is signed by all three parties — Student, Site Supervisor and Faculty Advisor. Agreement must be completed and approved prior to beginning the internship and prior to being registered for internship credit.

Student Name: \_\_\_\_\_

Student MEID#: \_\_\_\_\_ Phone: \_\_\_\_\_

Hours Per Week: \_\_\_\_\_ Total Hours: \_\_\_\_\_ SCC Internship Course: \_\_\_\_\_  
*3 credits = 240 hrs, 2 credits = 160 hrs, 1 credit = 80 hrs*

Confirmed Start Date: \_\_\_\_\_ Estimated End Date: \_\_\_\_\_

September – November (Fall Semester)

February – April (Spring Semester)

June – July (Summer Semester)

Other: \_\_\_\_\_

Confirmed Compensation: \_\_\_\_\_ hourly rate

Location:      Remote      On-Site      Hybrid

SCC use only:

EEPA

Assumption of Risk

Talent Release

Certificate of Insurance

## STEP 2

## Partnering with SCC (CONTINUED)

**Student Intern Responsibilities:** In accepting this internship, I will adhere to the following:

Meet the requirements of the internship – including hours, deadlines, deliverables, assignments, objectives, meetings throughout the duration of the internship, and progress conferences as required by the Faculty Advisor.

In accepting this internship, the Maricopa County Community College District, Scottsdale Community College, staff and affiliates are waived from any responsibility for off-campus accident or injury to self or others related to the student's fulfillment of the internship obligations.

Student Intern: \_\_\_\_\_  
SIGNATURE PRINTED DATE

**Site Host Responsibilities:** The success of the internship program is dependent upon the unbiased selection of the most qualified candidate and on the willingness of supervisors to provide a meaningful work experience.

I accept this student as an intern in the organization and agree to provide necessary training, supervision, and guidance. The grade for the Internship course is based in large measure on the evaluation of the student's work performance provided by the Site Host.

I agree to complete and return the Feedback Form at the end of the semester.

Site Supervisor: \_\_\_\_\_  
SIGNATURE PRINTED DATE

### Faculty Advisor Approval

Internship Course Number: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_  
SIGNATURE PRINTED DATE

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**STEP 3**

## Dates and Deliverables

**Students will be notified by the instructor of any changes in course requirements or policies.**

Internship Coordinator Site Visit Date: \_\_\_\_\_

Comments:

Mid-point Check-in between Faculty and Site Supervisor Date: \_\_\_\_\_

Comments:

Mid-Point Feedback Form Due Date: \_\_\_\_\_ By Supervisor By Intern

Testimony Statement & Photo Due: \_\_\_\_\_ By Supervisor By Intern

Email Supervisor’s testimony & company logo: [internships@scottsdalecc.edu](mailto:internships@scottsdalecc.edu)

Email Intern photo and testimony: [internships@scottsdalecc.edu](mailto:internships@scottsdalecc.edu)

Post-Internship Feedback Form Date Due: \_\_\_\_\_ By Supervisor By Intern

\*To include updating, completion and review of items: Resume LinkedIn Profile

Capstone Project Date Due: \_\_\_\_\_ By Intern

Check-in with Host Site Supervisor Post-Internship: \_\_\_\_\_

Comments:

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END OF ALL STEPS

