



## **NCWC Internship Roles and Responsibilities:**

### **a. Internship Host/Supervisor**

- i.** Develop intern position description and compensation plan based on organizational needs, available resources, and interest in providing student(s) with a learning-based opportunity. *(See next page for additional considerations on this topic.)*
- ii.** Review internship applicants and hold meetings/interviews to select intern(s).
- iii.** Enter into an agreement with NCWC to supervise the selected student intern(s).
- iv.** Provide on-the-job training, support and necessary equipment for the intern.
- v.** Offer periodic feedback to the student intern(s) about his/her performance.
- vi.** Consult with the NCWC Office of Career Development and Leadership or designated faculty member regarding the interns' progress (as necessary).
- vii.** Verify the reported intern(s) work hours and sign time-logs.
- viii.** Conduct an interim and final evaluation of the interns' performance and submit these forms to the NCWC Office of Career Development and Leadership or designated faculty member.

### **b. NCWC Office of Career Development & Leadership or Designated Faculty Member**

- i.** Conduct an internship orientation meeting with the student(s) to review internship/workplace etiquette.
- ii.** Supervise completion of the Internship Contract and all enrollment-related forms before intern hours begin.
- iii.** Create a syllabus for the student(s), defining all academic assignments to the student and reviewing all as they are submitted.
- iv.** Coordinate with the internship site supervisor and the student(s) to ensure all are clear on agreed upon roles and responsibilities.
- v.** Monitor internship progress through maintaining contact with the supervisor and intern(s) and making visits to the internship site when possible.
- vi.** Serve as ongoing resource for students and internship site supervisors.
- vii.** Collect interim and final evaluation forms (supervisor evaluations and student self-evaluations).
- viii.** Submit final grade to the Registrar's Office.

### **c. NCWC Student**

- i.** Receive internship approval from the Office of Career Development and the designated faculty member who will serve as the internship course instructor.
- ii.** Meet the schedule agreed upon by the internship host/supervisor and the intern.
- iii.** Fulfill the internship functions agreed upon at the start of the internship.
- iv.** Complete all internship workplace assignments in a timely manner and with the best of ability (seeking clarification/additional instructions when needed).
- v.** Consistently exhibit professionalism in appearance (dress/grooming) and behavior (positive attitude, open-mindedness/growth mindset, a sense of personal responsibility, respect/common courtesy, communication, initiative, critical thinking/problem solving).
- vi.** Keep in regular communication with the NCWC instructor to report on internship progress and any concerns.
- vii.** Complete all academic assignments made by the NCWC instructor; including meetings (as needed), written assignments, evaluation forms, and other items.

## **Additional Information for Organizations Planning Internships**

Experiential learning experiences offer students opportunities to better understand the world of work world from a practical perspective. The National Association of Colleges and Employers (NACE) defines internships as “a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give host organizations the opportunity to guide and evaluate talent.”<sup>1</sup>

Considerations for organizations hosting interns:

1. Organizations shall develop intern duties/responsibilities that are related to each students’ learning objectives. The responsibilities need to be structured so as to offer relevant work exposure to practical learning experiences.
2. Experiences shall remain focused on promoting career, academic, and personal development. As such, general clerical tasks such as filing, answering phones, filing, and running errands should be kept to a minimum (no more than approximately 20% of the total internship experience).
3. Responsibilities carried out by interns shall include observations and applications of workplace practices that are coupled with supervision and mentoring. In addition, there must also be ongoing collaborative reflection of the experiences by both parties (in addition to the required written evaluations).
4. Organizations should coach the intern on industry related and soft skill development.<sup>1</sup>
5. Organizations must provide interns with adequate supervision in a reasonably safe environment. The environment must also be free of discrimination and harassment of any kind.<sup>2</sup>
6. Organizations are encouraged to provide hourly or stipend pay when possible. This allows for internships to be accessible to a greater number of students since many are not able to afford an unpaid internship (as the time needed typically requires resignation from a paid part-time job). Thus, paid opportunities allow for increased equity in students accessing invaluable work-based learning opportunities.
7. While unpaid internships can certainly be viable work-based learning opportunities for students who can afford them, these experiences are not to be simply considered “free help”. The U.S. Department of Labor has crated guidance on this topic, which is available at <https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships>.

Sample outline for drafting internship position descriptions and postings:

- Title of internship position
- Location where intern would work
- Name, position and qualifications of intended supervisor
- Description of internship (list of job functions the intern will perform)
- Ideal majors for this role
- Qualifications/skills required
- Paid or Unpaid
- Ideal weekly work schedule
- Ideal start date
- Duration of opportunity
- How to apply
- Any other relevant information

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<sup>1</sup> Employer Guide to Structuring a Successful Internship Program

[https://career.bryant.edu/resources/files/RI%20Employer%20Guide%20Good%20Internships%20are%20Good%20Business%20\(3\).pdf](https://career.bryant.edu/resources/files/RI%20Employer%20Guide%20Good%20Internships%20are%20Good%20Business%20(3).pdf)

<sup>2</sup> Develop an Effective Internship program: USC University of Southern California

<https://careers.usc.edu/employers/recruit-interns/learn-how-to-develop-an-effective-internship-program/#typicalinternshipprogramcharacteristics>