

Internship Program-Host Site Information

Host Site Expectations:

- Provide student with 40 hours of work per credit received (ex: 3 credits=120 hours, 2 credits= 80 hours) of supervised, meaningful, academically challenging (or enhancing) duties. For 120 hours, this is approximately 8-12 hours per week during the fall and spring semesters, and 10-15 during the summer semester.

Students have the option of interning during the fall, spring, and summer semesters. Best time frame to post your opportunity is 1-3 months **prior to when you'd like to host an intern (ex: Post opportunity in October for a spring semester intern). Most students participate in the 3-credit internship course.**

- Internship site supervisor must have knowledge of student's field. The student's designated supervisor must have experience in the job the student is expected to perform. This is to ensure that the student has proper mentorship and guidance at the internship.
- Complete an end-of-semester performance evaluation, which will be emailed to you during the semester. This evaluation allows us to track the progress of our student interns and the status of hours completed. Completed evaluations are kept on file as well as forwarded to the student's faculty instructor to be considered when awarding a grade for the internship experience.
- Provide us with an opportunity to visit the site, if requested.
- **Important Notes:** Student should not pay any out-of-pocket expenses towards any aspect of the internship; Students cannot partake in internships performed in private homes.

* To post a job, internship or volunteer opportunity for Bristol Community College students and alumni, please create a free account in College Central Network at collegecentral.com/bristolcc. If you have any questions, please contact one of the coordinators via the emails below.

Pam Brown, Coordinator

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