

BRISTOL

Experiential Education Center

Internship Requirements for Employers

- Supply student with 40 hours of work per credit received (ex: 3 credits=120 hours) of supervised, meaningful, academically challenging (or enhancing) employment. This is approximately 8-12 hours per week for 3 credits during the fall and spring semesters. **Students have the option of interning during the fall, spring, and summer semesters.*
- 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 student performance evaluation, which will be emailed to you during the semester. These evaluations allow us to track the progress of our student interns and allow us to track 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.
**For employers recruiting with Bristol Community College for the first time, a site visit is required.*
- **Important Note:** Student should not pay any out-of-pocket expenses towards any aspect of the internship; Students cannot partake in positions performed in private homes.

If you have any questions, please do not hesitate to contact the Experiential Education Center via email or phone (EEC@BristolCC.edu; 774.357.2407) or contact one of the coordinators listed below:

Pam Fournier, Coordinator
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