

What qualifies a position for Internship Credit?

MCC offers a number of ways to find an internship. Most students will find an internship through our list of local Internship Partners. But you may wonder whether a job you currently hold, or another position not listed on our sites can qualify for Internship Credit.

Our procedural guidelines involve the review of requests for access to services from all employers for content and suitability as well as a site visit inspection by a representative of MCC. In addition, to begin sending interns to any off campus organization we will need original copies of:

- Internship Site Form – Site visit for each location required
- Experiential Education Partnership Agreement
- Proof of Insurance http://www.maricopa.edu/legal/rmi/coi_require.htm

The Career Services Internship Program is designed to give students flexibility to earn credit for an internship position that will complement their skills and college major. Therefore, a variety of positions may qualify for credit if they can fulfill minimum requirements. In addition to the above stipulations, the following guidelines will help determine if a position may qualify for Internship Credit through MCC.

1) Supervision or Mentoring

The position must be supervised or mentored by a paid professional within the organization. This supervisor or mentor must be willing and able to spend time working with the student on job-related duties and questions regarding company culture, work environment, career paths, and other related topics.

2) Fulfillment of Learning Objectives

Every student who earns credit through the Career Services Internship Program must have a set of learning objectives to fulfill that would be outlined by your faculty and in your syllabus. These objectives may include:

- ✓ Learn key skills required for an entry level job in your industry
- ✓ Gain a knowledge of core activities
- ✓ Learn how an organization measures success
- ✓ Value teamwork
- ✓ Learn the organization's culture
- ✓ Learn the organization's chain of command/hierarchy
- ✓ Learn the organization's policies/procedures
- ✓ Learn how the company communicates with its customers/target audience
- ✓ Discover career paths that are available in this industry

3) Total Number of Hours Worked Versus Credit Hours – Depending upon Professor.

50-80	hours work = 1 credit	150-240 hours work = 3 credits
100-160	hours work = 2 credits	300-480 hours work = 6 credits

4) Duration of Employment

The required minimum of 80 hours can be spread over a semester. There may be exceptions. An employer may choose to employ a student longer than the duration of his or her internship, and those decisions will remain a matter for employers and students to handle. An employer is not obligated to continue to employ a student upon completion of the internship period.

5) Next Step?

Complete the following forms with Your Prospective Internship Supervisor and make an appointment with The Internship Coordinator, to begin the approval process for your site and to answer any questions: Phone: (480) 461-7592 or E-mail at career@mesacc.edu.

NOTE: TYPING THIS FORM IS RECOMMENDED. IF YOU CHOOSE TO USE PEN, WRITE LEGIBLY.

If you are seeking academic credit for a job you currently hold.....this form must be completed in full. Completion of this form is required for any position to qualify as an internship, but does not ensure qualification for academic credit. MCC Career Services will make a final determination regarding qualification of a position for credit.

I. GENERAL INFORMATION

Student Name: _____ Student I.D. # _____

Student E-Mail: _____

Phone Number: Day () _____ Evening () _____

Major: _____

What semester would you like to take the Internship Course? Summer 20____ Fall 20____ Spring 20____

Organization/CompanyName: _____

Address: _____

City: _____ State: _____ Zip: _____

Organization Website: _____

Industry:

- | | | |
|---|---|---|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Financial Services/Banking | <input type="checkbox"/> Non-Profit |
| <input type="checkbox"/> Advertising/Marketing/PR | <input type="checkbox"/> Government | <input type="checkbox"/> Printing/Publishing |
| <input type="checkbox"/> Biotechnology | <input type="checkbox"/> Health Services/Medical | <input type="checkbox"/> Retail/Sales |
| <input type="checkbox"/> Computer Services | <input type="checkbox"/> Hotel/Restaurant/Resort/Casino | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Consulting | <input type="checkbox"/> Insurance | <input type="checkbox"/> Veterinary/Animal Clinic |
| <input type="checkbox"/> Education | <input type="checkbox"/> Legal Services | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Entertainment | <input type="checkbox"/> Manufacturing/Distribution | |
| | <input type="checkbox"/> Mortuary Science | |

Contact Name & Title: _____

Phone: () _____ Fax: () _____

E-Mail: _____

Note: All qualifying internships must have a designated supervisor or mentor. If the supervisor is different from the name listed above, indicate here:

Supervisor's Name & Title: _____

Phone: () _____ Fax: () _____

E-Mail: _____

II. Position Description & Qualifications

Position Title: _____ Start Date: _____

Number of Hours Per Week _____ Duration of position: _____

Is this a new or existing internship? _____ New _____ Existing

Internship duties, activities, and projects: **(You may attach a job description if available)**

- a) _____
- b) _____
- c) _____
- d) _____

Qualifications & Skills Required

- a) _____
- b) _____
- c) _____
- d) _____

III. Compensation

Indicate how this position is compensated by checking all that apply:

- Pay Rate \$ _____ Per Hour Weekly Monthly Stipend Semester Stipend
- Unpaid, for college credit only
- Non-monetary compensation, if any (please describe) _____

IV. Internship Learning Objectives

(This section to be completed by the site supervisor or mentor)

On a scale of 1-5 (1= strongly disagree, 5=strongly agree), indicate how much the student will be able to learn about the following aspects of your organization while working in this internship position.

Learning Objective	1	2	3	4	5
a) Key skills required for entry level jobs in your industry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Knowledge of core activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) How your organization measures success	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Value of teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Value of networking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Organizational culture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Organizational chain of command/hierarchy & titles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h) Organizational policies/procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i) How you communicate with your customers/target audience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j) Career paths within your industry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

V. Signatures

Supervisor or Mentor

Student/Intern

Supervisor Name: _____

Student Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

RETURN THIS COMPLETED FORM TO:

**MCC CAREER & EDUCATIONAL PLANNING Bldg. 36
ATTN: INTERNSHIP COORDINATOR
1833 West Southern Avenue
Mesa, Arizona 85202
Fax: (480) 461-7592**

*FOR MCC CAREER SERVICES USE ONLY:
DATE STAMP:*

Approved for credit? ___YES___NO

IF YOU HAVE QUESTIONS ABOUT THIS PROPOSAL:

CONTACT THE MCC INTERNSHIP COORDINATOR at 480-461-7592 or career@mesacc.edu.