



## STUDENT ROADMAP • Follow Steps 1 - 5 for SuCCess!

### STEP 1 Research, Prepare & Apply

Request a meeting to discuss the experience and potential site with your Faculty Advisor

Update your resume and prepare for interviews

Research 2-3 organizations by exploring their website, reading current postings

Submit your applications, interviews, accept an internship, notify your Faculty Advisor

### STEP 2 Confirmation & Registration

Arrange to meet with Faculty Advisor and Host Site to finalize the learning objectives for the experience

Register for an Internship Course

Email completed Performance Release Form to [internships@scottsdalecc.edu](mailto:internships@scottsdalecc.edu)

Email completed Assumption of Risk Form to [internships@scottsdalecc.edu](mailto:internships@scottsdalecc.edu)

### STEP 3 The Experience

Arrive on time, prepared to gain experience and contribute

Complete all course requirements needed to complement program outcomes

### STEP 4 Evaluation & Professional Preparation

Complete and submit Feedback Form to your Faculty Advisor

Update resume, references, professional profiles

### STEP 5 Reporting

Prior to the conclusion of the internship experience, submit a 3-5 sentence testimonial and photo to the SCC Internship Program ([internships@scottsdalecc.edu](mailto:internships@scottsdalecc.edu))

## WORK-BASED EXPERIENCES

Work-based experiences are an educational strategy that offers opportunities for students to gain experiences to apply academic and technical skills that enhance employability. The program purpose is to serve as an extension of the classroom and provide opportunities to engage in your industry. Which one is right for you?

**INTERNSHIP** An approved site/organization for SCC students will host an intern working to complete the agreed upon learning objectives. A Faculty Advisor will assist the student, ensure a quality paid experience and partner with the site to complete purposeful learning and working objectives. The experience should be approved by an SCC Faculty Advisor, intentional and serve to enhance a student's academic, career and professional development through mentoring. SCC students will register for the internship course. (80 hours = 1 credits, 160 hours = 2 credits)

**APPRENTICESHIP** A pathway where students learn a specific trade, skill, competency or profession with the assistance of knowledgeable practitioners. This typically involves a balance of coursework and onsite learning which results in the credential(s) widely recognized by one or more industries.

### WHY SHOULD I COMPLETE A WORK-BASED EXPERIENCE?

- Connect classroom learning to the real world and practice skills in real-world scenarios
- Enhance your resume and develop soft skills employers are seeking
- Observe professionals in action
- Complete meaningful assignments or projects
- Gain experience
- Build a network of people in the field that are recruiting or will be hiring in the future

### WILL I BE PAID?

Most internships are paid, depending on the industry some are unpaid. The National Association of Colleges and Employers indicates that paid internships have a higher chance of leading to a paying job compared to the unpaid internships.

### AFTER THE EXPERIENCE, WILL THEY HIRE ME?

Many employers use the work-based experience to identify individuals who have the willingness to learn, entry-level skills and attitudes they want in full-time employees. Full-time employment with an organization is not guaranteed, thus students should consistently perform, participate and maintain records of accomplishments.

### WHAT TO EXPECT?

The experience should include an organized plan with clear expectations and specific people to support the completion of your internship course objectives. Ask about training, supervisory structure and their expectations of you. Every experience will offer valuable insight to an industry and strengthen your experience. It is up to each participant to engage and fully-experience the environment of an opportunity.

### HOW DO I EARN ACADEMIC CREDIT?

Students will meet with their Faculty Advisor to select the appropriate SCC Internship Course.

### QUESTIONS?

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