



Elgin
Community
College

Internship: Employer Sponsor Handbook

Elgin Community College
Strategic Partnerships &
Experiential Learning
1700 Spartan Drive
Elgin, IL 60123
847.214.7454
workforce@elgin.edu

RAISING THE STANDARD OF PROFESSIONALISM FOR THE FUTURE WORKFORCE

Your commitment to partnering with Elgin Community College to develop a quality workforce makes this program possible. Participating in the internship program offers you and your organization many benefits:

- ***Identify and develop future employees***—Augment your talent pipeline while training and evaluating possible future employees.
- ***Low cost***--Supplement staff for special projects and short-term assignments allowing your current employees time to work on more important or detailed projects. There is no obligation to hire at the end of an internship.
- ***Excite your team***—Interns provide an opportunity to build and strengthen your current employee's skills as well as reinvigorate job interest and productivity.
- ***Enthusiasm and a new perspective***—Interns bring a year round source of highly motivated pre-professionals who are excited to contribute and can perform a variety of tasks. They may provide your organization with innovative ideas and an additional point of view.
- ***Ensure a quality workforce***--Benefit both your organization and the community by helping to develop a qualified, professional workforce.
- ***Low risk***—Each internship has a specified duration of time and either party may choose to end the relationship at any time.

What is an internship?

An internship is intended to be a learning experience combining classroom knowledge and work experience for the purpose of becoming more qualified as an employee in the student's field of choice. It is important to note that the experience itself does not equate to learning. Internships solidify classroom knowledge through **intentional learning objectives agreed upon between the college and the student under supervision by the employer**. Basic differences between an internship, job, and volunteer experience are highlighted below.

Internships allow students to gain experience whereas a job is given once you have that experience.

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	Internship	Job/Work Experience	Volunteer *Non-Profit Only*
Description	Experiential workplace activity which allows students to synthesize classroom theory with work practice. There is a balance between learning and contributing.	Duties, responsibilities, and tasks benefiting the employer performed for wages.	"...individual who performs hours of service...for <u>civic, charitable, or humanitarian reasons</u> , without promise, expectation or receipt of compensation for services rendered." (Department of Labor)
Work Duties	Intentional learning objectives, structure, and assignments are developed in advance between employer, student and ECC.	Position activities are job description and supervisor driven.	Position activities are site need and supervisor driven.
Timeframe	Has a specific duration. Many are 16 weeks long, but may be up to a year in length or intermittent.	Open ended with the duration determined by employer or employee.	Length of time determined by volunteer.
Hours per Week	20 or less (suggested) set hours per week for the duration.	Determined by company and accepted by employee.	Determined by site and volunteer.
Evaluation	Ongoing constructive feedback and structured evaluation by the supervisor or mentor is expected to assist the student in increasing technical skills and professionalism.	Completion and outcome of tasks are evaluated based on company standards.	Tasks are evaluated based on site standards.
Wage Guidelines and Laws	Follows Fair Labor Standards Act Department of Labor Wage and Hourly Division guidelines*	Follows Department of Labor Fair Labor Standards Act guidelines	Volunteer non-wages not regulated by law
Wages	Paid or unpaid. Paid internships establish a reasonable balance between the intern's learning goals and the tasks of the employer. Unpaid interns must meet guidelines of the DOL Wage and Hourly Division.*	Paid	Unpaid
ECC Credit or Non-Credit	Credit or non-credit available	Non-credit only	Credit or non-credit available
ECC Contact	Joseph Onesimus Internship Coordinator 847.214.7860 Jonesimus@elgin.edu	Strategic Partnerships & Experiential Learning 847.214.7454 workforce@elgin.edu	Amybeth Maurer Director of Orientation and Student Life 847.214.7423 amaurer@elgin.edu

*See US Department of Labor Wage and Hour Division Fact Sheet #71 <https://www.dol.gov/whd/regs/compliance/whdfs71.pdf>

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Is an intern right for you?

To determine if sponsoring an intern is the right choice for you and your organization, ask yourself the following questions:

1. Do you have a specific project, assignment or job that will provide a quality working and learning opportunity for an intern? Examples of specific projects or jobs include:
 - a. A social media competitive analysis with metrics of clients and/or competitors for a business or marketing major
 - b. A web analysis for an IT major
 - c. Accounts receivable processing for an accounting major
 - d. Summarizing and abstracting depositions and documentary evidence for a paralegal major
 - e. Running a CNC machine under supervision for a CNC student
2. Do you have a location for the intern to work?
3. Would you and your organization benefit from the latest technology, perspectives and relevant skills being taught in ECC's classrooms?
4. Do you have time to support a student, offer insight into your organization and allow participation in relevant meetings, events and functions?
5. Do you want a chance to evaluate future talent?
6. Do you have senior leadership buy-in?

If you answered yes to all of the questions, you are ready to sponsor an intern!

Steps to Becoming an Internship Sponsor

1. Contact Joseph Onesimus, Internship Coordinator, at 847.214.7860 or jonesimus@elgin.edu, who works directly with skilled students.
2. Create an internship description covering scope of work and internship timeframe. The Internship Coordinator can assist you with this process or use the format on page four as a template.
3. The Internship coordinator will market and prepare students, forwarding qualified student resumes and/or cover letters for evaluation and interview.
4. Select and hire the intern.
5. Advise the Internship Coordinator of intern selection and complete the Internship Learning Agreement.
6. Orient the student on the first day emphasizing relevant company policies, procedures, and safety. A suggested orientation checklist is on page six.
7. Meet with the Internship Coordinator via phone or at your work location to assess the student's progress during the work term.
8. Complete a short verbal evaluation of the student's work at least every other week and a written evaluation at the end of the internship. A sample written evaluation is on page seven.
9. If any difficulties or concerns arise, immediately contact the Internship Coordinator who will work with you to resolve the issue.

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Elgin Community College Student Internship Position (suggested format)

Company name _____ Address _____

City _____ State _____ ZIP _____ Phone _____

Contact Person _____ Email _____

Internship position, duties and responsibilities:

Technical skills, classes completed, and/or educational field required from student intern:

Target start date _____ Internship duration _____ Hours required per week _____

Schedule Fixed hours required: _____ Flexible

Wages \$ ___ per hour Stipend \$ ___ Unpaid/volunteer

Supervisor/mentor _____

Supervisor phone _____ Email _____

Hiring Guidelines

Interns are subject to the same rules and regulations as your other employees. Interns should be advised at the beginning of the work experience of all policies governing employment conditions, hours of work, safety practices and procedures, and supervisor expectations.

The college provides all of its programs on a nondiscriminatory basis and is committed to providing full and equal access to all students.

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Student Wages

Elgin Community College endorses employment compensation for our students. Fair wages help students make a significant contribution to their own education and provide employers a more diverse intern applicant pool. A student's wages generally reflect his/her skill level, the complexity of the job, prevailing wages for the type of position, and applicable federal, state and local laws. The Department of Labor wage guidelines may be accessed at <https://www.dol.gov/whd/regs/compliance/whdfs71.pdf>

Workers Compensation Insurance

When a student is hired for wages you, the employer, provide workers compensation insurance and liability coverage as you would for any other employee.

Roles and Responsibilities

STUDENT INTERN	INTERNSHIP COORDINATOR	INTERN SUPERVISOR/MENTOR
Abide by company policies and all safety procedures	Recruit qualified students	Orient the student to all workplace expectations
Arrive at agreed upon times and maintain regularly scheduled hours	Screen student applicants to meet minimum employer qualifications	Provide work experiences that relate to the student's educational studies and career goals
Efficiently complete assigned duties	Facilitate contact between employer and student applicants	Maintain a safe, harassment and discrimination free workplace
Create learning objectives for internship with assistance from internship coordinator	Facilitate development of measurable learning objectives with student	Provide feedback on student's work and progress toward learning objectives.
Act and dress professionally for their position. Arrange time off in advance.	Assist intern or worksite supervisor with any questions or concerns.	Meet informally with the internship coordinator during the work term to assess the student's progress
Complete Reflection Evaluation and submit it to the Internship Coordinator. Send 'Thank You' and update resume.	Coordinate completion and wrap-up of internship experience.	Complete a formal written evaluation of the student's work upon completion.

Intern Orientation Suggested Checklist

Business Operations

- Discuss your products and services, customers, goals, mission statement and philosophy
- Explain how the intern's role contributes to operations
- Explain the roles of other employees and how they contribute to the organization's success
- Provide directory of employee names and extensions and/or organizational structure

Administrative Policies

- Advise of confidentiality policies
- Confirm business hours, break, lunch times and overtime policies
- Advise of staff or planning meetings
- Alert key personnel that interns are in a dual role as learner and employee contributor
- Encourage employees to share their expertise; incorporate a buddy or mentor system
- Provide overview of who does what
- Provide information on parking, restrooms, supplies, and workspace.

Performance Expectations

- Review written internship description
- Define expectations of internship and related tasks
- Provide frequent, informal feedback
- Clearly identify inconsistencies in intern performance and make suggestions for improvement
- Conduct a written final performance review

Safety

- Provide written copies of all company safety policies and procedures
- Show all safety-related locations and equipment

ECC INTERNSHIP EVALUATION

Key

5 outstanding

4 very good

3 average

2 marginal

1 poor

NA not applicable

Quality of Work

Produces acceptable work, is accurate and thorough

Demonstrates progress in developing job-specific skills

Performs duties in a timely and professional manner

Looks for ways to improve, shows initiative

Readily identifies problems and quickly corrects and or finds solutions

Deals with routine tasks efficiently

Communication Skills

Accepts and responds appropriately to feedback and suggestions

Demonstrates the ability to communicate effectively with co-workers, supervisors, and clients

Works well with others; contributes to team effort

Understands and follows instructions

Respects and works effectively with diverse individuals

Fits into the overall workplace environment

Professionalism and Work Ethic

Manages time effectively and appropriately

Demonstrates appropriate reading, writing and information skills

Performs effectively under pressure

Consistently follows through on tasks

Uses technology and tools competently appropriate to the task

Dress and grooming are appropriate

Sought to add value and contribute to the organization, when appropriate

Overall Performance

Was the student prepared academically to perform the responsibilities assigned?

a. Yes

b. No, if no please indicate additional skills necessary

if there were an opening, would you hire the student based on their performance overall grade for the internship

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Elgin Community College Programs of Study

Accounting
Administrative Office Assistant
Applied Physical Science
Art
Automotive
Aviation
Behavioral Sciences
 Anthropology/Archeology
 Psychology
 Sociology
Biology
Business
Chemistry
Clinical Laboratory
 Tech/Phlebotomy
Communication Design
 Graphic Design
 Video Production
 Web Design
Communications
Computer Aided Design
Computer and Information Sciences
Criminal Justice
Culinary Management
 Baking
 Hospitality
 Pastry Arts
Dental Assisting
Education
Emergency Medical Technology-Paramedic
Energy Management
Engineering
English Composition
Entrepreneurship
Fire Science and Safety
Geology
Health and Wellness Management
Heating, Ventilation, Air Conditioning and
Refrigeration
Histotechnology
Human Services
 Early Childhood Education
Family Violence Counseling
Substance Abuse Counseling
Humanities
Industrial Manufacturing
 Technology
 CNC
 Tool and Die Molding
IST/Maintenance Technology
Journalism
Languages
 Chinese
 French
 German
 Hindi
 Italian
 Japanese
 Russian
 Spanish
Literature
Management
Marketing/Retail Management
Massage Therapy
Mathematics
Medical Imaging
Music
Nursing
Office Administration Technology
Paralegal
Physical Education
Physical Therapist Assisting
Physics
Public Safety Communications
Social Sciences
 Economics
 Geography
 History
 International Studies
 Political Science
Surgical Technology
Theatre
Truck Driving
Welding

ELGIN COMMUNITY COLLEGE INTERNSHIP PROGRAM

Thank you for considering Elgin Community College students in your organization's success plans. Our students are technically well prepared and look forward to building their work experience portfolio to become valued employees, business owners, and community members.

Joseph Onesimus

Internship Coordinator

Strategic Partnerships & Experiential Learning

1700 Spartan Drive, E210

Elgin, IL 60123

Tel- 847-214-7860

Email- jonesimus@elgin.edu

<https://elgin.edu/internships>

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