



INFORMATION FOR INTERNSHIP SITES

INTERNSHIP FOR CREDIT

Sierra College Internships

Internships are supervised experiential learning that integrate knowledge and theory learned in the classroom with practical application and skill development in a professional setting. They are a student-focused learning experience, with regular supervision, that exists primarily for the benefit of students.

Academic Credit

Internships for credit at Sierra College involve collaboration among internship sites, students, and the college. To qualify, an internship must provide new learning relevant to a student's educational or career goals. Each site must designate a supervisor for training and oversight. Students must be at least 18 and enrolled in an internship course to earn credit.

Sierra College offers 35 discipline-specific internship courses, some of which fulfill degree or certificate requirements. Trained instructors serve as liaisons between site supervisors and students, ensuring proper oversight.

Internship Course Requirements

Internship courses are personalized for each student and require signed agreements among the instructor, site supervisor, and student. Timelines align with the academic calendar. Students collaborate with their faculty to set learning objectives, which must be approved by the site supervisor, ensuring the experience supports their major or field of study.

Unpaid interns receive Workers' Compensation coverage through Sierra College, while paid interns must be covered by their site's insurance. Internship instructors visit sites at least once per semester to discuss student progress with site supervisors. Course credit is awarded upon successful completion of learning objectives and required hours.

Internship Activities

Interns' tasks should be directly related to completing their learning objectives. Clerical or non-professional tasks must be limited to 25% or less. Projects that benefit the internship site and help students develop professional skills are encouraged. Interns cannot replace or supplant an employee or position.

Hours and Pay

One unit of academic credit requires a minimum of 54 hours of work experience per semester, with students able to earn up to four units. The number of hours and units is established before the internship begins. At the end of the semester, students must submit a timesheet signed by their site supervisor to verify completed hours. Internships can be paid or unpaid, although most students prefer paid positions.

SIERRA COLLEGE CAREER AND TRANSFER CONNECTIONS

SIERRACOLLEGE.EDU/CTC, 916.660.7481, CTC@SIERRACOLLEGE.EDU

GUIDE TO A SUCCESSFUL INTERNSHIP PROGRAM

Companies with organized internship programs experience significant benefits. Below are guidelines for a successful experience.

Conduct Internal Assessment

- Verify there are meaningful work assignments
- Ensure staff can invest time teaching and training interns
- Identify a staff member for whom an intern will primarily work and learn under
- Make sure there is sufficient office space and workspace for an intern

Select Site Supervisor

- Confirm the person can develop people
- Make certain the person has professional expertise necessary to effectively mentor students in the content area
- Verify the person has time to work with interns

Develop Work and Learning Activities

- Identify activities appropriate for a college student at the freshman or sophomore level or those with technical skills not yet at entry-level
- Create projects and tasks that will benefit the organization and provide students with professional skill development

Create position description(s)

- Provide an overview of the internship position including work assignments, time frame, and application procedures
- Identify any necessary occupational or academic background or qualifications
- Outline expected outcomes
- Use [College Central Network](#) to recruit and hire talented Sierra College students

Select Interns and Prepare for arrival

- Interview candidates for fit and select intern(s)
- Ask student(s) to contact Sierra College to set up an internship for credit
- Determine start and end dates as well as hours
- Provide interns with information regarding work attire
- Notify company employees that interns are joining the team
- Set up the workspace

Supervise Intern(s)

- Introduce interns to staff and give an orientation on the first day
- Review projects and provide necessary training or access to technology such as computer systems, equipment or specific procedures
- Orient students to projects and work assignments
- Meet with interns on a regular basis to provide feedback and ensure projects are on track
- Share progress updates periodically with the college

Evaluate and Assess Intern(s)

- Ask interns to evaluate their experience
- Evaluate interns' performance and discuss with them
- Write a letter of recommendation, if appropriate
- Identify internship program improvements