

Hosting SMC Students as Paid/Unpaid Interns

Hiring an SMC student as a Paid Intern

Students can begin working for your company immediately as paid interns.

Employers are responsible for covering the students work/comp insurance if the student is not enrolled in an internship class for academic credit. Some students also desire to receive academic credit for paid internships, in addition to a salary, which is totally acceptable.

Hiring an SMC student as an Unpaid Intern:

Students are required by CA Education Code to receive academic credit, in lieu of a salary, for all unpaid internships. Santa Monica College offers on-line internship courses and the college will cover the work/comp insurance while the student is actively enrolled in one of our internship courses. Please confirm with SMC students that they will indeed enroll in an internship course for academic credit prior to selecting candidates to work as unpaid interns. Encourage students to stop by the Career Services Center to learn more about the Internship Program and the enrollment process.

EMPLOYER'S RESPONSIBILITIES:

- 1) For **Unpaid Interns**, make sure the student plans to enroll in an on-line internship course to receive academic credit each semester they are interning. Title V of the CA Education Code requires students to be enrolled. The internship course enrollment schedule varies each semester so it's imperative that students review deadline dates that are listed on our website at www.smc.edu/internship.
- 2) Employers must review and approve the student's three learning objectives and retain the right to revise the learning objectives to ensure organizational compliance.
- 3) It's mandatory that all employers sign the student's Learning Agreement Contract and return it to the student, prior to the student enrolling in an internship course and working as unpaid interns. The Contract will be presented to employers, for review and approval, during scheduled interviews.
- 4) Employers are also required to teach interns the skills that are listed on the Learning Agreement Contract. See sample Learning Agreement Contract attached.
- 5) Employers must provide an adequate work space for interns and allow them to work at least the minimum hours required for the internship course that the student desires to enroll in. One unit courses requires a minimum of 60 work hours during the semester. Two units requires 120 hours, three units 180 hours and four units 240 hours respectively. See attached Internship Enrollment Steps flyer for more information.
- 6) Interns must be supervised at all times by the employer. If off-site work is required, students must be accompanied by a supervisor or a permanent employee.
- 7) It is mandatory that employers submit an Intern Evaluation Form to the student's instructor by the end of the semester. The instructor will email the Intern Evaluation Form to you and you will simply complete the brief questionnaire and email it back to the instructor. Failure to return the evaluation form by the end of the semester will result in the intern receiving a "**No Pass**" grade.
- 8) Also note that all unpaid internships run concurrently with the semesters offered at SMC. If you wish to extend the internship, students must re-enroll in a course for the following semester and begin the new internship assignment on the first day of the semester.

Domestic SMC Students: Paid interns & volunteers can work year-round without limitations.

International F-1 Students: Must receive approval from International Center prior to accepting internships.

(See reverse side for Student's Responsibilities.)

STUDENT'S RESPONSIBILITIES

***F1 – International students must receive prior approval from IEC office before accepting internship offers.**

Domestic and Out-of-State Students:

- 1) Must meet minimum qualifications:
 - Successful completion of six units at SMC is required, prior to doing an **unpaid** internship.
 - Two, 3-unit, courses must be taken in the prior fall or spring semesters at SMC and students must receive a grade “C” or better in each class.
- 2) Select a company to work for, interview with employer and secure an internship by accepting an offer.
- 3) Once selected, attend a **mandatory** Internship Orientation Session. The Orientation schedule is posted on the Career Services Center website at www.smc.edu/internship.
- 4) Create three learning objectives and write them on the Learning Agreement Contract.
- 5) Review learning objectives with employer and get employer’s signature.
- 6) Complete Internship Application Forms 1, 2 & 3, which are distributed at orientation session.
- 7) Submit forms to Internship Coordinator during open enrollment period for signature.
- 8) Add code will be issued to students by the instructor who teaches the internship courses.
- 9) Students must pay all applicable fees and enroll in the appropriate internship course. Afterwards,
 - Work all hours required for the class, at the internship site.
 - Complete all on-line class assignments on-time, using canvas.
 - Receive a satisfactory evaluation from employer to receive a passing grade and academic credit.

6 SMC Units Required: To qualify for the Internship Program, you must be enrolled at SMC and have successfully completed 6 units at SMC during the previous Fall or Spring semester with a grade C or better.



Internship Program Enrollment Steps

#1: SECURE AN INTERNSHIP
(The Career Services Center can help!)

#2: ATTEND INTERNSHIP ORIENTATION.
Attendance at an Orientation is required one time only (see schedule on website: www.smc.edu/internship)

#3: WRITE A ROUGH DRAFT OF YOUR LEARNING OBJECTIVES & GET APPROVAL FROM THE INTERNSHIP PROGRAM

- Go to the website: www.smc.edu/internship
- Click on **Rough Draft Form in the Quick Links**.
- Fill out the form, and click on **submit**.
- Wait for approval.

Website:

www.smc.edu/internship

(All forms are on the website)

#4: FILL OUT FORM 3 & OTHER FORMS
Form 3: Learning Objectives Contract

- Get Form 3 Signed By Your Internship Employer
- An Original Signature is Required!
- Fill out Forms 1 & 2

#5: MEET WITH THE INTERNSHIP COORDINATOR TO ENROLL IN INTERNSHIP CLASS:

Come during drop-in times or call to make an appointment.

- Turn in **ORIGINALS** of Forms 1, 2, and 3 to Career Services Center, in Counseling Village.
- Scanned or faxed copies are unacceptable.

INTERNSHIP CLASS ON CANVAS

Complete online assignments and required work hours:

60 hours of work = 1 unit of credit for unpaid work, 75 hours = 1 unit of credit for paid work.

COMPLETE LEARNING OBJECTIVES

Telephone: 310-434-4337 ask for Lisa Moss, Internship Coordinator

E-Mail: moss_lisa@smc.edu

Address: Internship Program, SMC Career Services Center, NEW STUDENT SERVICES BLDG., 2ND FLOOR, 1900 Pico Blvd., Santa Monica, CA 90405

Drop-in Times: Mon. 2:30-4:30pm, Tues. 10:00am-12:00pm, Wed. 3:00- 5:00pm, Thurs. 10:00am-12:00pm, or call for an appointment.

Internship Work Hour Requirements

In order to satisfy the requirements for your internship, you are required to work a minimum number of hours to earn internship unit credit. See chart below. You may work **more** than the minimum hours required for the course. **Please note that your internship working hours do not count until you are officially enrolled in the internship class and the semester has begun.**

Each unit of college credit requires 60 unpaid (volunteer) hours of work per semester or 75 hours of work per semester for paid internships.

General Internship Classes	Unpaid work hours Per semester	Paid work hours Per semester	Approximate hours of work per week-fall or spring
Couns 90A 1 unit	60 hours	75 hours	4 hours for UNPAID 5 hours PAID
Couns 90B 2 units	120 hours	150 hours	8 hours UNPAID 10 hours PAID
Couns 90C 3 units	180 hours	225 hours	12 hours UNPAID 15 hours PAID
Couns 90D 4 units	240 hours	300 hours	16 hours UNPAID 20 hours PAID

* **Approximate Hours:** The actual number of hours you will be required to work depends on the total number of weeks left in the semester when you enroll in the class. Fall and spring semesters are about 16 weeks, summer is 8 weeks and the winter intercession is 6 weeks. If you begin work later than the first week of school, you will need to work more hours per week to earn the credit.

How to compute weekly work hours required: Divide the number of weeks remaining in the semester by the required number of hours you must work to earn the credit.

Example #1: If you enroll in a 1-unit internship class and start in the second week of the 8 week summer session, divide 60 hours by seven. ($60 \div 7 = 8.571$). You would need to work about 9 hours per week to complete the required hours in seven weeks.

Example #2: Fall 2-unit internship class starting the third week of 16 weeks: $120 \div 14 = 8.571$, or again about 9 hours per week.

International students (F-1 Visas) are limited to **20 hours** of work per week during fall and spring semesters. More hours can be worked during winter and summer sessions.

Additional Comments:

Internship course requirements will be discussed at the Internship orientations.

Please visit our website at www.smc.edu/internship for Internship Orientation Schedule.

(Three sample learning objectives written by an SMC student.)

OBJECTIVE NUMBER ONE

What will be learned?:

I will learn how to write a press release.

How will it be learned?:

I will observe my supervisor as he writes a press release. I will then create a mock press release on my own and review it with my supervisor. My supervisor will provide feedback and make recommendations on how to improve my work.

Measurable Statement:

I will write at least 5 additional mock press releases on my own to perfect my skills. My supervisor will review my work. At the end of the internship, I will know how to effectively write press releases.

OBJECTIVE NUMBER TWO

What will be learned?:

I will learn how to create content for social media accounts that match the aesthetic of the two brands I'm working on.

How will it be learned?:

I will watch my supervisor create content for the social media channels Pinterest and Instagram. I will observe and take notes on how she creates the images and captions, before she schedules and posts them. I will create a sample post per brand for Pinterest and Instagram for review. Then I will schedule out a week's worth of content in advance for my supervisor's review and approval before having it posted to the social media accounts.

Measurable Statement:

I will be working on this for the duration of the internship. Upon completing the internship, I will be proficient at posting social media content on a variety of social media platforms.

OBJECTIVE NUMBER THREE

What will be learned?:

I will learn how to improve my time management skills.

How will it be learned?:

I will be given tasks to complete and will discuss the deadlines with my supervisor. I will set multiple project deadlines along the way to make sure I stay on track with my work assignments. I will keep in constant contact with my supervisor and provide updates on completed tasks. He will review my work and provide feedback.

Measurable Statement:

I will continue to complete tasks in a timely manner throughout my internship. When the internship is over, my time management skills will be refined.