

Internship Orientation

Presented by Career Services



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INTERNSHIP CLASSES

WHY DO INTERNSHIP CLASSES EXIST?

- If you are an international student OR you are participating in an UNPAID internship, labor laws and Title V Education Code require you to be enrolled in an internship course.
- If you are a domestic student AND the internship is PAID, class credit is optional. However, SMC's internship course units transfer to all California State Universities (CSU) and University of California (UC) schools but not University of Southern California (USC).

IS THERE MORE THAN ONE KIND OF INTERNSHIP CLASS?

- General Internship Courses
- Major Specific Internship Courses

WHICH INTERNSHIP CLASS SHOULD I CHOOSE?

There are two things to consider:

- Is your internship related to your major or are you exploring?
- How many hours will you be working?



WHICH INTERNSHIP CLASS SHOULD I CHOOSE?

Courses available by hours worked:

| General Internship Classes | Unpaid OR Paid Internship <u>Minimum</u> Work Hours Required (Per Semester) | Approximate* hours of work per week-Fall or Spring |
|----------------------------|---|--|
| Counseling 90A 1 unit | 54 hours | 4 hours * |
| Counseling 90B 2 units | 108 hours | 8 hours * |
| Counseling 90C 3 units | 162 hours | 11 hours * |
| Counseling 90D 4 units | 216 hours | 15 hours * |

*International students cannot exceed 20/hours a week.

WHICH INTERNSHIP CLASS SHOULD I CHOOSE? (Before enrolling in a major specific internship course, you need to email the instructor to be cleared to be able to add their class.)

Courses available by major:

| Majors | Course Title | Instructor |
|------------------------------------|----------------------|--------------------|
| Art History | AHIS 90A | Meyer, William J |
| Art | Art 90A | Meyer, William J |
| Biology | Bio 90A | Colovito, Mary |
| Computer Info. Systems | CIS 90A | Stahl, Howard |
| Computer Science | CS 90A | Stahl, Howard |
| Dance | Dance 90A | Douglas, Judith |
| Earth Sciences | Earth Science 90A | Selby, Bill |
| Entertainment Technology | ET 90A/90B/90C | Fria, Chris |
| Fashion Design & Merch. | Fashion 90A/90B | Ivas, Lorrie |
| Film Studies | Film Studies 90A/90B | Bartesaghi, Simone |
| Graphic Design | GR DES 90A/90B/90C | Cavanaugh, Jamie |
| History | History 90A | Chi, Sang |

WHICH INTERNSHIP CLASS SHOULD I CHOOSE?

Courses available by **major (cont)**:

| Majors | Course Title | Instructor |
|--------------------------------------|-------------------------|-------------------|
| Interior Architectural Design | Int Arc 90A/90B/90C/90D | Hao, Josephine |
| Journalism | Journ 90A/90B | Rubin, Saul |
| Media Studies | Media 90A/90B | Redelia Shaw |
| Nutrition | Nutrition 90A/90B/90C | Ortega, Yvonne |
| Office Technology | OFTECH 90A | Stahl, Howard |
| Photography | Photo 90A/90B/90C/ 90D | Mohr, Craig |
| Political Science | POL SC 10 | Buckley, Alan |

- BEFORE ENROLLING IN A MAJOR SPECIFIC INTERNSHIP COURSE, PLEASE CONTACT THAT INSTRUCTOR FOR PERMISSION TO ADD
- Additional internship courses may be available in other majors.
- If you don't see your major listed above, contact the department chair and ask if an internship course is being offered.
- Major focused internship courses are generally offered in Spring and Fall semesters only.

HOW MANY INTERNSHIPS CAN I HAVE?

- SMC interns may earn between 1-16 units of internship credits while enrolled at Santa Monica College.
- Sixteen units of internship credit is the maximum allowed and can be achieved by taking a combination of general and/or major specific internship courses sporadically, as shown on the chart below.
- Current course repeatability laws stipulates that internship courses can only be repeated once. In other words, after you've taken the same internship course twice, you must enroll in a different internship course moving forward.

| Semester | Internship Course | Units |
|-------------|-------------------|------------------------|
| Spring 2018 | Journalism 90 A | 1 unit |
| Fall 2018 | Counseling 90 C | 3 unit |
| Winter 2019 | Counseling 90 B | 2 unit |
| Spring 2019 | Journalism 90 A | 1 units |
| Summer 2019 | Counseling 90 D | 4 units |
| Fall 2019 | Counseling 90 A | 1 units |
| Winter 2020 | Counseling 90 D | 4 units |
| | | Total: 16 Units |

- Additionally, interns are only allowed to have one unpaid internship per semester.
- However, two internships are allowed if one is unpaid (which requires internship course credit) and the other internship is paid, which does not require academic credit.

WHAT HAPPENS IN AN INTERNSHIP CLASS?

OVERVIEW:

- Professor Deanna Gurrola is the instructor for all General Internship Courses (Counseling 90 series.)
- The syllabus and all course assignments will be on Canvas, there will be no in person meetings.

GRADING:

- Internship courses are graded on a Pass/NO PASS basis.
- If you do not successfully pass an internship course, you will be required to set up an appointment with your instructor and the instructor will consult with the Career Center Faculty Leader to get approval for you to participate in an internship courses in the future. Approvals are not guaranteed and will be granted or denied at their discretion.



WHAT HAPPENS IN AN INTERNSHIP CLASS?

ASSIGNMENTS:

After you enroll in an internship class, you must work the hours required and complete all course assignments, in order to receive a passing grade. Below are the online course assignments you are required to complete:

- ❑ **Learning Objectives:** You must post your three official learning objectives on Canvas.
- ❑ **Employer Contact Information:** You must post your internship employer contact information. Make sure all of the contact information is accurate, particularly the phone number and email address. Your instructor will send an electronic evaluation form to your employer at the end of the semester. Therefore, it's imperative that the employer contact information is accurate.
- ❑ **Work Summary:**
 - **Hours:** Keep a record of all paid or unpaid work hours and post hours on canvas weekly. Work hours can vary from week to week, but remember that you must complete the minimum hours required for the internship course over the semester to receive a passing grade. *Regardless of when you complete your required hours you must post a weekly work summary throughout the entire semester.*
 - **Work Summary:** Keep a weekly log of the work you complete that relates to your learning objectives. You are required to write a brief, one paragraph, summary of your projects and post the activity/project summary on canvas weekly.
- ❑ **Meeting With Your Instructor:** Schedule a one-time meeting with you instructor to discuss your progress and any other issues you may have. Further instructions will be on Canvas.
- ❑ **Final Essay:** Complete all online assignments on time which include your FINAL ESSAY.
 - The final essay is a 2 page, double-spaced paper that summarizes your experience as an intern. More information regarding this assignment will be on Canvas.
- ❑ **Employer Evaluation:** In addition to the course assignments, SMC student interns must receive a satisfactory evaluation rating from their internship employer.



WHAT HAPPENS IN AN INTERNSHIP CLASS?

WORKING MY AGREED HOURS:

- Make sure you speak with your supervisor in advance regarding your work hours and enroll in the appropriate internship class.
- In order to successfully pass the internship course, you must work the minimum hours required during the semester.
- Failure to work minimum hours will result in a “No Pass” grade.
- Any hours worked prior to enrolling in an internship class will not be counted towards the work hours required for the course. You must be officially enrolled in an internship class first, before accumulating and recording work hours.
- Lunch breaks and interim breaks must be deducted from the total hours worked daily. By law, workers are required to take breaks during their shifts.
- You may work more than the minimum hours required. However you will not be receive any additional credits. Additionally, the class you initially enroll in will be the class you remain in during the semester. Also, International students cannot exceed 20/hours a week.
- Flexible Work Schedule: Work hours may vary each week. For instance, you can work 6 hours one week, 10 hours the next week, and 5 hours the following week, etc. The goal is to work at least the minimum hours required for the course during the semester.



WORK SUMMARY EXAMPLE:

| WEEK | Submit Your Hours Worked | Submit Your Activity/Project Summary |
|------|---|--|
| 1 | 3/1/20 – 8:00am – 11:00am = 3 hours 3/2/20 – 10:00am – 12:00pm = 2 hours 3/3/20 – No hours worked 3/4/20 – 8:00am – 12:00pm = 4 hours 3/5/20 – 10:00am – 11:00am = 1 hours Total Hours worked: 10 | This week, I reviewed the companies web content and my supervisor and I decided which web pages should be updated. I updated one webpage and my supervisor reviewed my work and suggested additional changes. I revised the webpage accordingly and it is now live on the website. |

WEEK 2

Open the same Word document and add your work hours and activity summary. At this point, you are also required to submit a cumulative summary of your work hours by adding the hours worked the prior week, to the hours worked the current week.

| WEEK | Submit Your Hours Worked | Submit Your Activity/Project Summary |
|------|---|--|
| 2 | 3/8/20 – 7:00am – 11:00am = 4 hours 3/9/20 – 10:00am – 12:00pm = 2 hours 3/10/20 – No hours worked 3/11/20 No hours worked 3/12/20 – 10:00am – 12:00pm = 2 hours Total Hours Worked: 8 <u>Cumulative Hours Worked: Week 1 + Week 2</u> <u>= 18 Cumulative Hours</u> | This week, I was taught how to create and update databases. I input client data on three separate databases. My supervisor reviewed my work and commented that it was done accurately. Then I was taught some new advanced software features and was assigned more technical work, to improve my skills. |

LEARNING OBJECTIVES

- Creating learning objectives allows you an opportunity to work on intellectually stimulating projects and acquire work-based skills that you desire to accomplish, instead of working strictly on mundane office tasks that interns are generally asked to do.
- You must identify **three** work-based skills that you wish to acquire during the course of the internship.
- By having constructive learning objectives, your employer will know precisely the skills you are interested in acquiring while you intern and will be held accountable for teaching you those specific skills.

SAMPLE LEARNING OBJECTIVE:

| Objective: | Revised Objective: |
|---|--|
| I will learn how to be a filmmaker. | I will learn how movie scripts are screened and selected for production. |
| This objective will take too long to accomplish. It's too broad and cannot be achieved within a semester. Therefore it is not practical and should be revised to reflect a skill that can be attained within a semester's timeframe. | This is a better learning objective. It is more practical and can be accomplished within a semester. |

LEARNING OBJECTIVES (cont).

HOW TO WRITE A LEARNING OBJECTIVE:

There are three parts to each Learning Objective.

PART 1: What skill will be learned?

State three substantial skills that you would like to learn from your employer. Write 3 simple statements.

Example:

- I will learn how to create spreadsheets in Excel.
- I will learn how to create a PowerPoint Presentation.
- I will learn how to create and edit a website.

PART 2: How will it be learned?

Question: How do you plan to learn each skill and how can your progress be measured?

Answer:

You must write how you plan to learn the skill. You must state that you will observe or be trained by your supervisor first, then you will perform the task at least once, and will also ask your supervisor to review your work and provide feedback.

Example:

I will observe my supervisor create an Excel spreadsheet. After observation, I will create at least one Excel spreadsheet and ask my supervisor to review my work and provide feedback.

Part 3: You are required to state the skill attained.

Make your learning objective measurable by stating or estimating how many times you will perform the task, during your internship, so that you reach at least a basic level of proficiency. Then state the skill that you will acquire when the internship ends.

Example:

After I've performed the task at least once and received feedback from my supervisor, I will create at least 10 additional spreadsheets to perfect my skills. My supervisor will critique each one. When the internship culminates, I will know how to create functional Excel spreadsheets.



SAMPLE LEARNING OBJECTIVES:

| What will be learned? | How will it be learned? |
|--|--|
| I will learn how to create Excel spreadsheets. | I will observe my supervisor as he composes 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 I will make the changes that were recommended. (Measurable Statement) I will write at least 5 additional mock press releases 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. |
| I will learn how to create content for social media accounts that matches the aesthetic of two brands I'm working on. | I will observe 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. Then I will create a sample post for Pinterest and Instagram for my supervisor to review. Feedback will be provided. Afterwards, I will schedule out a week's worth of content in advance for my supervisor's review and approval before posting the content on social media platforms. (Measurable Statement) I will create social media content throughout the duration of my internship. Upon completion, I will be proficient at creating and posting content on a variety of social media platforms. |
| I will learn how to complete projects on a set timeline. | 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. My supervisor will review my work and provide feedback on my work and time management skills. (Measurable Statement) I will continue to complete tasks in a timely manner throughout my internship. When the internship is ends, I will have learned how to complete projects on a set timeline. |

SAMPLE LEARNING OBJECTIVES (CONT):

| What will be learned? | How will it be learned? |
|---|---|
| I will learn how to create and manage a website. | I will observe my supervisor when creating a website. Then I will build one website, modify it and make corrections based on my supervisor's feedback. I will keep improving the website until it is ready to go live. After the internship, I will know how to properly create and manage websites. |
| I will learn database management. | I will watch my supervisor input client data. Then I will input data for two clients and ask my supervisor to review my work for accuracy and provide feedback. I will continue to accurately input client records into the database during my internship and my supervisor will review my work. At the culmination of my internship, I will know how to accurately record client data and how to manage a database. |
| I will learn how to calculate event expenses. | How will it be learned?: I will watch my supervisor calculate the costs of vendors and products for 2-3 events. I will project an estimated cost for two events and ask my supervisor to check my work for accuracy. My supervisor will provide feedback and I will make cost adjustments, if necessary. I will continue to work with my supervisor and determine event costs during my internship. By the end of the internship, I will know how to accurately project the cost of events. |

WHAT DO I NEED TO TELL MY EMPLOYER?

SEMESTER DATES AND HOURS:

- Make sure your employer knows the hours you must complete to pass your internship course (if they are not being met, you must let your professor know asap).
- Make sure your employer knows your semester start and end dates. Check SMC semester dates <https://www.smc.edu/administration/human-resources/district-calendar.php>

LEARNING OBJECTIVES:

- Your employer needs to review and approve your learning objectives.
- Employers must assign enough projects that will generate enough work hours for interns to complete the hours required to successfully pass for the course.
- Tasks assigned and completed must be reviewed and feedback must be provided by the employer.

INTERN EVALUATION FORM:

- An Intern Evaluation Form will be emailed to supervisors from Internship course instructors at the end of the semester.
- It is mandatory that employers fill it out and return it to your instructor, It is part of your overall grade.
- Supervisors will be asked to rate your performance based on how well you completed your learning objectives, and will also be asked a few additional questions about the your work habits. It's important to receive a good evaluation in order to pass the class.
- You are not allowed to handle or submit the evaluation form but you should remind your employer to submit the evaluation form at the end of the semester.



WHAT DO I NEED TO TELL MY EMPLOYER? (CONT)

HOW TO GET A PROOF OF ENROLLMENT LETTER:

- Generic Proof of Enrollment Letters are available and can be emailed to employers upon request. It is proof that SMC has an active Internship Program and offers course credit to students who qualify.
- If your employer requires an official Proof of Enrollment Letter
 - Contact the Internship Coordinator, Deanna Gurrola, and she will send an official Proof of Enrollment letter directly to your employer, after you complete the enrollment process and officially enroll in an internship class.

WHAT IS IN A PROOF OF ENROLLMENT LETTER:

- your name
- the internship course you are enrolled in
- hours required to receive academic credit and relevant information about the internship program



TIPS ON HOW TO RECEIVE A GOOD EVALUATION FROM YOUR EMPLOYER!

1. Be on time every day! When working remotely, work your assigned shift and be available when your boss contacts you. Submit projects on time and request feedback.
2. Dress for success! Wear appropriate business attire. Dress as if you are an employee, even if you are working remotely. Always project a professional image.
3. Show up refreshed with a positive attitude and be ready to start your day.
4. While at work, work on your learning objectives and learn new skills.
5. During down time, network and ask other employees if they need help with special projects. This is a great way to learn new skills and meet people at the organization who could perhaps provide recommendation letters.
6. Learn as many skills as possible while you are interning. You can add these skills to your resume, college applications and personal statements in the future.
7. Take your assigned breaks and lunch times. Return to your desk on time, if working on-site.



TIPS ON HOW TO RECEIVE A GOOD EVALUATION FROM YOUR EMPLOYER!

8. Be attentive while you are interning and ask questions if you are given an assignment or instructions that you don't understand. Don't be shy or passive. This is a learning experience for you. It's better to ask questions than to make costly mistakes.
9. Think outside the box and contribute ideas. Be a proactive team player!
10. Do not answer incoming personal phone calls, reply to text messages or make any calls on your cell phone during work hours. Cell phones should only be used during your lunch hour or break times. You may see other employees using their phones, but remember, they already have a job. You are trying to make a good impression!
11. Don't use company computers/laptops to surf the web or peruse social network sites, unless it is requirement for your job or a part of your learning objectives.
12. Work your full shift. Don't ask if you can leave work early.
13. Turn in all work assignments on time, with accuracy and a level of excellency!



WHAT HAPPENS NOW?

| Domestic Students | International Students |
|---|--|
| <ol style="list-style-type: none">1. Find an Internship2. Fill out Internship Program Application, Submit Learning Objectives (after consulting with your workplace supervisor) and review Orientation PowerPoint ***Please note:Your instructor and workplace supervisor will all sign off on the learning objectives and they will be used for your final evaluation.***3. After reviewing your learning objectives, application, and Adobe form acknowledgement that your internship is on ground/in person and local to the Los Angeles area, your instructor will email you an add code4. You must wait to receive your add code before starting your internship and/or counting any hours. | <ol style="list-style-type: none">1. Meet with your Immigration Specialist to obtain an Eligibility Letter.2. Find an internship3. Fill out Internship Program Application, Submit Learning Objectives (after consulting with your workplace supervisor) and review Orientation PowerPoint ***Please note:Your instructor and workplace supervisor will all sign off on the learning objectives and they will be used for your final evaluation.***4. After reviewing your learning objectives, application, and Adobe form with acknowledgement that your internship is on ground/in person and local to the Los Angeles area, your instructor will email an add code and paperwork to you and your immigration specialists.5. You will receive an email from your immigration specialist within 1-2 days of receiving your add code that will include your I-20. If you do not receive this email please contact an immigration specialist.6. You must wait to receive your I-20 BEFORE starting your internship. |

When do I get my Add Code?

KEEP IN MIND THAT THE ENTIRE APPLICATION PROCESS COULD TAKE UP TO TWO WEEKS IN ORDER TO RECEIVE YOUR ADD CODE DEPENDING ON VOLUME OF APPLICANTS AND WHEN YOUR APPLICATION IS SUBMITTED. PLEASE ALLOW FOR THIS TIME WHEN COMMUNICATING YOUR START DATE TO YOUR INTERNSHIP SUPERVISOR.

IMPORTANT!

PLEASE BE SURE THAT YOU ARE CLEAR ON ALL INFORMATION, AS YOU WILL BE SIGNING A DOCUMENT THAT WILL HOLD YOU TO THE REQUIREMENTS OF THIS CLASS/PROGRAM, AND NOT DOING SO COULD RESULT IN NOT PASSING YOUR CLASS.

HAVE QUESTIONS?

Reach Out to Career Services:

Phone: 310.434.4337

Email: careerservices@smc.edu