

## **Guidelines for the School of Applied Technology and Engineering Internships**

An internship is a collaborative approach through Northcentral Technical College (NTC) and businesses that provide opportunities that offer hands on work experiences while being under the supervision of both an instructor at NTC and a supervisor at a business.

### **INTERNSHIPS ARE PROVIDED IN THE FOLLOWING AREAS:**

- Manufacturing
- Engineering (STEM)
- Transportation
- Print, Video & Marketing
- Architectural & Construction

### **Student Objectives:**

- Gain real work experience
- Expand skills and knowledge
- Network with others in your field
- Work under the supervision of an experienced professional

### **Student Responsibilities:**

#### Pre-internship Steps:

1. Meet with your School of Applied Technology and Engineering advisor to discuss options.
2. Complete form for students interested in internships: [www.ntc.edu/internships](http://www.ntc.edu/internships).
3. Register on Wisconsin TechConnect: [wisconsintechconnect.com](http://wisconsintechconnect.com).
4. Create a resume and cover letter.
5. Apply and interview for internships.
6. Employer will send completed "Internship Placement Agreement" form to Katie Metko who will inform the advisor of your internship.

### **Expectations during internship:**

- Understand and respect the rules and regulations of the business.
- Be aware of all privacy rules and understand health and safety regulations of the business.
- Maintain confidential information.
- Understand what objectives will be met through this internship.
- Commit to working 80 hours.
- Weekly reports to your instructor summarizing the week's activities.
- Submit a final report summarizing your experience.
- Complete course survey.

### **Responsibilities for Employers:**

#### Pre-Internship Steps:

1. Complete the form and post internship position on Wisconsin TechConnect.
2. Interview student(s).
3. Offer internship to successful student, once accepted sign "Internship Agreement Form" and send completed agreement to Katie Metko at [metko@ntc.edu](mailto:metko@ntc.edu) or fax 715.301.2242.

### **Expectations during Internship:**

- Communicate rules and regulation of the business to the student.

- All internships that provide “benefit” to the business should be paid internships by federal law.
- Work with NTC instructor to confirm internship expectations and hours.
- Complete evaluation(s) on student.
- Complete survey on internship.