



# Southeast community college

## Beatrice Campus

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Phone: 402.228.3468 • 800.233.5027  
FAX: 402.228.2218

## Lincoln Campus

8800 "O" Street, Lincoln, NE 68520  
DeafTDD: 402.437.2702  
Phone: 402.471.3333 • 800.642.4075  
FAX: 402.437.2404

## Milford Campus

600 State Street, Milford, NE 68405  
Phone: 402.761.2131 • 800.933.7223  
FAX: 402.761.2324

Equal Opportunity/NonDiscrimination Policy - It is the policy of Southeast Community College to provide equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of Southeast Community College's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, or [jsoto@southeast.edu](mailto:jsoto@southeast.edu).

Declaración de política sobre equidad/antidiscriminación - La política pública de Southeast Community College es de proveer equidad, y prohíbe discriminación, en todos asuntos referentes a la admisión, participación, y empleo contra toda persona por motivo de raza, color, religión, sexo, edad, estado civil, origen nacional, etnia, condición de veterano, orientación sexual, incapacidad, u otros factores prohibidos por ley o política del Colegio. Preguntas relacionadas a la política sobre equidad/antidiscriminación de Southeast Community College deben dirigirse a: Vice President for Access/Equity/Diversity, SCC Area Office, 301 S 68 Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, o [jsoto@southeast.edu](mailto:jsoto@southeast.edu).

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Please visit us at  
<http://www.southeast.edu/programs/Internship.aspx>  
for more information and a list of participating programs.

### To List Job Openings

Employers interested in securing Internship students may contact one of the SCC coordinators listed at <http://www.southeast.edu/programs/Internship.aspx>

or you may list employment opportunities through the College's Placement Web site.

<http://placement.southeast.edu>



# INTERNSHIP



partnerships with students, business and industry, and post-secondary education



## Internship Education

*Southeast Community College students are highly sought-after, thanks in part to their participation in the Internship program.*

*SCC's program is designed to help you build a network that leads to the best and brightest students for your workforce. As you bring in talented SCC students for an internship, you can answer a variety of questions, including: Does this person match the values of my organization? Are they the right fit talent-wise that I may want on a permanent basis?*

*Internship is a structured educational strategy integrating classroom studies with learning through productive work experiences in a field related to a student's academic or career goals. It provides progressive experiences in integrating theory and practice. The internship is a partnership among students, SCC and employers, with specified responsibilities for each party.*

*Student objectives are established through mutual agreement by the student, the employer, and the Internship Coordinator.*

*Students register for the Internship course and earn college credit for the experience.*

*The course is designed for students who have completed specific courses in their Program of Study and have achieved a grade-point average of at least 2.0 on a scale of 4.0. Coordinators work closely with employers and students to determine the optimum arrangement.*

*Internship education is non-paid employment.*



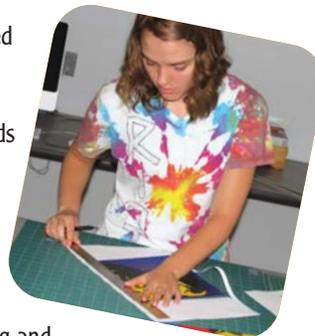
## Internship Responsibilities

### The Employer:

- Provide the student with training, supervision and work experiences related to career or academic goals.
- Help the student achieve his/her learning objectives with work experiences that include an appropriate learning environment and productive work.
- Evaluate the student's performance at designated time(s).
- Notify SCC of any changes made or needed in the Internship training agreement.

### The Student:

- Adhere to the policies of the employer, just as any other employee.
- Competently perform assigned work and complete agreed-upon objectives.
- Complete all necessary records for Internship files.



### The College:

- Recognize Internship as an educational strategy integrating classroom learning and progressive work experiences, with a constructive academic relationship between teaching faculty and internship faculty or administrators.
- Develop a structure for multiple work experiences in a formalized sequence, with study leading to degree completion of a Program of Study.
- Formally recognize the internship on student records (e.g. grade, credit hours, part of degree requirement, notation on transcript, etc.).
- Provide pre-employment preparation for students, as well as ongoing advising.
- Maintain contact with the employer and the Internship student during the term to ensure a successful experience.

## Benefits To All

The program has excellent benefits to the employer, the student and the College. To that end, the Internship is designed to develop or enhance a set of outcomes.

### For the employer:

- Utilize well-prepared short-term employees while cutting recruiting and training costs.
- Provide real-world work experiences to students who are serious about learning and working and who have accumulated knowledge and classroom experience.
- Provide an opportunity to hire the student upon graduation.
- Enhance the partnership with SCC.
- Provide input on the quality and relevance of SCC's curriculum.

### For the student:

- Increase confidence and positive self-image through a worthwhile on-the-job experience.
- Increase opportunity for employment after graduation.
- Understand the relationship between classroom theory and workplace practice.
- Fulfill the "experience required" stipulation associated with many job openings.
- Gain new or advanced skills.
- Develop a professional network.
- Help clarify career goals.
- Enhance interpersonal skills.
- Earn college credit.

### For the College:

- Help in the recruitment of new students.
- Help retain current students.
- Provide wider range of learning opportunities for students.
- Enrich the program's curriculum.
- Enhance its reputation in the employment community.
- Improve the job placement rate of graduates.
- Enrich partnerships with business and industry.

