



Elgin  
Community  
College

# Internship: Employer Sponsor Handbook

Elgin Community College  
Strategic Partnerships &  
Experiential Learning  
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## ***RAISING THE STANDARD OF PROFESSIONALISM FOR THE FUTURE WORKFORCE***

Your commitment to partnering with Elgin Community College to develop a quality workforce makes this program possible. Participating in the internship program offers you and your organization many benefits:

- ***Identify and develop future employees***—Augment your talent pipeline while training and evaluating possible future employees.
- ***Low cost***--Supplement staff for special projects and short-term assignments allowing your current employees time to work on more important or detailed projects. There is no obligation to hire at the end of an internship.
- ***Excite your team***—Interns provide an opportunity to build and strengthen your current employee's skills as well as reinvigorate job interest and productivity.
- ***Enthusiasm and a new perspective***—Interns bring a year round source of highly motivated pre-professionals who are excited to contribute and can perform a variety of tasks. They may provide your organization with innovative ideas and an additional point of view.
- ***Ensure a quality workforce***--Benefit both your organization and the community by helping to develop a qualified, professional workforce.
- ***Low risk***—Each internship has a specified duration of time and either party may choose to end the relationship at any time.

### **What is an internship?**

An internship is intended to be a learning experience combining classroom knowledge and work experience for the purpose of becoming more qualified as an employee in the student's field of choice. It is important to note that the experience itself does not equate to learning. Internships solidify classroom knowledge through **intentional learning objectives agreed upon between the college and the student under supervision by the employer**. Basic differences between an internship, job, and volunteer experience are highlighted below.

*Internships allow students to gain experience whereas a job is given once you have that experience.*

## ELGIN COMMUNITY COLLEGE INTERNSHIP PROGRAM

|                                 | <b>Internship</b>   | <b>Job/Work Experience</b>  | <b>Volunteer<br/>*Non-Profit Only*</b>   |
|---------------------------------|---|---|--|
| <b>Description</b>              | Experiential workplace activity which allows students to synthesize classroom theory with work practice. There is a balance between learning and contributing.  | Duties, responsibilities, and tasks benefiting the employer performed for wages.      | "...individual who performs hours of service...for <u>civic, charitable, or humanitarian reasons</u> , without promise, expectation or receipt of compensation for services rendered." (Department of Labor) |
| <b>Work Duties</b>              | Intentional learning objectives, structure, and assignments are developed in advance between employer, student and ECC.   | Position activities are job description and supervisor driven.                        | Position activities are site need and supervisor driven.   |
| <b>Timeframe</b>                | Has a specific duration. Many are 16 weeks long, but may be up to a year in length or intermittent.   | Open ended with the duration determined by employer or employee.                      | Length of time determined by volunteer.  |
| <b>Hours per Week</b>           | 20 or less (suggested) set hours per week for the duration.   | Determined by company and accepted by employee.                                       | Determined by site and volunteer.  |
| <b>Evaluation</b>               | Ongoing constructive feedback and structured evaluation by the supervisor or mentor is expected to assist the student in increasing technical skills and professionalism.   | Completion and outcome of tasks are evaluated based on company standards.             | Tasks are evaluated based on site standards.   |
| <b>Wage Guidelines and Laws</b> | Follows Fair Labor Standards Act Department of Labor Wage and Hourly Division guidelines*   | Follows Department of Labor Fair Labor Standards Act guidelines                       | Volunteer non-wages not regulated by law   |
| <b>Wages</b>                    | Paid or unpaid.<br><b>Paid</b> internships establish a reasonable balance between the intern's learning goals and the tasks of the employer. <b>Unpaid</b> interns must meet guidelines of the DOL Wage and Hourly Division.* | Paid  | Unpaid   |
| <b>ECC Credit or Non-Credit</b> | Credit or non-credit available  | Non-credit only   | Credit or non-credit available   |
| <b>ECC Contact</b>              | Michelle Allen<br>Internship Coordinator<br>847.214.7860<br>mallen@elgin.edu  | Strategic Partnerships & Experiential Learning<br>847.214.7454<br>workforce@elgin.edu | Amybeth Maurer<br>Director of Orientation and Student Life<br>847.214.7423<br>amaurer@elgin.edu  |

\*See US Department of Labor Wage and Hour Division Fact Sheet #71 <https://www.dol.gov/whd/regs/compliance/whdfs71.pdf>

# ELGIN COMMUNITY COLLEGE INTERNSHIP PROGRAM

## Is an intern right for you?

To determine if sponsoring an intern is the right choice for you and your organization, ask yourself the following questions:

1. Do you have a specific project, assignment or job that will provide a quality working and learning opportunity for an intern? Examples of specific projects or jobs include:
  - a. A social media competitive analysis with metrics of clients and/or competitors for a business or marketing major
  - b. A web analysis for an IT major
  - c. Accounts receivable processing for an accounting major
  - d. Summarizing and abstracting depositions and documentary evidence for a paralegal major
  - e. Running a CNC machine under supervision for a CNC student
2. Do you have a location for the intern to work?
3. Would you and your organization benefit from the latest technology, perspectives and relevant skills being taught in ECC's classrooms?
4. Do you have time to support a student, offer insight into your organization and allow participation in relevant meetings, events and functions?
5. Do you want a chance to evaluate future talent?
6. Do you have senior leadership buy-in?

If you answered yes to all of the questions, you are ready to sponsor an intern!

## Steps to Becoming an Internship Sponsor

1. Contact Michelle Allen, Internship Coordinator, at 847.214.7860 or [mallen@elgin.edu](mailto:mallen@elgin.edu), who works directly with skilled students.
2. Create an internship description covering scope of work and internship timeframe. The Internship Coordinator can assist you with this process or use the format on page four as a template.
3. The Internship coordinator will market and prepare students, forwarding qualified student resumes and/or cover letters for evaluation and interview.
4. Select and hire the intern.
5. Advise the Internship Coordinator of intern selection and complete the Internship Learning Agreement.
6. Orient the student on the first day emphasizing relevant company policies, procedures, and safety. A suggested orientation checklist is on page six.
7. Meet with the Internship Coordinator via phone or at your work location to assess the student's progress during the work term.
8. Complete a short verbal evaluation of the student's work at least every other week and a written evaluation at the end of the internship. A sample written evaluation is on page seven.
9. If any difficulties or concerns arise, immediately contact the Internship Coordinator who will work with you to resolve the issue.

# ELGIN COMMUNITY COLLEGE INTERNSHIP PROGRAM

## Elgin Community College Student Internship Position (suggested format)

Company name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Phone \_\_\_\_\_

Contact Person \_\_\_\_\_ Email \_\_\_\_\_

Internship position, duties and responsibilities:

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Technical skills, classes completed, and/or educational field required from student intern:

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Target start date \_\_\_\_\_ Internship duration \_\_\_\_\_ Hours required per week \_\_\_\_\_

Schedule       Fixed hours required: \_\_\_\_\_  Flexible

Wages           \$ \_\_\_ per hour     Stipend \$ \_\_\_    Unpaid/volunteer

Supervisor/mentor \_\_\_\_\_

Supervisor phone \_\_\_\_\_ Email \_\_\_\_\_

### Hiring Guidelines

Interns are subject to the same rules and regulations as your other employees. Interns should be advised at the beginning of the work experience of all policies governing employment conditions, hours of work, safety practices and procedures, and supervisor expectations.

The college provides all of its programs on a nondiscriminatory basis and is committed to providing full and equal access to all students.

# ELGIN COMMUNITY COLLEGE INTERNSHIP PROGRAM

## Student Wages

Elgin Community College endorses employment compensation for our students. Fair wages help students make a significant contribution to their own education and provide employers a more diverse intern applicant pool. A student's wages generally reflect his/her skill level, the complexity of the job, prevailing wages for the type of position, and applicable federal, state and local laws. The Department of Labor wage guidelines may be accessed at <https://www.dol.gov/whd/regs/compliance/whdfs71.pdf>

## Workers Compensation Insurance

When a student is hired for wages you, the employer, provide workers compensation insurance and liability coverage as you would for any other employee.

## Roles and Responsibilities

| <b>STUDENT INTERN</b>   | <b>INTERNSHIP COORDINATOR</b>   | <b>INTERN SUPERVISOR/MENTOR</b>   |
|---|---|---|
| Abide by company policies and all safety procedures   | Recruit qualified students  | Orient the student to all workplace expectations  |
| Arrive at agreed upon times and maintain regularly scheduled hours  | Screen student applicants to meet minimum employer qualifications     | Provide work experiences that relate to the student's educational studies and career goals            |
| Efficiently complete assigned duties  | Facilitate contact between employer and student applicants            | Maintain a safe, harassment and discrimination free workplace   |
| Create learning objectives for internship with assistance from internship coordinator                           | Facilitate development of measurable learning objectives with student | Provide feedback on student's work and progress toward learning objectives.                           |
| Act and dress professionally for their position. Arrange time off in advance.                                   | Assist intern or worksite supervisor with any questions or concerns.  | Meet informally with the internship coordinator during the work term to assess the student's progress |
| Complete Reflection Evaluation and submit it to the Internship Coordinator. Send 'Thank You' and update resume. | Coordinate completion and wrap-up of internship experience.           | Complete a formal written evaluation of the student's work upon completion.                           |

## **Intern Orientation Suggested Checklist**

### **Business Operations**

- Discuss your products and services, customers, goals, mission statement and philosophy
- Explain how the intern's role contributes to operations
- Explain the roles of other employees and how they contribute to the organization's success
- Provide directory of employee names and extensions and/or organizational structure

### **Administrative Policies**

- Advise of confidentiality policies
- Confirm business hours, break, lunch times and overtime policies
- Advise of staff or planning meetings
- Alert key personnel that interns are in a dual role as learner and employee contributor
- Encourage employees to share their expertise; incorporate a buddy or mentor system
- Provide overview of who does what
- Provide information on parking, restrooms, supplies, and workspace.

### **Performance Expectations**

- Review written internship description
- Define expectations of internship and related tasks
- Provide frequent, informal feedback
- Clearly identify inconsistencies in intern performance and make suggestions for improvement
- Conduct a written final performance review

### **Safety**

- Provide written copies of all company safety policies and procedures
- Show all safety-related locations and equipment

# ELGIN COMMUNITY COLLEGE INTERNSHIP PROGRAM

## Sample Evaluation

| KEY: 5 = OUTSTANDING 4 = VERY GOOD 3 = AVERAGE 2 = MARGINAL 1 = POOR N/A = NOT APPLICABLE |   |   |   |                          |                          |   |   |   |   |   |   |                          |   |
|---|---|---|---|--------------------------|--------------------------|---|---|---|---|---|---|--------------------------|---|
| 5   | 4 | 3 | 2 | 1                        | N/A                      | Quality of Work   | 5 | 4 | 3 | 2 | 1 | N/A                      | Communication Skills  |
|   |   |   |   | <input type="checkbox"/> | <input type="checkbox"/> | Produces acceptable work, is accurate and thorough                      |   |   |   |   |   | <input type="checkbox"/> | Accepts and responds appropriately to feedback and suggestions                            |
|   |   |   |   | <input type="checkbox"/> | <input type="checkbox"/> | Demonstrates progress in developing job specific skills                 |   |   |   |   |   | <input type="checkbox"/> | Demonstrates ability to communicate effectively with co-workers, supervisors, and clients |
|   |   |   |   | <input type="checkbox"/> | <input type="checkbox"/> | Performs duties in a timely and professional manner                     |   |   |   |   |   | <input type="checkbox"/> | Works well with others; contributes to team effort  |
|   |   |   |   | <input type="checkbox"/> | <input type="checkbox"/> | Looks for ways to improve, shows initiative                             |   |   |   |   |   | <input type="checkbox"/> | Understands and follows instructions  |
|   |   |   |   | <input type="checkbox"/> | <input type="checkbox"/> | Readily identifies problems and quickly corrects and/or finds solutions |   |   |   |   |   | <input type="checkbox"/> | Respects and works effectively with diverse individuals                                   |
|   |   |   |   | <input type="checkbox"/> | <input type="checkbox"/> | Deals with routine tasks efficiently                                    |   |   |   |   |   | <input type="checkbox"/> | Fits in to overall workplace environment  |
| 5   | 4 | 3 | 2 | 1                        | N/A                      | Professionalism/Work Ethic  | 5 | 4 | 3 | 2 | 1 | N/A                      | Overall Performance   |
|   |   |   |   | <input type="checkbox"/> | <input type="checkbox"/> | Manages time effectively and appropriately                              |   |   |   |   |   |                          | Was the student prepared academically to perform the responsibilities assigned?           |
|   |   |   |   | <input type="checkbox"/> | <input type="checkbox"/> | Demonstrates appropriate reading, writing, and information skills       |   |   |   |   |   |                          | If there was an opening, would you hire the student based upon their performance?         |
|   |   |   |   | <input type="checkbox"/> | <input type="checkbox"/> | Performs effectively under pressure                                     |   |   |   |   |   |                          | Overall grade for internship  |
|   |   |   |   | <input type="checkbox"/> | <input type="checkbox"/> | Consistently follows through on tasks                                   |   |   |   |   |   |                          |   |
|   |   |   |   | <input type="checkbox"/> | <input type="checkbox"/> | Uses technology and tools competently appropriate to the task           |   |   |   |   |   |                          |   |
|   |   |   |   | <input type="checkbox"/> | <input type="checkbox"/> | Dress and grooming are appropriate                                      |   |   |   |   |   |                          |   |
|   |   |   |   | <input type="checkbox"/> | <input type="checkbox"/> | Sought to add value and contribute to the organization when appropriate |   |   |   |   |   |                          |   |

Date \_\_\_\_\_ Student Name \_\_\_\_\_

Employer Supervisor/Mentor Name \_\_\_\_\_

Employer Supervisor/Mentor Signature \_\_\_\_\_

Email completed evaluation to [mallen@elgin.edu](mailto:mallen@elgin.edu)



# ELGIN COMMUNITY COLLEGE INTERNSHIP PROGRAM

## Elgin Community College Programs of Study

Accounting  
Administrative Office Assistant  
Applied Physical Science  
Art  
Automotive  
Aviation  
Behavioral Sciences  
    Anthropology/Archeology  
    Psychology  
    Sociology  
Biology  
Business  
Chemistry  
Clinical Laboratory  
    Tech/Phlebotomy  
Communication Design  
    Graphic Design  
    Video Production  
    Web Design  
Communications  
Computer Aided Design  
Computer and Information Sciences  
Criminal Justice  
Culinary Management  
    Baking  
    Hospitality  
    Pastry Arts  
Dental Assisting  
Education  
Emergency Medical Technology-Paramedic  
Energy Management  
Engineering  
English Composition  
Entrepreneurship  
Fire Science and Safety  
Geology  
Health and Wellness Management  
Heating, Ventilation, Air Conditioning and Refrigeration  
Histotechnology  
Human Services  
    Early Childhood Education  
Family Violence Counseling  
Substance Abuse Counseling  
Humanities  
Industrial Manufacturing  
    Technology  
    CNC  
    Tool and Die Molding  
IST/Maintenance Technology  
Journalism  
Languages  
    Chinese  
    French  
    German  
    Hindi  
    Italian  
    Japanese  
    Russian  
    Spanish  
Literature  
Management  
Marketing/Retail Management  
Massage Therapy  
Mathematics  
Medical Imaging  
Music  
Nursing  
Office Administration Technology  
Paralegal  
Physical Education  
Physical Therapist Assisting  
Physics  
Public Safety Communications  
Social Sciences  
    Economics  
    Geography  
    History  
    International Studies  
    Political Science  
Surgical Technology  
Theatre  
Truck Driving  
Welding

## ELGIN COMMUNITY COLLEGE INTERNSHIP PROGRAM

Thank you for considering Elgin Community College students in your organization's success plans. Our students are technically well prepared and look forward to building their work experience portfolio to become valued employees, business owners, and community members.

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elgin.edu/internships  
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