

# TC Internship Program



## Student Handbook



## TABLE OF CONTENTS

<b>Cover</b>	<b>1</b>
<b>Table of Contents</b>	<b>2</b>
<b>Taft College Internship Program</b>	<b>3</b>
Internship Program Details	4
Eligibility, Application, & Screening Process	6
Internship FAQ's- Frequently Asked Questions	8
<b>Cooperative Work Experience Education Program</b>	<b>10</b>
CWEE Program Details	11
CWEE FAQ's- Frequently Asked Questions	14

## **TAFT COLLEGE INTERNSHIP PROGRAM**

### **Internship Mission Statement**

The mission of Taft College Internship Program is to assist and prepare students in securing hands-on work experience related to their major and career goals, including navigating the job search, application, and interview process. The ultimate goal is to assure that students acquire the experience and skills needed to gain the competitive advantage upon entering the workforce.

### **Student Learning Outcomes**

Navigate the employment readiness process (job search, resume, cover letter, and interview).

Demonstrate appropriate work skills as evaluated by their employer.

## INTERNSHIP PROGRAM DETAILS

An internship allows you to make informed decisions about your career, enables you to build valuable networks/contacts, apply the skills and knowledge you have learned in the classroom, and even allows you the chance to make sure the particular career field is what you want to pursue. It involves collaborating with your college and employers to complete learning activities in the form of work tasks to earn college credit and gain insight into the real world of work. Internships may be paid or unpaid and students who complete an internship typically are more marketable and competitive in the job market upon graduation.

### Eligibility

- Be actively enrolled in courses the semester in which you apply for the opportunity
- Maintain a cumulative GPA of 2.0\*\*
- Positive Faculty Evaluation
- Have completed 2 semesters of college education\*\*\*
- Complete the Application and Screening Process

### Application & Screening Process

Visit the Taft College Internship Program webpage <http://www.taftcollege.edu/career-center/career-center/internship-program/> to complete the Student Interest Form and have a current or prior professor complete the Faculty Evaluation. Create a College Central Network account and upload/create Resume & Cover Letter. Then contact the TC Workforce Center at 661.763.7734 or [careerready@taftcollege.edu](mailto:careerready@taftcollege.edu) to schedule an appointment with a Career Counselor to complete the screening process which includes an orientation, resume tailoring, and mock interview.

### Timelines

Internships are slated to begin at specific times during school year (January, Mid-March, June, Beginning of August, and Mid-October). The deadlines for the Student Application (Interest Form, Faculty Evaluation, Resume, & Cover Letter) and Screening Process (Orientation, Resume Tailoring, & Mock Interview) can be found below.

Internship Start Date	Student Application Due	Screening Process Completed By
January Internships	December 1	December 15
Mid-March Internships	February 1	February 15
June Internships	April 1	April 15
August Internships	July 1	July 15
Mid-October Internship	September 1	September 15

### Time Commitment

Internships may be part-time or full-time. The total hours will be set by the internship provider. Students will then enroll in 1-3 units of Work Experience per semester. For each unit a student is

enrolled, student must ensure that they complete at least 60 hours (if unpaid) or 75 hours (if paid) for each enrolled unit over the duration of the semester.

Units	Min. PAID hours required	Min. UNPAID hours required
1	75	60
2	150	120
3	225	180

### Internship Length

Internship length varies by needs of employer and semester offered. Since internships are offered through a college course beyond worksite hours, naturally the internship start and end dates surround the length of the semester. Interns may begin working their internship hours upon registration and registration may occur a month or more before the term starts.

Internship Start Date	Internship Minimum Length	Internship Maximum Length
January	4 weeks	16 weeks
Mid-March	4 weeks	10 weeks
June	4 weeks	12 weeks
August	4 weeks	16 weeks
Mid-October	4 weeks	10 weeks

### Finding an Internship

Students who complete the application and screening process will work directly with the TC Workforce Center to locate internship opportunities.

Students may search for current Taft College internships and apply online through the College Central Network, TC Online Job Board.

Students are strongly encouraged to research and apply to internships on their own and if accepted, use the WKEX Work Experience courses to earn college credit. One method of doing so is by searching the Internet for the specific company or industry you are interested in and looking for a link to an internship page.

### I have secured an internship, now what?

- 1) Log on to your Cougar Tracks account and add the appropriate Work Experience course. The appropriate Work Experience course occurs during the same timeframe as your internship. You will be initially added to the waitlist.
- 2) Complete the CWEE Student Information Form.
- 3) Once you complete the first steps, the Workforce Center office will grant permission to move from waitlist to adding the course.

## INTERNSHIP ELIGIBILITY, APPLICATION, & SCREENING PROCESS

Internships are slated to begin at specific times during school year (January, Mid-March, June, Beginning of August, and Mid-October). The deadlines for the Student Application (Interest Form, Faculty Evaluation, Resume, & Cover Letter) and Screening Process (Orientation, Resume Tailoring, & Mock Interview) can be found below.

Internship Start Date	Student Application Due	Screening Process Completed By
January Internships	December 1	December 15
Mid-March Internships	February 1	February 15
June Internships	April 1	April 15
August Internships	July 1	July 15
Mid-October Internship	September 1	September 15

### Eligibility

To be eligible\* for the Taft College Internship Program:

- Be actively enrolled in courses the semester in which you apply for the opportunity
- Maintain a cumulative GPA of 2.0\*\*
- Positive Faculty Evaluation
- Have completed 2 semesters of college education\*\*\*
- Complete the application and screening process
  - Application process- Student Interest Form, Faculty Evaluation, Resume & Cover Letter Submission
  - Screening process- Orientation, Resume Tailoring, Mock Interview

Once placed in internship, must enroll in the appropriate WKEX Work Experience course, which is an independent study course where student sets three learning objectives to achieve during the internship, provides weekly updates, and a final project. Students will earn 1-3 degree applicable elective units for completion of the WKEX course. (1 unit per every 75 paid hours of work OR 60 unpaid hours of work, up to 3 units.)

*\*Eligibility does not guarantee placement.*

*\*\* Internships may require a higher GPA; TC Internship Program eligibility guidelines are a minimum and may be increased based on specific internships requirements.*

*\*\*\*If student is an ideal candidate, possessing all the skills sought after by internship provider, this requirement may be waived.*

### Application Process

#### *Student Interest Form*

Visit our Internship Program webpage <http://www.taftcollege.edu/career-center/career-center/internship-program/> and complete the Student Interest Form, which will provide the

Workforce Center with your basic information which will allow us to ensure you are eligible for an internship.

### *Faculty Evaluation*

Students who have positive classroom performance and behavior have a greater likelihood of being successful during an internship. In efforts to ensure you are prepared to make a great impression during your internship, please visit our Internship Program webpage <http://www.taftcollege.edu/career-center/career-center/internship-program/> and have one of your current or prior professors complete the Faculty Evaluation Form, which will rate you in various areas of professionalism and skillset.

### *Resume & Cover Letter*

A resume allows the Workforce Center and employer to understand your qualifications for an internship. Visit College Central Network at <https://www.collegecentral.com/taftcollege/Student.cfm> and upload or create a resume using the templates provided. Create a cover letter using Microsoft Word which outlines your career goals, educational goals, your internship goals. During the Internship Orientation with your Career Counselor, you will be taught how to tailor your resume and cover letter.

Once you submit the Student Interest Form, Faculty Evaluation, Cover Letter, and Resume, contact the Workforce Center at 661.763.7734 or [careerready@taftcollege.edu](mailto:careerready@taftcollege.edu) to schedule an appointment with the Career Counselor to complete the screening process.

### **Screening Process**

After completing the internship application process, you will meet with the Career Counselor to complete the screening process which includes reviewing your application, an orientation, resume tailoring, and mock interview. The screening process takes about 2 hours to complete and may require “homework” and a follow-up visit.

*Orientation-* The orientation includes conversations about students’ career, educational, and internship goals, as well as the expectations and requirements of participating in a Taft College Internship.

*Resume Tailoring-* Students will be taught how to tailor their resume using a job description, ensuring keywords and pertinent information is included, which will increase their chances at being selected for an internship, as well as their employability after their Taft College experience.

*Mock Interview-* Students will be taught how to answer questions using the STAR Method, a structured manner of responding to a behavioral-based interview question by discussing the specific situation, task, action, and result of the situation you are describing.

Once a student successfully completes the application and screening process, the Workforce Center will work with the student to obtain and secure internship placement. Once placed, the student must enroll in the appropriate **Cooperative Work Experience** course (WKEX).

## INTERNSHIP FAQ's -- FREQUENTLY ASKED QUESTIONS

### Are internships paid or unpaid?

Internships may be paid or unpaid. Compensation is determined by the internship provider. Students get to select which internships they apply for.

### Are internships part-time or full-time?

Internships may be part-time or full-time, determined by the internship provider. Internships occurring during the Fall and Spring semester are typically part-time. Internships occurring during the Summer are typically full-time.

### How long do internships last?

The duration of the internship is determined by the internship provider. Internships typically are at least 8 weeks and do not normally exceed 16 weeks.

### How do I apply for an internship?

Visit the Taft College Internship website <http://www.taftcollege.edu/career-center/career-center/internship-program/> and complete the application (Student Interest Form, Faculty Evaluation, Resume & Cover Letter Submission) and screening process (Orientation, Resume Tailoring, Mock Interview).

### Are there deadlines to apply for an internship?

Internship Start Date	Student Application Due	Screening Process Completed By
January Internships	December 1	December 15
Mid-March Internships	February 1	February 15
June Internships	April 1	April 15
August Internships	July 1	July 15
Mid-October Internship	September 1	September 15

### Can I get credit for an internship that I have already done?

No. You may only receive credit for an internship that you are actively working.

### Can I complete more than one internship in a semester?

Students are typically limited to one internship per semester. However, if you successfully complete an internship within the semester and another arises, you may be eligible to apply. These situations will be handled on a case to case basis.

### Can I change internships?

Once a student accepts an internship, they have committed to fulfill the expectations of that opportunity. You will have support from the Workforce Center to coach you through the experience if an issues arise.



### **Can I continue to work after the semester is over?**

If you are participating in an unpaid internship, you are required to be enrolled in a Work Experience course to receive workers compensation coverage. This means if you chose to continue working you must register for another Work Experience course during the next semester. Please note that there are a limitations to the number of Work Experience units you can take during your college experience. If you have exhausted your repeats of Work Experience and met the maximum units to be awarded deeming you unable to register for the course, it is a good time for you to approach the employer to consider hiring you, even if only temporary.

### **What if I don't meet the Taft College Internship Program eligibility requirements?**

Students who do not meet eligibility requirements will be provided the opportunity to work with a Career Counselor to create an action plan and activities that will strengthen the areas that need work.

### **What if I accept an internship but another opportunity comes along?**

Once a student accepts an internship, they become ineligible for other internships until they complete the one they committed to. The internship process includes fostering professionalism and positive habits and keeping a formal commitment is important.

### **What if I begin my internship and decide I don't want to do it?**

If at any time in the process you begin to question your commitment to the internship, please contact your Career Counselor immediately so that your options can be discussed. A key component of internships is learning work-life balance, how to work in different environments with different personalities and varying expectations. Taft College provides support so that you can learn to work through challenges. Each situation is unique and the decision made will be in the best interest of the student. That being said, students who do not fulfill their internship commitment or who receive a negative evaluation from their employer, will likely be ineligible for Taft College internships in the future.

### **How many hours will I work?**

Internships may be part-time or full-time. The total hours will be set by the internship provider. Students will then enroll in 1-3 units of Work Experience per semester. For each unit a student is enrolled, student must ensure that they complete at least 60 hours (if unpaid) or 75 hours (if paid) for each enrolled unit over the duration of the semester.

<b>Units</b>	<b>Min. PAID hours required</b>	<b>Min. UNPAID hours required</b>
1	75	60
2	150	120
3	225	180

## **COOPERATIVE WORK EXPERIENCE EDUCATION**

### **Mission Statement**

Cooperative Work Experience Education (CWEE) is an *academic program* in which students earn college credit for *what they learn while working* at paid jobs or as volunteers (even if self-employed). Students, with the guidance of their work supervisor and CWEE instructor/coordinator, set their own Learning Objectives, which they fulfill during the semester. Learning Objectives are the "heart" of the program. They define what and how a student will learn on the job during the semester. By developing and achieving Learning Objectives, students are able to demonstrate to their supervisors their ability to learn and grow, and increase the student's value as an employee.

### **Student Learning Outcomes**

Students will be able to characterize a good working relationship.

Students will be able to adjust behavioral responses to stressful situations.

## PROGRAM DETAILS

Cooperative Work Experience Education (CWEE) is an *academic program* in which students earn college credit for *what they learn while working* at paid jobs or as volunteers (even if self-employed). Students, with the guidance of their work supervisor and CWEE instructor/coordinator, set their own Learning Objectives, which they fulfill during the semester. Learning Objectives are the "heart" of the program. They define what and how a student will learn on the job during the semester. By developing and achieving Learning Objectives, students are able to demonstrate to their supervisors their ability to learn and grow, and increase the student's value as an employee.

### Eligibility

Taft College students who are currently employed or who have secured a paid or unpaid internship or volunteer opportunity are eligible to enroll in a CWEE course. Students must have the support and commitment of their supervisor. CWEE does not secure employment or internship/volunteer placement for students. Students seeking employment or internship/volunteer opportunities should visit [CCN](#)-- the Taft College Job Board or contact the Taft College Workforce Center at [CareerReady@taftcollege.edu](mailto:CareerReady@taftcollege.edu).

### Application Process

If you are a Taft College student interested in earning degree applicable, non-transferable units for what you learn on the job and you have the support/commitment of your supervisor, complete the CWEE [Student Data Form](#) found on the Work Experience webpage. Next, add yourself to the WKEX 1014 General Work Experience course (waitlist) using Cougar Tracks at [www.taftcollege.edu](http://www.taftcollege.edu). Await an email from the CWEE Coordinator confirming your ability to move from Waitlist to Enrolled and solidify your orientation time/date for the first week of school. Prior to your on-campus orientation during the first week of school, meet with your supervisor and review the *Letter to Employer* and complete the *Learning Station Agreement Form* (see *Required Forms* section of webpage). This course requires the commitment and support of your supervisor. If they do not agree to helping you set objectives, meeting with me for an onsite consultation, and signing off on all of the legally required paperwork, you are unable to take this course. Bring the completed/signed Learning Station Agreement Form to your orientation.

### Timelines\*

Work Experience Course Start Date	Student Data Form Due	On-Campus Orientations	Onsite Consultations
January	December 15	Mid-January	Late January
Mid-March	February 15	Mid-March	Late March
June	May 15	Early June	Mid-June
August	July 15	Mid-August	Late August
Mid-October	September 15	Mid-October	Late October

*\*Tentative and may change without notice*

### **Time Commitment**

Time commitment varies based on number of units enrolled. Students may enroll in 1-3 units of Work Experience per semester. For each unit a student is enrolled, student must ensure that they complete at least 60 hours (if unpaid) or 75 hours (if paid) for each enrolled unit over the duration of the semester.

<b>Units</b>	<b>Min. PAID hours required</b>	<b>Min. UNPAID hours required</b>
1	75	60
2	150	120
3	225	180

### **Course Length**

Work Experience course length may vary from 4 weeks to 16 weeks. Please refer to Cougar Tracks course schedule to verify specific course length.

### **Course Requirements**

#### *Student Data Form*

Students must provide details of their education and employment via the Student Data Form. This allows CWEE Coordinator to verify employment and confirm student is eligible for a CWEE course.

#### *Learning Station Agreement*

Prior to your on-campus orientation during the first week of the course, meet with your supervisor and review the attached *Letter to Employer* and complete the attached *Learning Station Agreement Form*. This course requires the commitment and support of your supervisor. If they do not agree to helping you set objectives, meeting with me for an onsite consultation, and signing off on all of the legally required paperwork, you are unable to take this course. Bring the completed/signed Learning Station Agreement Form to your orientation.

#### *On-Campus Orientation*

During the first week of the course, attend an on-campus orientation, submit your Learning Station Agreement, review course syllabus, discuss expectations of the course, and confirm your onsite consultation date/time where we will establish learning objectives with you and your supervisor at your place of employment during the second or third week of school.

#### *Onsite Consultation*

During the second or third week of school, meet with your CWEE Instructor and supervisor at your place of employment to draft your Learning Objectives Contract.

### *Learning Objectives Contract*

This document is the heart of the program, outlining your goals for the course, how you will complete them, and how they will be measured. Progress towards these objectives will be evaluated at mid-term and at the conclusion of these course. In order to pass this course, students must make acceptable progress towards or complete each learning objective set.

### *Evaluations*

Students and employer/supervisor will evaluate the students' skills and SLO's at the beginning, middle, and end of the Work Experience course. The instructor will review these evaluations and factor them in to the grade awarded in this course.

### *Timesheet*

Students must maintain a timesheet documenting the hours worked throughout the semester. This timesheet must be verified by the employer/supervisor and student via signature upon completion of the course. Minimum hour requirements for CWEE courses are set by the state (see below). Students who fail to meet minimum hour requirements will not pass the course.

<b>Units</b>	<b>Min. PAID hours required</b>	<b>Min. UNPAID hours required</b>
1	75	60
2	150	120
3	225	180

## **CWEE FAQ's -- FREQUENTLY ASKED QUESTIONS**

### **What is Work Experience?**

Work Experience is a Taft College program aimed at helping currently employed students or students working as volunteers or interns become better employees while providing them the opportunity to earn degree applicable elective units during their typical work hours. This is an independent study course, which means students do not have specific set hours that they are required to come to a physical classroom to learn but do have required activities that they must complete by deadlines.

Students participating in the TC WKEX program will attend a required orientation during the first week of the course which will provide an overview of the syllabus and expectations. The second or third week of the course will include a required onsite consultation at the students' place of employment with the student, supervisor, and WKEX course instructor to set the on-the-job learning objectives that the student will achieve during the semester. The remainder of the course will be conducted using an online Canvas classroom shell. Required course activities include: completion of the required forms (Student Information, Learning Objectives Contract, Learning Station Agreement, Self-Evaluations, Employer Evaluations, and Timesheet), a reflection paper on your experience, and an updated resume.

Students will be awarded units based on the number of paid or unpaid hours they complete between the date that they enroll in the Work Experience course and the date the semester ends. Students' grade will be determined by evaluation results.

### **Do I have to come to campus for the Work Experience Course?**

Yes. There is a mandatory on-campus orientation during the first week of the session. However, the remaining requirements of the course can be completed online through Canvas.

### **Are Work Experience Units transferable?**

WKEX 1014 General Work Experience units are non-transferable but count as Taft College degree applicable elective units. Please consult your education plan and/or Counselor prior to enrolling in a Work Experience course.

### **Can I get credit for work that I have already done?**

No. Only hours worked during the time a student is enrolled in the WKEX course may count towards the course.

### **I am not employed and do not have an internship, can I take a WKEX course?**

No. Only Taft College students who are currently employed or have secured an internship are eligible for this course. Students seeking employment or internship/volunteer opportunities should visit [CCN](#)-- the Taft College Job Board or contact the Taft College Workforce Center at [CareerReady@taftcollege.edu](mailto:CareerReady@taftcollege.edu).

### **What if I have a change in employment or supervisor during this course?**

Any changes in employment or work hours must be reported immediately so that we can make adjustments, if possible. These situations will be handled on a case to case basis.

### **Are there specific meetings times each week?**

No, but there are specific deadlines that need to be met. There is flexibility allowing you options on when you complete the requirements.

### **I want to take a WKEX course, but am not sure what to do?**

If you are a Taft College student interested in earning degree applicable, non-transferable units for what you learn on the job and you have the support/commitment of your supervisor, complete the CWEE [Student Data Form](#) found on the Work Experience webpage. Next, add yourself to the WKEX 1014 General Work Experience course (waitlist) using Cougar Tracks at [www.taftcollege.edu](http://www.taftcollege.edu). Await an email from the CWEE Coordinator confirming your ability to move from Waitlist to Enrolled and solidify your orientation time/date for the first week of school. Prior to your on-campus orientation during the first week of school, meet with your supervisor and review the *Letter to Employer* and complete the *Learning Station Agreement Form* (see *Required Forms on Work Experience webpage*). This course requires the commitment and support of your supervisor. If they do not agree to helping you set objectives, meeting with me for an onsite consultation, and signing off on all of the legally required paperwork, you are unable to take this course. Bring the completed/signed Learning Station Agreement Form to your orientation.