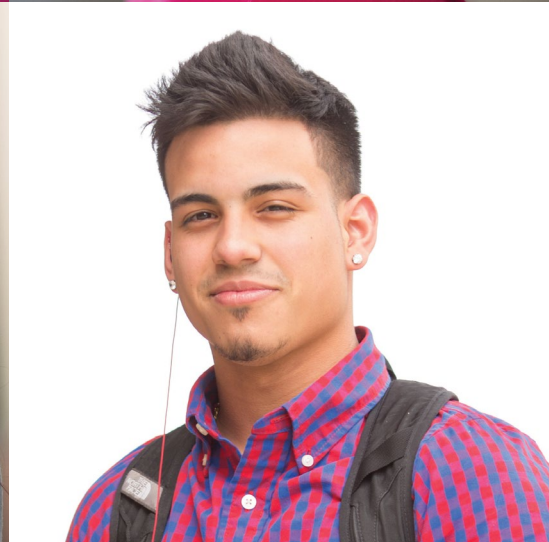


# EMPLOYER INTERNSHIP GUIDE



**NORTHAMPTON**  
COMMUNITY COLLEGE



## PART 1:

# STUDENT SPOTLIGHT

**N**orthampton Community College students make great candidates for internships! We are confident that you will find not only highly qualified talent, but motivated individuals who will bring new, diverse perspectives to your company. It's hard to define the typical NCC student. Among our three campuses, we are home to career changers, veterans, first-generation college students, international students, visiting students, and of course, traditional age college students looking to earn an Associate's degree and/or transfer to a four-year institution. See our student snapshot below for more details.

## WHY CHOOSE AN NCC STUDENT?

As a community college, most of our students call Northampton and Monroe County home. They are not just looking for internships in the local community, but full-time jobs upon graduation. This can create a local pipeline for employers looking to find talent early, invest in them, and successfully recruit/promote them to full-time roles. NCC students value the relationships they form with supervisors and mentors throughout their internships, and they're often willing to maintain that connection through summer opportunities, second internships, and part-time jobs. We know our diverse, hardworking, and driven students will make great additions to your team!

## NCC AT A GLANCE

**9,800** Total Students



### OVER 100 ACADEMIC PROGRAMS/MAJORS

- **51%** Students in Transfer Programs
- **39.6%** Students in Career Programs
- **9.4%** Other (dual enrollment/visiting students)



### STUDENT DIVERSITY

- **54.5%** White
- **43.1%** Ethnic Minority
- **1%** International
- **1.4%** Unknown



### COUNTY OF RESIDENCE

- **56.4%** Northampton
- **22.3%** Monroe
- **21.3%** Other



### NONTRADITIONAL STUDENTS

- Average age of students: **24.75**
- Adult students (over 24): **33.3%**



### FINANCIAL AID STATISTICS

- **40.8%** of students Pell eligible
- **60%** of students receiving financial aid



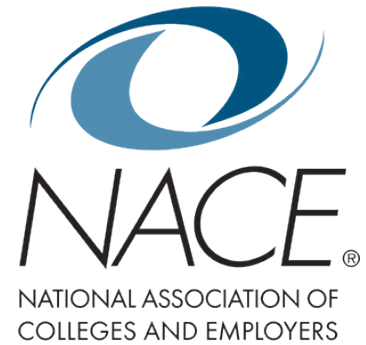
## PART 2:

# WHAT IS AN INTERNSHIP?

## THE NATIONAL ASSOCIATION OF COLLEGES AND EMPLOYERS

When it comes to defining an internship, Northampton Community College adheres to the guidelines of the National Association of Colleges and Employers (NACE). NACE defines an internship as:

- **The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.**
- **The skills or knowledge learned must be transferable to other employment settings.**
- **The experience has a defined beginning and end and a job description with desired qualifications.**
- **There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.**
- **There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.**
- **There is routine feedback by the experienced supervisor.**
- **There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.**



In addition to NACE's internship definition, NACE lists eight skill areas, or competencies, that students should explore and develop through coursework and experiential learning. Supervisors who can foster skill development in these eight areas help their interns to become more employable.



# COMPETENCIES FOR A CAREER-READY WORKFORCE



## CAREER & SELF DEVELOPMENT

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.



## COMMUNICATION

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.



## CRITICAL THINKING

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.



## EQUITY & INCLUSION

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.



## LEADERSHIP

Recognize and capitalize on personal and team strengths to achieve organizational goals.



## PROFESSIONALISM

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.



## TEAMWORK

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.



## TECHNOLOGY

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.



## What Is Career Readiness?

Career readiness is a foundation from which to demonstrate requisite core competencies that broadly prepare the college educated for success in the workplace and lifelong career management.

## PART 2:

# KEY ELEMENTS CHARACTERISTICS OF AN INTERNSHIP

## 1 EMPHASIS ON STUDENT LEARNING

- The purpose of an internship is to enhance student learning through real world applications.
- The internship should be structured around the intern's learning goals.
  - Try to connect projects and assignments to the intern's goals.
- There should be a reasonable balance between the intern's learning goals and the specific work an organization needs done:
  - **50%** Independent Projects & Tasks (based on learning goals!)
  - **30%** Shadowing Professionals, Attending Meetings, Learning Systems/Platforms
  - **20%** Busy work (filing, answering calls, mailing, scheduling)

## Students appreciate their internships!

*"I recently joined the Camelback Resorts team taking on skills that'll enhance my business knowledge. Joining this company was completely my choice and in fact a full-on investment within myself. Better yet, this was an investment for my future."*

— Ariana Ortiz, Camelback Resorts

*"Internships have proved to be an essential part of my undergraduate studies. The internships I have taken part in have shown me the real-world applications of the courses I have studied and have strengthened my want to go into the field of Computer Science after graduation. I have been able to develop a distinct skillset in my field while also networking with individuals that work in the fields that I hope to go into."*

—Fernando Peralta,  
The Alliance for Sustainable Communities,  
Lehigh Valley

## 2 EXPERT SUPERVISOR/MENTOR

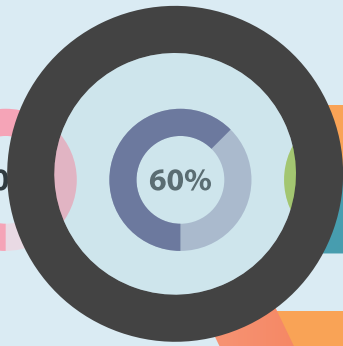
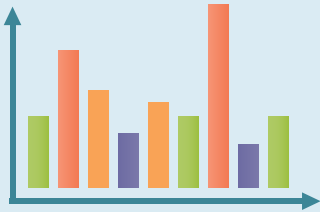
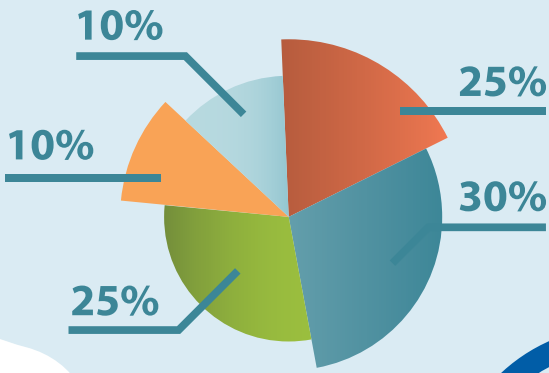
- The intern must be supervised by an expert in the industry; expertise is defined by having the relevant educational and/or professional experience.
- The supervisor should be accessible throughout the internship and provide regular one-on-one time to discuss learning goals and the intern's progress.
- The supervisor will provide routine feedback to the student, as well as formal evaluations through NCC's Handshake platform.
- A good supervisor should have a passion for teaching and mentoring! This is an opportunity to prepare the next generation of employees in your field or industry.

## 3 AN INTERNSHIP IS NOT:

- A replacement for the duties and responsibilities of a regular employee. Instead, the intern should support existing work/projects by offering new perspective.
- A part-time job or volunteer work.
  - The dynamic between supervisor and intern is NOT the same as boss and employee. It should be a comfortable relationship where learning is the key goal and focus for both individuals.
- Busy work. While filing, answering phones, and running errands may be part of the experience, busy work should make up no more than 20% of the intern's duties.

## 4 SITE SPECIFIC DETAILS

- May be part-time or full-time.
- Length of internship may vary from six weeks to six months, but generally serves as a one-time experience.
- May be paid or unpaid.
- May be part of an educational program for academic credit or may be done solely for the experience.
- May be a virtual experience or may be on-site.



## PART 3:

# THE NORTHAMPTON COMMUNITY COLLEGE INTERNSHIP PROCESS

## 1 JOIN HANDSHAKE

### Create an Account

Visit [https://northampton.joinhandshake.com/employer\\_registrations/new](https://northampton.joinhandshake.com/employer_registrations/new) and follow the instructions for creating a free Handshake account. If you already have a Handshake account, please search for and add Northampton Community College under the Schools tab in the left-hand navigation bar. If you have any trouble creating an account, please contact NCC for a direct sign-up link.

### List Job/Internship Vacancies

After creating your Handshake account, you will be able to post job and internship openings to NCC students. Navigate to the “Job Posting” tab to add your vacancy; you’ll be asked to provide a job description, logistics, pay, requirements, how to apply, and other details. Your posting will be reviewed by the Career Center within three business days. Once approved, the position will be visible to NCC students and alumni.

### Download Student Resumes and Schedule Interviews

If you allow students to apply for jobs and internships through Handshake, don’t forget to follow up! Be sure to review their applications, resumes, and notify them if you’d like to schedule an interview or if they have not been selected for the position. As you develop your trust score on Handshake, a tool that rates employers based on profiles completeness, valid web address, and interactions with institutions, you will be able to search and filter for students based on desired qualifications, majors, and skills.





Part-Time • Internship

# NCC On-Campus Internship: Career Ambassador, Center for Career Development



**Northampton Community College: Center for Career Development**  
Northampton Area Community College, Bethlehem, Pennsylvania 18020, United States and 1 more

## About the role

Application deadline	Posted date	Seasonal role
<b>July 30, 2021 5:00 PM</b>	<b>May 4, 2021</b>	<b>(8/16/21 - 5/13/22)</b>
Estimated salary	US work authorization	
<b>\$9.00 Per hour</b>	<b>Accepts OPT/CPT</b>	

## Role Description

### Job Summary:

The NCC Center for Career Development provides direct support and resources to students throughout their career journey, from career exploration and choosing a major to finding a job upon graduation. Career Ambassadors will support to the Center for Career Development in a variety of tasks related to the organization and its mission. Career Ambassadors will provide peer career counseling. Ambassadors will address questions from students, employers, faculty, and staff interacting with office. Ambassadors will also assist in promoting events, resources, and learning opportunities to NCC students. Career Ambassadors will work 10-15 hours per week (flexible based on student's academic schedule).

### Job Duties:

- Provide exceptional customer service to office visitors.
- Provide peer career counseling (Training will be provided):
- Educate peers on using Center for Career Development resources including Handshake, Blackboard, Optimal Resume, and Focus2.
- Provide feedback on student resumes, cover letters, and online profiles.
- Conduct mock interviews and provide suggestions for improvements.
- Assist in marketing events for the Center for Career Development.
- Create, manage, and maintain relevant social media accounts.
- Create informational flyers and distribute among campus.
- Assist employers and community partners in connecting with NCC via Handshake.
- Assist in maintenance and organization of First Impressions Boutique.
- Some administrative duties including appointment scheduling, filing, and record keeping.

### Skills and Qualifications:

- Major in Business Administration, Business Management, Communication Studies, Education, Psychology, or Social Work.
- Creativity and a drive to help students.
- Possess excellent verbal and written communication skills, including typing speed/accuracy.
- Ability to prioritize work and manage time effectively.
- Attention to detail and problem-solving skills.
- Proficient in Microsoft Office suite/applications.
- Some administrative and/or assistance experience.

Descriptive name for the internship—grab the student's attention

### Logistics:

- Include the time commitment/schedule.
- NCC students are most likely to look for paid internships ranging from \$9-\$15 per hour.
- Is it location bound or remote?

About the company: What will the intern be exposed to? What will they gain?

Responsibilities: What work/projects with the student work on? Define their role.

Student requirements: Major, class year, GPA, skills and abilities, systems and platforms.

## 2 INTERNSHIP PAPERWORK PROCESS:

### PRE-INTERNSHIP: YOU WILL RECEIVE TWO EMAILS THAT REQUIRE ACTION

#### 1. Email from Handshake

An e-mail from Handshake to confirm the internship offer will be sent to the student you have selected.

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#### 2. Email from NCC

An email from NCC to sign the Internship Agreement Form. Must be signed prior to student's first day.

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### DURING INTERNSHIP

#### 1. Learning Objectives

During a one-on-one meeting review your intern's learning objectives and commit to a learning plan. The site supervisor needs to review and sign off on the student's learning objectives.

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#### 2. Evaluations

You'll receive an email from Handshake to complete

- Student's mid-term evaluation.
  - Student's final evaluation.
- 

#### 3. Site Visits

As NCC continues to grow the internship program, we are excited to engage in site visits! The internship manager will coordinate with the intern supervisor to visit at least once throughout the experience.

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#### 4. Sample Timeline of an Internship

##### Pre-internship

##### 1-2 weeks before the start date

Communicate with your intern need-to-know topics ahead of time. Consider things like parking, where the student should report, time of arrival, lunch, office attire, and any other relevant information. Prior to the intern's first day, you'll also want to create a designated space for them to work and obtain any materials they'll need (desk, computer, email address, key files).

##### Orientation

##### First 1-2 weeks of internship

Your intern should have some sort of orientation period. This can include face-to-face training, or materials for the intern to review independently. In your orientation, you may want to include: tour of the facility; introduction to key partners; the organization's structure, mission, goals, and values; key policies; required training for tasks,

equipment, and platforms; safety training. Review your intern's learning objectives and commit to a learning agenda.

##### Regular one-on-one meetings

##### 1st week and then regularly after

In your first one-on-one meeting, you'll want to define your intern's role and responsibilities. Set aside time to regularly meet with your intern (weekly or bi-weekly recommended) in order to discuss the intern's progress.

##### Assigning Tasks & Projects:

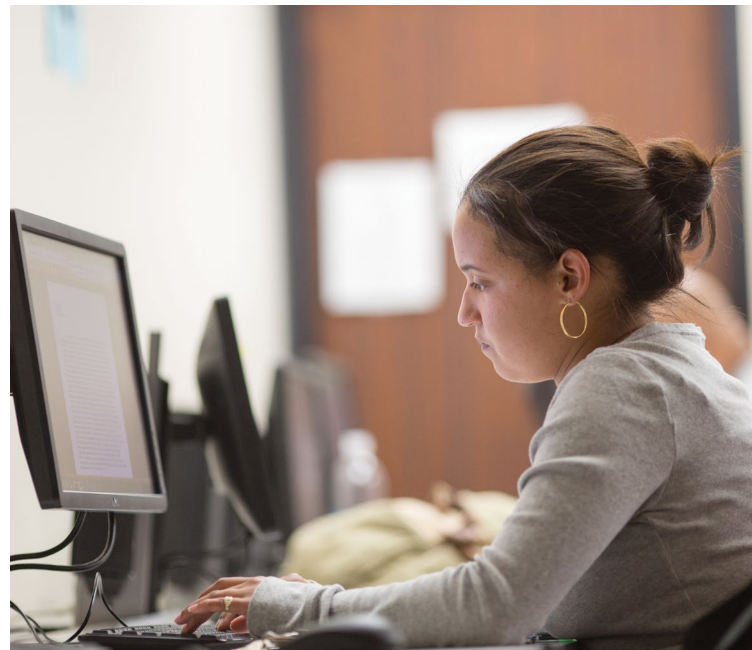
##### Week 3 – end of internship

Outline regular tasks the intern should complete throughout the experience. Slowly introduce a variety of short-term and long-term projects. Consider the intern's goals, skills, and abilities when assigning meaningful, challenging, and engaging work. Track the intern's progress and address concerns/obstacles at your regular one-on-one meetings.

##### Evaluations:

##### Mid-term and end-of-term

Submit the intern's evaluation through the Handshake evaluation feature. You will be notified when it is time to evaluate your intern. We encourage you to discuss your evaluations with the student in your one-on-one meetings.



## PART 4:

# KEY POLICIES TO CONSIDER

## TITLE IX & STUDENT GRIEVANCES

It's important for all employers who host student interns to understand that Title IX rights follow them off campus to their internship. Title IX states that, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." We strongly recommend that all employers use the enclosed offer letter for student internships and include the language surrounding Title IX.

Students are provided education and training on their rights, types of harassment in the workplace, and steps to take if they experience any inappropriate conduct at their internship site. If you would like to see the information provided to students, please contact the Center for Career Development and we will be happy to provide a copy. Similarly, if students experience any uncomfortable incidents or have issues of less severity, we instruct them to:

1. Document the incident, including details and surrounding context.
2. Contact their internship supervisor at the college.
3. Speak to someone in HR at their internship site.  
When our office is contacted about any grievances, we will immediately reach out to the Intern Supervisor at your company. We will share the student's concern and ask for you to speak with any employees involved to get their input on the issue. Our goal is to work towards a solution and resolve the matter.

The FLSA does not require compensation for their work.

## THE TEST FOR UNPAID INTERNS AND STUDENTS

Courts have used the "primary beneficiary test" to determine whether an intern or student is, in fact, an employee under the FLSA.<sup>2</sup> Courts have identified the following seven factors as part of the test:

1. The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee—and vice versa.
2. The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.



3. The extent to which the internship is tied to the intern's formal education program by integrated coursework or the receipt of academic credit.
4. The extent to which the internship accommodates the intern's academic commitments by corresponding to the academic calendar.
5. The extent to which the internship's duration is limited to the period in which the internship provides the intern with beneficial learning.
6. The extent to which the intern's work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
7. The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

No single factor is determinative. Accordingly, whether an intern or student is an employee under the FLSA necessarily depends on the unique circumstances of each case.

If analysis of these circumstances reveals that an intern or student is actually an employee, then he or she is entitled to both minimum wage and overtime pay under the FLSA.

## REFERENCES

- La Lopa, Joseph (2019). *What Students, Internship Coordinators Need to Know about Title IX*. CEIA Experience Magazine
- LSU Olinde Career Center. (2020). *Employer Internship Resource Guide*.
- LSU Olinde Career Center. (2020). *Employer Recruitment Guide*.
- Muhlenberg College. (2018). *Muhlenberg College Internship Guide for Employer Partners*.
- U.S. Department of Labor. (2018, January). *Fact Sheet #71: Internship Programs Under the Fair Labor Standards Act*. Retrieved from <https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships>

# APENDECIES



## INTERNSHIP AGREEMENT FORM

This internship agreement (the "Agreement") will confirm the terms and conditions of your Internship with \_\_\_\_\_(Company) located at \_\_\_\_\_.

- 1) I accept the Internship which has been awarded to me by \_\_\_\_\_ (Company) and understand the following:
  - (a) This internship period will be for a \_\_\_\_\_ week period or a total of \_\_\_\_\_ hours;
  - (b) The Company will pay me \$ \_\_\_\_\_ /per hour for my internship; if unpaid, initial here \_\_\_\_\_; (c) Northampton Community College does not exercise supervision over my internship with the Company while I am on site; the Company will be the sole supervisor of all aspects of the internship while on site;
  - (d) Northampton Community College will provide liability insurance for the student intern during the duration of the internship. The Company accepts no responsibility for liability arising from accidents and/or illness incurred during my internship, including but not limited to costs, damages, expenses, and counsel fees. Other than as specifically set forth herein, Northampton Community College accepts no responsibility for liability arising from accidents and/or illness incurred during my internship, including but not limited to costs, damages, expenses, and counsel fees;
  - (e) If required by the organization, I will provide verification of medical coverage;
  - (f) I am not eligible to apply for, or be appointed to any other employment position or job within the Company during the period of my internship;
  - (g) The Company is not seeking any engagement of employment with me after the completion of this internship, and the Company will not be responsible to provide any expenditure in case of unemployment;
  - (h) I am not a full-time employee of the Company and confirm that I am employed on a part-time basis only; and
  - (i) I am subject to all required background checks and/or local, state, and federal payroll withholding requirements of the organization.
- 2) I undertake the following obligations with respect to the Company Internship Program:
  - (a) To observe all applicable rules, regulations, instructions, procedures and directives of the Company as described in the Employee Handbook;
  - (b) To refrain from any conduct that is incompatible with the goals, procedures, reputation and objectives of the Company;
  - (c) Any work I produce, all intellectual property rights including but not limited to copyrights arising from it will belong to the Company. At the end of my internship, I shall return any and all Company owned materials to Company in a timely manner;
  - (d) I shall keep confidential any and all unpublished information made known to me by the Company or Company's department during the course of my internship that I know or should have known has not been made public, and except with the explicit authorization of the Company, shall not publish any reports or papers on the basis of such confidential information obtained during the internship, both during and after the completion of my internship;
  - (e) To provide the Company with a copy of all materials/assignments prepared during my internship;
  - (f) To provide immediate written notice in case of illness or circumstances which prevent me from completing the internship; and
  - (g) To complete the Student Evaluation of Internship Form at the end of my internship and to submit it to my internship supervisor and the Internship Office at Northampton Community College.
- 3) I undertake the following obligations with respect to the Internship Program with Northampton Community College:
  - (a) To complete and submit to Northampton Community College all written and/or oral assignments during my internship, including, but not limited to, journals and experience summary.
- 4) I represent that I am a legal adult and have read and fully understand this Agreement. I have had the opportunity to have this Agreement explained to me. I acknowledge that, in the middle of a global pandemic, there is a risk that by engaging in an internship with the Company, I may contact a dangerous virus or other health condition, and I accept this risk. I hereby agree to indemnify and hold harmless and do hereby release, acquit, and forever discharge Northampton Community College and all of its officers, employees, agents, representatives, and assigns, from any and all claims, actions, or causes of action which I now have, or which may hereafter accrue, whether known or unknown, arising out of or in any way resulting from my internship with the Company during the COVID-19 pandemic. Should a student participate in-person at an internship site, they must adhere to current state and local COVID-19 directives, plus CDC guidelines.

Internee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Printed Name: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_

College Designee: \_\_\_\_\_ Date: \_\_\_\_\_

*NCC does not discriminate against any person in employment or educational opportunities because of race, color, religion, age, national origin, ancestry, sex, sexual orientation, sexual preference, gender identity, or based on an individual's actual or perceived disability, or on a person's association with a person with a disability. For more information regarding civil rights or grievance procedures, students may contact Karen Angeny, Executive Director of Human Resources, at 610.861.5460, or kangeny@northampton*



## CHECKLIST FOR BEGINNING AN INTERNSHIP PROGRAM?

New to building an internship program? No problem! Use the checklist below as a guide to creating an internship that serves both the student and your company.

### PHASE 1: PREPARATION

- Create a job description.
- Understand legal aspects of an internship program.
- Check in with your human resources and legal departments.
- Explore NCC majors and determine relevancy online at <https://www.northampton.edu/academics/programs-and-majors.htm>.
- Set a location (organizational and physical) for the intern.
- Determine a minimum hour requirement.
- Decide on the number of interns needed.
- Choose a supervisor and/or mentor.
- Set pay or pay range.

### PHASE 2: RECRUITMENT

- Post on Handshake.
- Connect with NCC Career Center for special requests and additional help.
- Consider attending career events.
- Identify key NCC departmental contacts.

### PHASE 3: SCREENING AND SELECTION

- Narrow down your candidate field.
- Begin the interview process.
- Extend an offer and begin NCC paperwork process.

### PHASE 4: ONBOARDING

- Prepare an inclusive atmosphere.
- Plan ways to keep the intern challenged.

### PHASE 5: EVALUATION AND REFLECTION

- Evaluate using a holistic approach (mid-term and final evaluations).
- Regularly provide feedback and direction to the intern.
- Assess the internship program.



## SAMPLE EMPLOYER OFFER LETTER

April 15, 20XX

Sam Spartan  
125 East Way Boulevard  
Allentown, PA 18109

RE: Internship Offer

Dear Sam Spartan,

On behalf of Accounting Partners of America, I am excited to extend an offer to you for an internship position as an Audit Intern within our Accounting department. This position is located in Bethlehem, Pennsylvania.

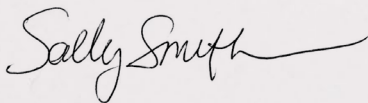
The position will begin on May 15, 20XX and will be a 4 month position expected to end on August 15, 20XX. The schedule for this position is Monday-Friday from 8 a.m. to 3:30 pm EDT. This position will pay \$15 per hour. As a temporary employee in the role of an intern, you will not be eligible for any company-sponsored benefits. In this role, you will report directly to Karen Fernandez. This offer is contingent upon the successful completion of a background check and drug test. Please be sure to bring two forms of ID, your SSN, tax filing preferences, a voided check and your bank account information with you on your first day to complete your profile.

The internship with the company is “at-will,” which means that either the student or the company may terminate your internship at any time, with or without cause and with or without notice. By accepting this offer, the student acknowledges that they understand participation in this program is not an offer of employment, and successful completion of the program does not entitle them to an employment offer.

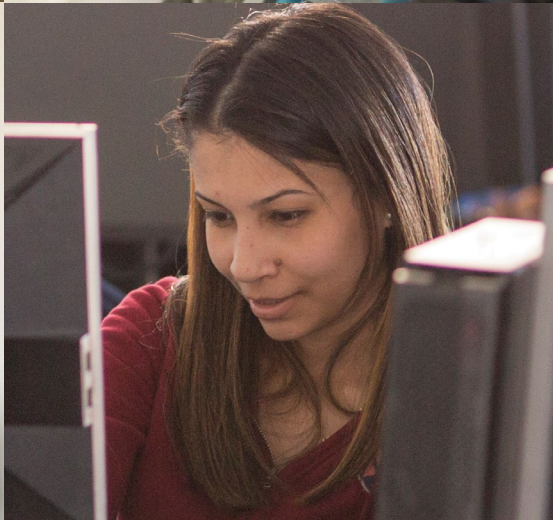
We are aware that Title IX states that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance.” Since an internship is considered an off-campus academic activity we will be sure to safeguard the students Title IX rights during the student’s internship with our company.

Please let me know if you have any questions. We are delighted to have you working with our Accounting Department this summer.

Sincerely,



Sally Smith  
Human Resource Manager  
Accounting Partners of America  
ssmith@apa.com  
610-391-2889



NCC does not discriminate against any person in employment or educational opportunities because of race, color, religion, age, national origin, ancestry, sex, sexual orientation, or based on an individual's actual or perceived disability, or on a person's association with a person with a disability.

## **NORTHAMPTON** COMMUNITY COLLEGE

Bethlehem Campus  
College Center 250  
610-861-5344

Monroe Campus  
Keystone Hall 108  
570-369-1871

Email: [careers@northampton.edu](mailto:careers@northampton.edu)  
[www.northampton.edu/careers](http://www.northampton.edu/careers)

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[linkedin.com/groups/1667837](https://linkedin.com/groups/1667837)