



NCC'S INTERNSHIP CERTIFICATE PROGRAM

NCC's Center for Career Development awards a certificate to students who have completed their internship. Additional incentives are given to the student with the highest level of participation. Use the check list below to help you throughout the internship process.

ACADEMIC QUALIFICATIONS

- 2.5 GPA
- Completed 2 major courses OR 24 credits

SEEKING AN INTERNSHIP

- Submit Internship Interest Form.
- Join Internship Information Session.
- Meet with Internship Manager
- Create a resume and review feedback.
- Internship Experience modules on Blackboard.
- Participate in networking events, such as job shadows, informational interview, job fairs, etc.

BEFORE STARTING AN INTERNSHIP

- Request internship through Handshake Experience.
- Sign required forms for the Internship Manager.
- Submit all required forms to employer. Forms may vary according to the employer.

DURING THE INTERNSHIP

- Submit weekly timesheet and reflections on Blackboard.
- Complete mid-term evaluation with site supervisor.
- Site visit with Internship Manager.
- Continue with Internship Experience modules on Blackboard.

END OF INTERNSHIP

- Schedule wrap up meeting with Internship Manager.
- Complete final evaluations with site supervisor.
- 1-2 page reflection paper on Blackboard.

? WHAT IS AN INTERNSHIP AND WHY SHOULD YOU DO ONE?

An internship is a type of experiential learning that allows you to apply knowledge, skills, and values learned in the classroom to real life experiences in the workplace environment. This hands-on experience allows you to work for a short time in your major/field of interest under the guidance of a supervisor. The best part of an internship—it's centered around YOU! As the intern, you will shape your experience based on your interests, what goals you want to achieve, and which skills to practice. Your supervisor will assign tasks and projects accordingly. Internships can sharpen your employability skills, shape your career trajectory, expand your professional network, boost your resume, and bolster your chances of securing a good job after graduation.



Another great part of doing an internship—you won't be alone! As an NCC student, you'll have the support of your academic faculty, staff members in the Center for Career Development, and your site supervisor. Unlike a part-time job or volunteer experience, you will have an advocate in the Internship Manager who will ensure that your internship experience is engaging, valuable, and learning centered. An internship serves as the bridge between being a student and being an employee. This is a chance to truly test out your field of interest while having the NCC Career Center on your side!

SEEKING AN INTERNSHIP

Joining
Handshake
northampton.joinhandshake.com

Handshake is a platform designed to help guide you through your career search journey. No matter whether you know exactly what kinds of opportunities you're seeking or you're just starting out, Handshake has the tools to take you where you want to go. Find your next answer, mentor, inspiration, and job – all on Handshake.

Profile: As an NCC student, you already have an account on Handshake, you just have to activate it! You will do this by going to northampton.joinhandshake.com. Log in using your NCC student e-mail and password. Be sure to complete your profile by updating your information, setting your work preferences, as well as uploading a resume and a professional headshot. This will increase your chances of hearing from an employer!

Search and Apply: Use the “Jobs” tab to find internships. You can select filters, such as part-time or full-time, location, and paid or unpaid. You can even use the label filter to search internships based on your area of study. You can apply to internships through Handshake. NCC’s Career Center strongly encourages students to also apply for the internship on the company’s external website.

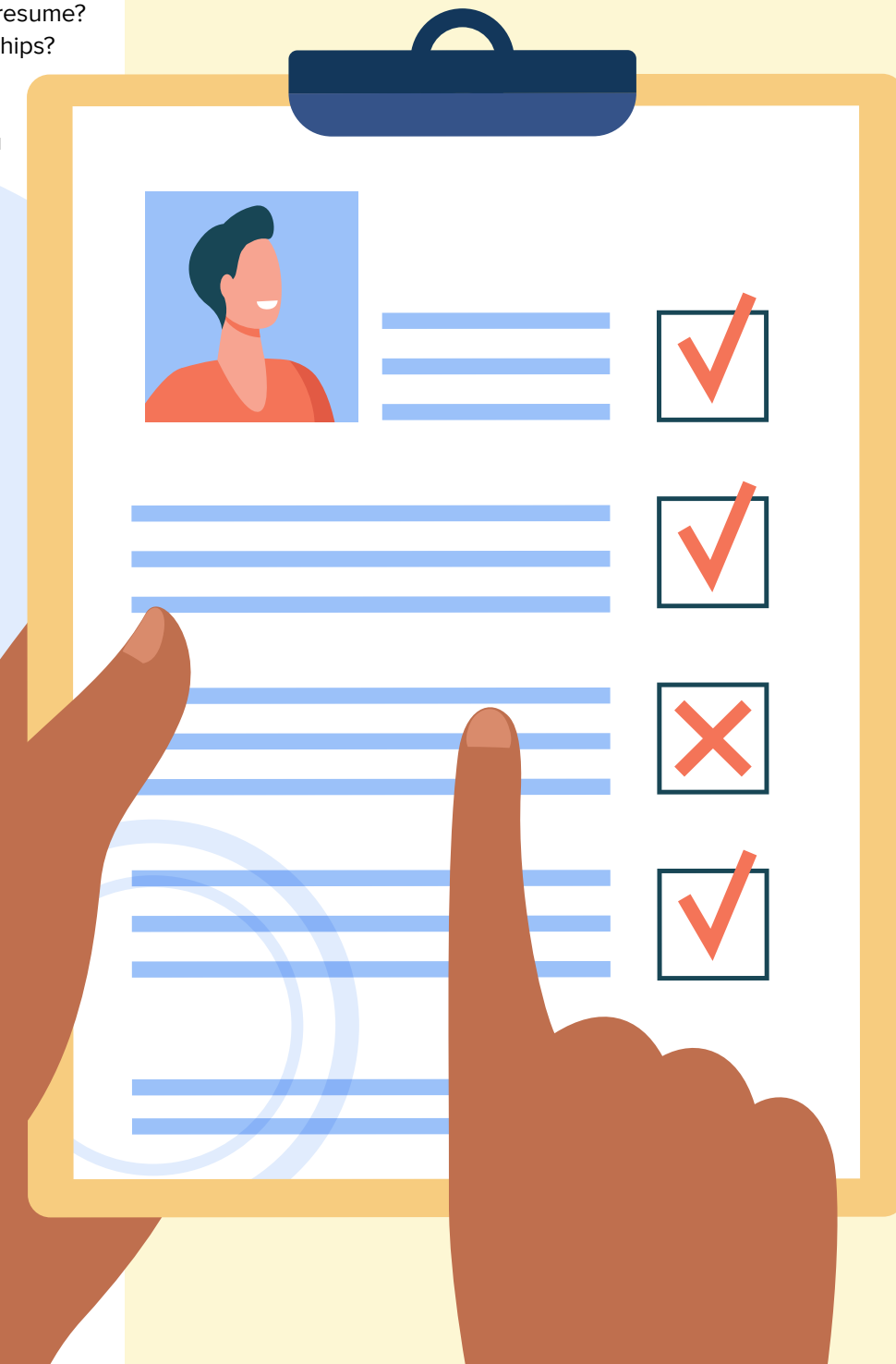
INTERNSHIP EXPERIENCE COURSE

The Internship Experience course is your internship preparation module on Blackboard. You can enroll in this course as early as your first semester! This self-paced module will walk you through developing your professional image, create professional documents (such as your resume) and become comfortable with interviewing. It’ll help you answer questions like: How do I organize a resume? How do I connect with employers for internships? How do I introduce myself to employees at my dream job? This module will begin your professional identity in order to prepare you for an internship experience.

SCHEDULE AN APPOINTMENT WITH THE INTERNSHIP MANAGER!




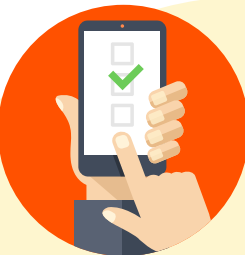
Creating a resume and searching for an internship can be daunting tasks. Be sure to schedule a meeting with the Internship Manager. This can connect you to internships that aren’t posted online, financial resources, micro-internship opportunities, informational interviews, and much more! To schedule an appointment, e-mail careers@northampton.edu.



BEFORE STARTING AN INTERNSHIP

REQUESTING A HANDSHAKE EXPERIENCE

 It's important to notify the Internship Manager once you receive an internship offer. You can do this by requesting an Experience on Handshake. This request will walk you through a 3 part questionnaire. Once you submit this request, it will be sent to both the Internship Manager and the supervisor for approval. By requesting an Experience through Handshake, your supervisor will receive mid-term and final evaluation forms to complete.



NECESSARY INTERNSHIP FORMS

Once your Handshake Experience is approved, you will receive via e-mail the necessary forms to sign digitally. These forms include the Student Agreement Form (which provides liability insurance—a plus!) as well as the Student Code of Conduct. These forms will be sent to your supervisor to sign. Information regarding Title IX will also be provided. Please note, the protections covered by Title IX will be extended to the internship site. Once all this is completed, you're ready for day one!

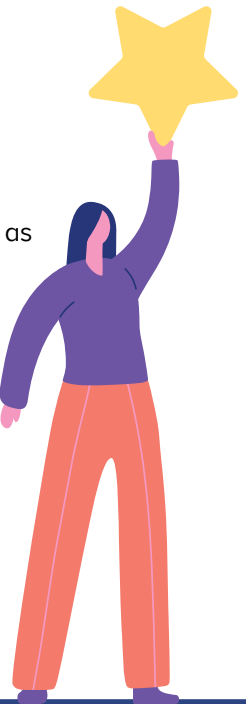
FOLLOW THESE STEPS TO REQUEST AN EXPERIENCE:

- 1 Log into your student Handshake account.
- 2 Click on "Northampton Community College Career Center"
- 3 Choose the "Experiences" tab and select "Request an Experience."
- 4 Carefully answer the questions and provide your supervisor's contact information. The Career Center will use the information you provide to contact your internship site and send required paperwork.
- 5 The Internship Manager and your supervisor must approve your experience prior to your first day. Please keep in mind your request may be denied if you do not provide accurate information, or if the Career Center determines the internship site to be unsatisfactory. Our mission at the Career Center is to ensure all students have a productive, safe, and enriching internship experience.

DURING & AFTER AN INTERNSHIP

During your internship, you will continue with the Internship Experience course on Blackboard. The course includes weekly timesheets, reflection sheets, a mid-term and final evaluations, and a final paper. These reflection tools will supplement your learning and can be beneficial to refer back to when updating a resume or interviewing for a job. The Internship Manager will coordinate a time to visit you and your site supervisor at the internship site to hear more about the experience.

Be sure to notify the Internship Manager as your internship is coming to an end. You will be instructed to begin gathering final evaluations, updating your resume and online profiles, and to schedule a final appointment if necessary.



THE SPARTAN INTERNSHIP CODE

You have spent the majority of your life being a student. You've probably mastered it by now, right? You know how to study, how to act in class, how to balance your personal life with your academics, how to ask for help, and much more. Interning is a different type of experience than being a student. For some, it might be your first time in a professional role. The Center for Career Development is happy to support you in this new adventure. Want to know what it takes to be a successful intern?

Think SPARTAN:

SINCERE

- Be true to yourself! The first step in making meaningful connections with your site supervisor and colleagues is to be sincere in your words and actions.

PROFESSIONALISM

- You are representing NCC throughout your internship. You are expected to maintain professionalism throughout your experience. This means keeping a positive attitude while working on tasks/projects, accepting constructive feedback, and always giving your best effort. You will not take personal calls, emails, texts, visitors, etc. while on site.
- To learn more about professionalism and career readiness, check out the National Associations of Colleges and Employees (NACE) 8 career-readiness competencies

APPEARANCE/ATTIRE

- You are expected to match the dress code of your internship site. Talk with you supervisor prior to your first day about dress code policies. When in doubt, aim for business casual!
- Have you heard about the First Impressions resource on campus? Talk to the Internship Manager to learn more about how to access free professional attire here on campus.

RELIABILITY

- You will follow through with all internship obligations and commitments outlined in the job description. This includes your agreed upon schedule/work hours, communication expectations, projects, and any other duties

assigned. You will meet all expectations outlined on the Internship Experience modules on Blackboard and remain in contact with the Internship Manager.

TRANSPARENT

- You will maintain honest communication with both your supervisor and the Internship Manager. Share your goals, opinions, thoughts, and concerns in a tactful manner. If you have serious concerns regarding your internship, contact the Internship Manager in order to address you concerns and create a positive internship experience.

ACCOUNTABILITY

- Take responsibility for your decisions and actions during your internship. Understand that breaking the internship code may result in consequences from both your supervisor and the Center for Career Development.

NETWORK

- Make the most of your time in the internship! This is your opportunity to solidify your career path, make connections in your field of interest, and build your resume with skills and experience. Stay focused on your goals and the skills you want to master and take the extra step to develop them! You are in the driver's seat of your career!



CAREER READINESS

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.

naceweb.org/career-readiness-competencies

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FREQUENTLY ASKED QUESTIONS

HOW DO I KNOW IF I'M READY TO DO AN INTERNSHIP?

The Career Center recommends a completion of 24 credits and/or 2 courses related to your major of study. It's also recommended you have a GPA of 2.5 or higher. These recommendations are in place to ensure you've confirmed a career interest, have foundational knowledge of the field, and you're excited to gain hands-on experience. If you're unsure about your major or career path, the Career Center can provide exploratory experiences such as assessments, job shadows, informational interviews, and volunteer positions.

CAN I DO AN INTERNSHIP FOR ACADEMIC CREDIT?

Check with your Success Navigator or an Academic Advisor to see if your academic program/major has a required or elective internship course. If you do not have an internship course built into your academic program, you are not eligible to receive academic credit.

WHERE CAN I FIND AN INTERNSHIP?

Begin your internship search by exploring NCC resources including Handshake, WorkDay, Parker Dewey, and the Employer Internship Database. Check in with the Internship Manager to learn about any positions exclusive to NCC students. You may also want to search public websites (i.e. LinkedIn, Indeed, or company websites). Don't forget about your network of friends, family, and faculty members who may have connections with employers!

MY INTERNSHIP IS UNPAID. HOW CAN I GET PAID FOR THE INTERNSHIP?

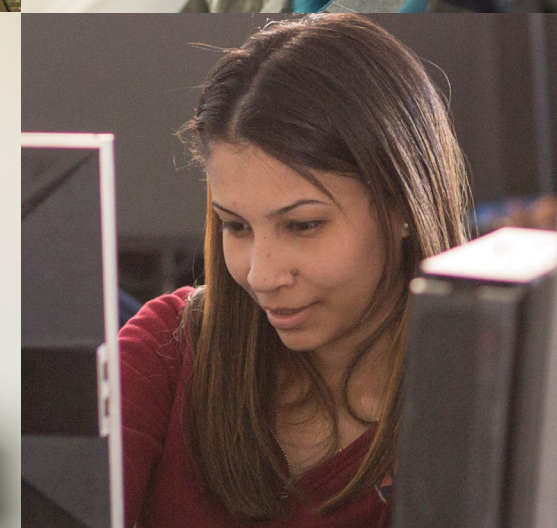
Many internships are unpaid opportunities. This can be challenging for those who are in financial need. If you experience this challenge, check with the Internship Manager to see if there are resources you may be eligible for.

WHEN IS THE BEST TIME TO DO AN INTERNSHIP?

This varies based on each student. If you feel comfortable balancing a part-time internship while studying full-time and juggling your other personal commitments, you may consider interning during the fall or spring semester. Full-time internships are typically completed in the summer or for students taking classes part-time.

WHAT ACTIVITIES WILL I DO IN AN INTERNSHIP?

Activities will vary from site to site. The job description will give you an overview of your responsibilities. Typically, you will learn the company's culture and help with their day-to-day operations. As you become more comfortable, you may take on higher level roles in individual or group projects. You'll gain the hands-on experience of working professionally in your field of interest. Your activities may also be dependent on what goals you have for the internship itself. Be sure to have open conversations with your supervisor regarding what activities you want to participate in and how the internship can be beneficial for you.



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.

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