

EMPLOYER INTERNSHIP INFORMATION

Welcome! We appreciate your interest in our students. The goal of our internship Program is to develop mutually beneficial partnerships with area employers that will allow our students to integrate theory with practical work experience while assisting businesses with their work endeavors.

What is an Internship?

An internship is a supervised career related work experience that allows students to apply the knowledge and skills learned in the classroom in a professional work environment. Internships are meant to enhance the student's educational background by providing opportunities for career exploration and development of industry specific skills while encouraging personal development.

Internship Benefits for Employers:

- Access to motivated workers with fresh ideas and perspectives.
- Short term workers with up to date knowledge of current trends and technology.
- Assistance with daily workload and support for special projects.
- Cost effective recruitment.
- Participation in the educational process and personal satisfaction in helping educate tomorrow's workforce.



How can an employer become involved in our internship program?

Hosting an intern does require some thought and pre-planning. Before you proceed, please consider the following:

- Where and how would you like to utilize the intern in your organization?
- What type of academic background and special skills would you like the intern to have?
- Will the learning/training experience provide meaningful assignments that will allow students to develop the skills and work behaviors associated with their career goals? Will it involve a variety of experiences, rather than repetitive busy work?
- Who will supervise the intern, assist them in accomplishing their learning objectives and complete any necessary paperwork?
- What would be the duties and responsibilities of the intern?
- Would you be willing to offer an hourly wage or stipend? Although compensation is not required, it is encouraged. Please refer to the U.S. Department of Labor Fair Labor Standards Act (www.dol.gov) for information regarding the criteria for unpaid internships.

Internship Timeframes and Hours

- Internships normally run concurrent with semesters: fall (mid August – mid December), spring (mid January – mid-May) or summer (mid May – mid August). Weekly hours will vary depending on the credits awarded and specific program requirements. Summer internships can involve additional hours.

Procedures for posting Internships

- Register as an employer on College Central Network: www.collegecentral.com/hacc
- You will receive an email reply that will include your password for logging onto the system within one to two business days.
- Contact the Career Services office at the nearest campus to schedule a site visit:
 - Gettysburg Campus: (717) 337-3855, x3076
 - Harrisburg Campus: (717) 780-2634 or 2522
 - Midtown Trade & Technology Center: (717) 221-1300, x1336
 - Lancaster Campus: (717) 358-2956
 - Lebanon Campus: (717) 270-6318
 - York Campus: Please contact the Harrisburg Campus



- During the site visit we will discuss your internship opportunity and HACC's academic program requirements to ensure the most appropriate internship fit.
- Develop a clear job description that accurately describes your expectations, the duties and responsibilities and the learning component of the internship.
- Your posting will be forwarded to the appropriate Department Chair or faculty for review and approval. All internships must be approved before going live on College Central Network. This is to ensure that the learning objectives for the internship course can be achieved.
- Once approved, your listing will go live on our website and can be reposted as needed. You will receive an email confirmation.
- Students interested in your internship will submit their resume to the contact listed in your posting.
- The selection process and final decision to hire is at your discretion.
- Once you have selected your intern, please expire your online posting.

Employer Responsibilities

- Provide a safe and appropriate working environment which complies with all federal and state affirmative action and equal employment opportunities.
- Familiarize the intern with the company's structure, policies and procedures. Help your intern feel a part of your organization.
- Adhere to all applicable sexual harassment laws, policies and procedures.
- Provide meaningful and challenging assignments for the intern closely related to their major, career goals and /or learning contract.
- Plan for effective supervision by designating an individual to act as the intern's supervisor / mentor-someone who can provide them with guidance and instruction and assist them in achieving their learning objectives.
- Encourage open lines of communication, offer consistent constructive feedback on performance.
- Assist in evaluating the student's work performance.
- Allow for an on-site visit by the student's internship course instructor.
- Contribute to the student's professional development by including them in staff meetings, organizational activities and offering networking opportunities.
- Communicate any problems or concerns to the student's internship course instructor.