



Internship Program Employer Timeline Process

_____ **Contact** the Career Pathway & Internship Coordinator, Alicia Camak at acamak@ncstatecollege.edu or

Call 419-755-4786

**Need more info? Visit our webpage at:*

<https://ncstatecollege.edu/internships>

**The Coordinator may schedule a site visit to learn more about your needs & environment.*

_____ **Email** an electronic version of the internship job description to acamak@ncstatecollege.edu

**See form "Developing an Effective Internship Description" if you need assistance.*

**If there are student candidates upfront (rare), you may receive resumes from students or Alicia.*

_____ **Post** your internship description on our campus site:

<https://www.collegecentral.com/ncstatecollege>

Update: Keep the Career Pathway & Internship Coordinator updated on any developments or interviews. If you do not receive student applications, we can refer you to our other regional university partners. If there are applicable candidates, you will receive resumes.

_____ Employer contacts the student candidate and schedules an interview.

_____ If employer hires, Coordinator/Student/Employer sign hire/learning agreement.

_____ Evaluation: mid-internship site visit & any applicable course evaluations at end of term.

Report your interns from our campus here: <https://tinyurl.com/ReportInternships>

FAQs

- North Central State College offers over 60 associate degrees and certificate programs. See our local campus websites or printed materials for a list of major curriculums or contact Coordinator.
- An internship is a temporary, valuable learning experience with a start date and an end date for each student.
- Not all students take internships for major credit, but if so, a faculty member may advise.
- Securing internships takes time for both student & employer. We encourage you to start the planning & the process now: 3 months to 1-year in advance. If you have not defined your internship, you are welcome to contact us about our current pool of candidates.
- Thank you for your support & interest in working with our students. **Contact the Coordinator for any upcoming networking events.**