

Internships



HOW DO I HIRE AN SMC STUDENT

1. Log onto www.smc.edu/hiresmc
2. Select “Create Account.”
3. Enter your registration information and create an Access ID.
(Please note, account request submissions are reviewed by our staff within 48- 72 hours of submission.)
4. If your account submission is approved you will receive an email notification confirming your Access ID and a link instructing you to create a Password.
5. Once your password has been created, you can log in to post the job and/or internship opportunities.

Employers that register for an account must have:

- a properly zoned local business address where supervised work will be conducted.
- a valid office phone number and web address.
- all required equipment for the students to use.
- offer an hourly rate, minimum wage or above for non-internship opportunities.
- a valid business license & carry liability insurance.
- no staffing agencies are accepted, as SMC Career Services Center staff provides job placement assistance.

HOW TO POST AN OPPORTUNITY FOR STUDENTS

1. Once you log into your account you will have the following options:
 - Registration – you may update your registration information and password here.
 - Job Board – you may post, edit, repost or expire job posting here.
 - Hiring Information – as we provide this posting service free of charge, we ask that in exchange you please report any hires you make here.
2. To post an opportunity please select the “Job Board”
3. Now select “Post a new job”.
4. After you fill out all of the required fields, at the bottom of the form select “save job posting”.
5. Please note that once again, all postings are reviewed by our staff within 48- 72 hours of submission.

Posting Tips:

- We ask that you do not select “student employment” as that category is reserved for Santa Monica College Department posting.
- We recommend including salary information.
- Finally, please note that you may adjust the applicant “submission deadline” to either extend or shorten the time frame in which students may apply.



DO STUDENTS HAVE TO TAKE AN INTERNSHIP CLASS?

- If students are international OR the internship is UNPAID, they must be enrolled in an internship course.
- If students are a domestic AND the internship is PAID, class credit is optional.

SMC SEMESTER DATES

Check SMC semester dates <https://www.smc.edu/administration/human-resources/district-calendar.php>

If a student chooses to receive class credit, whether the internship is paid or not:

- The internship hours must take place during the academic semester.
- Students internship hours will not count until the first day of the semester.
- All coursework and work hours must be completed by the conclusion of their internship course.
- If you wish to extend the internship, students must re-enroll in a course for the following semester and begin the new internship assignment on the first day of the semester.
- International F-I Students: Must receive approval from International Center prior to accepting internships.



INTERNSHIP CLASSES STUDENTS CAN CHOOSE FROM WITH EMPLOYER

Courses available by hours worked:

General Internship Classes	Unpaid Internship <u>Minimum</u> Work Hours Required (Per Semester)	Paid Internship <u>Minimum</u> Work Hours Required (Per Semester)	Approximate* hours of work per week-fall or spring
Counseling 90A 1 unit	60 hours	75 hours	4 hours for UNPAID 5 hours PAID
Counseling 90A 2 units	120 hours	150 hours	8 hours for UNPAID 10 hours PAID
Counseling 90A 3 units	180 hours	225 hours	12 hours for UNPAID 15 hours PAID
Counseling 90A 4 units	240 hours	300 hours	16 hours for UNPAID 20 hours PAID*

*International students cannot exceed 20/hours a week.

EMPLOYER RESPONSIBILITIES IF STUDENTS ENROLL IN INTERN CLASS

SEMESTER DATES AND HOURS:

- Ensure students are offered the hours agreed upon to satisfy their course requirement.
(International students cannot exceed 20/hours a week.)

LEARNING OBJECTIVES:

- Review and approve the student's three learning objectives (See sample Learning Agreements on the following pages)

INTERN EVALUATION FORM:

- An Intern Evaluation Form will be emailed to supervisors from Internship course instructors at the end of the semester. Supervisors will be asked to rate inter performance based on completion of learning objectives
Failure to return the evaluation form by the end of the semester will result in the intern receiving a “No Pass” grade.



SAMPLE LEARNING OBJECTIVES:

What will be learned?	How will it be learned?
I will learn how to create Excel spreadsheets.	I will observe my supervisor as he composes a press release. I will then create a mock press release on my own and review it with my supervisor. My supervisor will provide feedback and I will make the changes that were recommended. (Measurable Statement) I will write at least 5 additional mock press releases to perfect my skills. My supervisor will review my work. At the end of the internship, I will know how to effectively write press releases.
I will learn how to create content for social media accounts that matches the aesthetic of two brands I'm working on.	I will observe my supervisor create content for the social media channels Pinterest and Instagram. I will observe and take notes on how she creates the images and captions, before she schedules and posts them. Then I will create a sample post for Pinterest and Instagram for my supervisor to review. Feedback will be provided. Afterwards, I will schedule out a week's worth of content in advance for my supervisor's review and approval before posting the content on social media platforms. (Measurable Statement) I will create social media content throughout the duration of my internship. Upon completion, I will be proficient at creating and posting content on a variety of social media platforms.
I will learn how to improve my time management skills.	I will be given tasks to complete and will discuss the deadlines with my supervisor. I will set multiple project deadlines along the way to make sure I stay on track with my work assignments. I will keep in constant contact with my supervisor and provide updates on completed tasks. My supervisor will review my work and provide feedback on my work and time management skills. (Measurable Statement) I will continue to complete tasks in a timely manner throughout my internship. When the internship is ends, my time management skills will be refined

SAMPLE LEARNING OBJECTIVES (CONT):

What will be learned?	How will it be learned?
I will learn how to create and manage a website.	I will observe my supervisor when creating a website. Then I will build one website, modify it and make corrections based on my supervisor's feedback. I will keep improving the website until it is ready to go live. After the internship, I will know how to properly create and manage websites
I will learn database management.	I will watch my supervisor input client data. Then I will input data for two clients and ask my supervisor to review my work for accuracy and provide feedback. I will continue to accurately input client records into the database during my internship and my supervisor will review my work. At the culmination of my internship, I will know how to accurately record client data and how to manage a database.
I will learn how to calculate event expenses.	How will it be learned?: I will watch my supervisor calculate the costs of vendors and products for 2-3 events. I will project an estimated cost for two events and ask my supervisor to check my work for accuracy. My supervisor will provide feedback and I will make cost adjustments, if necessary. I will continue to work with my supervisor and determine event costs during my internship. By the end of the internship, I will know how to accurately project the cost of events.

STUDENT ELIGIBILITY

Please note. Not all students are eligible to enroll in the internship course.

Domestic Students

- ❑ **Must have completed 6 or more units in the previous semester with a 2.0 or higher.**

International Students

- ❑ **Must have met with the SMC Immigration specialist.**
- ❑ **Must have completed at least two consecutive academic semesters in full-time status.**
- ❑ **Must have maintained a GPA of at least 2.0 or higher**
- ❑ **Must be in good immigration status.**
- ❑ **Must be eligible for an internship as part of my academic program (Career Practical Training – CPT)**
OR
Must have completed an Associate of Arts or Associate of Science Degree at SMC and are eligible to apply or have applied for Optional Practical Training (OPT)

ONCE YOU MAKE AN OFFER TO A STUDENT WHAT HAPPENS?

1. The student applies to enroll in the internship class. The student must provide:
 - employer contact info
 - learning objectives
2. The instructor verifies student eligibility and emails the employer a learning contract with the learning objectives submitted by the student. The email will be sent to you from:
DEANNA GURROLA <adobesign@adobesign.com>
3. The employer signs the learning contract.
4. Once the paperwork is verified the instructor gives an add code to the student so they may enroll in the class and begin their internship.
5. The instructor emails the Intern Evaluation Form in the last 2-3 weeks of the semester. The email will come from **Gurrola_Deanna@smc.edu**.
6. The employer must complete the Intern Evaluation Form prior to the end of the semester for the student to pass their class.

QUESTIONS?

Reach Out to Career Services:

Phone: 310.434.4337

Email: careerservices@smc.edu

Webpage: www.smc.edu/internship

Thank you!

