

Lewis-Clark State College's Work to Learn Program

Internship Policy

1. Student must be in good academic standing.
2. Internship must be relevant to academic program.
3. Must be Jr., Sr., or member of business student club.
4. Internships will be graded on a pass/fail basis.

Why do an internship?

- ... to network, meet contacts who may be able to help you in the job market
- ... to get real-world experience, especially in your field
- ... to help actualize what you've learned in class
- ... to provide relevant experience for your resume
- ... to generate recommendations
- ... to give you an advantage in a job interview
- ... to get supervision and evaluation relative to performance
- ... to get exposure to practicing professionals

Business Division
500 8th Ave
Lewiston ID 83501
208-792-2293
<http://www.lcsc.edu/business>

Who is eligible?

You may apply for an internship if you are an LCSC Business student and in good academic standing?

What qualifies as an internship?

To qualify as an internship, the experience must meet three criteria;

1. *It must relate to your curriculum.*
You must demonstrate a direct relationship between the internship and the classes you have taken or plan to take.
2. *It must involve practical application of new skills.*
An internship must provide you with the opportunity to learn on the job, to acquire new skills and experience. It is not acceptable for you to merely be an observer.
3. *It must be supervised by a practitioner who is willing and able to evaluate progress.*
Both you and your supervisor must cooperate in developing a work plan outlining the scope of the internship and your respective responsibilities. As signatory of the Internship Contract, the supervisor accepts responsibility for teaching and guiding you.

Can I earn credit for my internship?

Yes. Prior to beginning your internship, you may register in the appropriate course (AC or BUS 494). Credits earned through internship may only be used as elective credits and internships do not substitute for other degree requirements.

Do I have to pay for an internship?

If you apply for credit, you must pay for the internship as you would for a regular class.

Do I get paid for my internship?

LCSC encourages paid internships. Students should understand, however, that the purpose of an internship is to gain experience, not to earn money. Even an unpaid internship offers many valuable benefits such as business contacts and practical job experience.

How do I set up an internship?

Students are responsible for setting up their own internship. Students should contact agencies with whom they would like to intern. Public sector and not-for-profit agencies are generally eager to accept interns for a semester.

Once an agency has agreed to sponsor you, you and your prospective supervisor need to fill out an internship contract, available in the Business Division office (ADM 2A).

If your contract is approved, you will be instructed on the internship reporting requirements and will be permitted to register in the appropriate course.

Am I graded on my internship?

Yes. Internships are graded on a pass/fail basis only. In order to receive a passing grade, you and your supervisor must submit all Progress Reports and Supervisor Evaluations properly signed. You may also be required to produce a journal or report of your internship experience to your faculty advisor.

For more information, contact:

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