



# WEE Employer Internship Checklist

## SETTING UP YOUR INTERNSHIP PROGRAM

### Confirm Stakeholders.

- Stakeholders may include human resources, IT, the person assigned to supervise/mentor the intern, and others who may be expected to work with, or are impacted by the intern's work.
- Make sure stakeholders are aware of the internship program, mentor, and the responsibilities intended for the intern to execute

### Select a Mentor

- The mentor should have the skills, knowledge and abilities in the area associated with the tasks the intern will perform.
- The mentor should be approachable, have patience, and the willingness to provide guidance.
- The mentor should also allow the intern to ask questions and foster a growth mindset for professional growth.

### Internship Hours

- The minimum hours are set by the State of California Education Code and are tied directly to the number of WEE-549 units the intern has requested from Enrollment Services.
- Your company should provide the intern with a minimum of 54 hours during the semester for an 18-week.
- The employer is not obligated to offer more than 54 hours for unpaid or paid internships.

### Create and Post Job Description on Handshake

MSJC has launched Handshake, our new Job Board for all your employment needs.

- Draft an exciting job description that will interest an intern.
- Highlight what they will learn and why they should work for your company. This is particularly important for unpaid internships.
- Please post your job description in Handshake.

### Time Frame

- Allow four to six weeks for WEE staff to recruit students for the internship.

## Preparing for the Intern

- The supervisor/mentor must agree to meet with the student and WEE faculty member at the start of the internship to establish a meaningful workplace project and learning objectives.
- Set a start date and end date for the intern to work.
- Provide a workspace, phone, computer, or essential resources to help the intern perform their duties.
- Establish a work schedule for the intern that is flexible and takes their educational commitment into account
- Provide a forum for the mentor to provide feedback with constructive criticism and encouragement.
- Contact the WEE office to report your hire. This will initiate an action on MSJC's end and put Worker's Compensation Insurance in place for unpaid interns.

## At the Conclusion of the Internship

- Schedule an exit interview with the intern.
- Evaluate the intern's achievements surrounding the established workplace project outline in the learning objectives with the provided employer evaluation form provided by the WEE office.
- Sign and date the WEE issued time sheet verifying hours completed by the intern.
- Consider providing a letter of recommendation if appropriate.