

NORTH SEATTLE COLLEGE  
 WORKFORCE INSTRUCTION  
 CWE INTERNSHIP APPROVAL FORM

<b>INSTRUCTIONS: Complete each field and submit to CWE Internship Faculty</b>	
Student Name and ID	
Degree/Certificate Program	
Organization/Business Name	
Type of Industry	
Address (use internship site address)	
Internship Start and End Dates	
Are dates flexible?	
Type of Internship (paid, unpaid, volunteer, special project with current employer)	
Internship Modality: In person, Remote or Hybrid	
Internship or Project Title	
Estimated Hours Per week	
Guaranteed Total Hours for internship (minimum 99)	
Intern Supervisor Name and Title	
Supervisor Contact Email	
Supervisor phone	
Description of duties (specific responsibilities, projects, tasks)	
Minimum required skills	
Description of on-the-job supervision	
List potential learning outcomes for student in this internship	
<p><b>LABOR REGULATIONS AND NON-DISCRIMINATION STATEMENT:</b></p> <p>* All internships must comply with Department of Labor wage and workplace standards. DOL requirements are listed on the <a href="https://www.dol.gov/wlbr">WA State Labor &amp; Industries</a> website. If internship is unpaid, internship must meet Federal Primary Beneficiary requirements which can be found at: <a href="https://www.dol.gov/whd/regs/compliance/whdfs71.htm">https://www.dol.gov/whd/regs/compliance/whdfs71.htm</a>. If the internship is unpaid, employers are encouraged to offer transportation assistance and/or pay for workers' compensation coverage.</p> <p>Non-Discrimination Policy: <i>Organizations posting internships and recruiting through North Seattle College certify that they are equal opportunity employers, offering opportunities without regard to race, ethnicity, color, religion, creed, national origin, sexual orientation, gender, age, marital status, or disability. The College reserves the right of refusal to employers/agencies who do not meet the above condition.</i></p> <p>Questions regarding the above information can be directed to the WFI Internship Office at <a href="mailto:NorthInternships@seattlecolleaes.edu">NorthInternships@seattlecolleaes.edu</a></p>	<p><b>Note to students:</b></p> <p>In addition to meeting program specific eligibility requirements, internships must:</p> <ul style="list-style-type: none"> <li>• Relate to area of study</li> <li>• Provide minimum hours to meet credit requirement (99-hour internship = 3 credits)</li> <li>• Minimum 8-week duration (Summer 6 weeks)</li> <li>• Start dates align with academic quarters</li> </ul> <p>Summer: June – August          Fall: September – December          Winter: January – March          Spring: April – June</p> <p><b>This Approval form is used to determine eligibility to register for Cooperative Work Experience internship credit only.</b></p>