

North Seattle College

Cooperative Work Experience Internships

All Students – FAQs

Q1 Does North Seattle College provide internship placement?

A. No. Students are expected to be able to find and apply for internships on their own. However, there is support and resources to assist students in finding appropriate internships. These include preparation classes and workshops, direct referral, career and employer events. Contact the internship office for more information.

Q2 Are internships paid?

A. Internships can be paid or unpaid, depending on the internship employer. Check the position announcement carefully for information about compensation. It should clearly indicate if an internship position is paid, and if so, what the rate is. If an internship is unpaid, it should offer an exceptional learning experience for the intern. If an internship is paid, the wage rate should be at least minimum wage.

Q3 Where can I find internships?

A. Seattle Colleges uses [Handshake](#), a job board where employers post both internship and jobs. All students and alumni can register using their seattlecolleges.edu email and use this site. In addition to these resources, check with staff in career and internship services and faculty in your program faculty for other leads.

Q4 How can I earn credit for an internship?

A. Credit is awarded by your academic institution. Check with your academic advisor to find out if you can apply internship credits toward your degree or certificate. If your program does not have internship as a requirement, you may be able to use elective credit for CWE internships. If you do decide you want to earn credit for your internship, the internship position must align with your area of study.

Q4 Can I do an internship for no credit?

A. Yes. Check the internship posting to make sure credit is not an eligibility requirement for that opportunity. If you do choose a no-credit internship, you will not have any academic requirements and can start your internship anytime and work any number of hours.

Q5 What are the number of hours an intern is expected to work each week?

- A. Internship hourly requirements vary by internship. Full-time internships are generally 30-40 hours per week and part-time internships 10-20 hours per week. Regardless of FT or PT, the hourly commitment should be clearly stated, and a schedule agreed to at the beginning of the internship.

Q6 How long are internships?

- A. Most internships are between 3 months (1 quarter) or 6 months (1 semester) long, although they can be longer. Some opportunities have flexible start and end dates, but all should have a beginning and an end.

Q7 Can I do an internship anytime?

- A. If you are doing an internship for no credit, there is no time or registration restriction. If you are earning credit, then the internship must align with the academic calendar to enable you to register for the internship course.

Q8 How can I find an internship that will turn into permanent employment?

- A. While there is no guarantee of permanent employment, many interns are offered permanent or extended positions after they complete the internship. Expanded offers of employment should be negotiated separately from the internship.

Required Internships – FAQs continued

Q1. I already have experience in this area. Can I get the internship requirement waived?

- A. You cannot waive the internship requirement, however, but if you have 3 or more years of midlevel or higher experience directly related to your degree, you can apply for a Prior Learning Assessment (PLA). Check the North Seattle webpage for more information on PLA's.

Q2. If internship is about getting work experience, why do we have to take a class?

- A. Academic institutions offering credit for internships must provide a mechanism for ensuring that the school's programmatic standards are met. The internship course provides a structure for students to verify work, hours, and activities during the internship. In addition, aligned class assignments factor into the grade the student receives for internship. CWE offers decimal grades for internship courses.

Q3. What if I can't find an internship?

- A. A successful search takes time, planning, and flexibility. Start looking early - at least 3 months ahead of when you want to do your internship. If you have questions or need help getting started, make an appointment to see an Internship Coordinator or Career specialist for

assistance. If you do not find an internship, you have options to complete a volunteer project or, if you are about to graduate, complete a Career Research Capstone.

Q4. Can I take the internship class more than once?

- A. You can take the internship course twice, but it is better to take it once and complete your internship. If you wanted to do a second internship, you can do one for experience rather than credit.

Q5. Can I do more than one internship at a time?

- A. Yes, with the instructor's approval. It will be more work as you will have to complete paperwork for both internships.

Q6. What if I don't finish my internship hours? Am I eligible for partial credit?

- A. No. Credit is either all or none. If you need time beyond the end of the quarter to finish your internship, options are available. Check with the Internship Faculty about incomplete grades.

Q7. Can I begin my internship before the quarter starts? If so, how early can I start?

- A. Students can begin an internship up to one month before the start of the quarter *if* they have approval from the internship faculty, early start paperwork is completed, and the student is registered in the appropriate course.

For additional information, email NorthInternships@seattlecolleges.edu

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