EMPLOYER FAQs

What are the benefits of employing an intern?
- Contribute to the success of the business through increased productivity.
- Frees up professional staff to pursue more creative projects.
- Gives the opportunity to evaluate prospective employees virtually risk free.
- Functions as flexible, cost-effective workforce without long-term commitments.
- Reduce recruitment and training costs.
- Offers a year-round source of motivated pre-professionals.
- Brings new and innovative ideas to an employer.
- Strengthens the bond with College of the Canyons and projects a favorable image in the community.
- Allows the employer the opportunity to have an impact on molding the lives of student interns.

Will you send me an intern immediately?
No. Internships are offered through an academic program, Cooperative Work Experience Education. Students earn college credit for an internship course, CWE-188; hence an intern may begin an internship at the start of each term. The CWEE staff needs upwards of eight weeks to identify a student to apply and not all internships get filled at the first recruitment. If you need an intern right away, consider securing an employee through a staffing agency.

How do I go about offering an internship?
Review the “Internship Check-List” and the “Internship Planning Chart” both found on CWEE website, www.canyons.edu/CWEE. If you are prepared to offer the minimum hours, someone to mentor the intern, and provide a meaningful learning experience, you are a likely candidate to offer an internship.

How many hours can an intern work?
Employers will be expected to provide the intern with a minimum of 60 hours per semester for an unpaid internship, and 75 hours per semester for a paid internship. The minimum hours are set by the state and are tied directly to the number of units the intern registers for. You can work out the details at the time you interview candidates. Interns unable to complete the hours may fail their internship class, impacting their academic career. Refer to the chart below for required hours.

<table>
<thead>
<tr>
<th>Units Enrolled</th>
<th>Unpaid Internships</th>
<th>Paid Internships</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>60 hours</td>
<td>75 hours</td>
</tr>
<tr>
<td>2</td>
<td>120 hours</td>
<td>150 hours</td>
</tr>
<tr>
<td>3</td>
<td>180 hours</td>
<td>225 hours</td>
</tr>
</tbody>
</table>
What kind of schedule can I expect an intern to work? Since interns attend college and have other life commitments, it’s wise to be flexible. Most employers provide a two day schedule such as “Tuesday and Thursday” and a few ask for a three day schedule such as “Monday, Wednesday and Friday.” It’s reasonable to ask for a 4-6 hour shift but ultimately the intern will identify a schedule they can work. If your hours are not flexible, write the schedule requirement in the job description.

How do I receive applications? CWEE facilitates the internship application process through an online database known as “My Jobs”. Employers create a company profile and post the internship job description. Students apply directly through “My Jobs” by submitting their resume. You will receive an email announcing a student is interested including the students resume.

Who contacts the student for interview arrangements? The employer contacts the student for an interview. Additionally, the employer notifies the student whether they have been selected for the internship; this includes regrets. Once you decide on a candidate, the employer must contact the CWEE office with the student’s name and anticipated start date at 661-362-3309 or internships@canyons.edu. This will initiate an action on our end to ensure the student enrolls in the appropriate CWE course, and, for unpaid interns, enrollment sets Workers Compensation Insurance in place.

What types of projects are best suited for interns? Employers should provide interns with opportunities to understand important concepts, develop essential skills, and apply what they learn in the classroom to real-world problems and opportunities in the workplace. Supervisors should offer challenging projects and tasks, which would be recognized within the business/industry as a valuable experience. Whenever possible the intern should be included in meetings and organization events. Interns should be mentored and are expected to learn generally accepted business principles, standards and work ethics.

How long does the internship last? Since internships are offered through a college course beyond worksite hours, naturally the internship start and end dates surround the length of the semester. Below is a chart with the typical semester length. Remember, interns may begin working their internship hours upon registration and registration may occur a month or more before the term starts. Internships typically last the entire semester but ultimately conclude when the intern has completed their hours.

<table>
<thead>
<tr>
<th>Winter Term</th>
<th>Registration begins in November</th>
<th>5 week term begins in January</th>
<th>No mid-term winter</th>
<th>Term end in January</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Term</td>
<td>Registration begins in January</td>
<td>16 week term begins in February</td>
<td>Mini spring 8 week term begins mid semester in March</td>
<td>Term ends in May</td>
</tr>
<tr>
<td>Summer Term</td>
<td>Registration begins in April</td>
<td>8 week term begins in June</td>
<td>No mid-term summer</td>
<td>Term ends in August</td>
</tr>
<tr>
<td>Fall Term</td>
<td>Registration begins in July</td>
<td>16 week term begins in August</td>
<td>Mini fall 8 week term begins mid semester in October</td>
<td>Term ends in December</td>
</tr>
</tbody>
</table>

Term start and end dates fluctuate up to a week each year.

I am a home-based business, can I offer an internship? Home-based businesses typically will not qualify to participate in the Cooperative Work Experience Internship Program. For a number of reasons, it is preferred that students experience a traditional work environment. In certain circumstances, where an intern would work remotely for the home-based business, CWEE will allow the employer and intern to meet initially or regularly at the college in a professional environment. Without at least an initial face-to-face meeting between the student and employer, true mentoring may not occur. Approval is on a case-by-case basis.

What do I do if an intern isn’t working out? If the intern is not working out, or a situation arises, meet with the intern directly to discuss concerns and plan to correct the situation. As a mentor, you can set goals with the intern to achieve desirable work habits. If you want to move forward with termination, notify the intern and contact the CWEE office with your decision at 661.362.3309 or internships@canyons.edu.