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Are the internships paid or unpaid?

There are 3 options for the internships. They can be paid hourly, given a stipend, or be unpaid. If you are looking for interns for a for-profit organization, please refer to the U.S. Department of Labor's Guide for unpaid internships. <https://www.dol.gov/whd/regs/compliance/whdfs71.htm>

What are my organizations' responsibilities if hosting a student?

For information on the student's responsibilities and the school's responsibilities, please review the complete [Learning Agreement Form](#).

- Internship Host Site will assign a Site Supervisor to oversee the student's internship experience.
- Site Supervisor will review the student's learning outcomes and their related objectives, and modify those objectives as necessary, in order to ensure a productive learning experience.
- Site Supervisor, working with the student and faculty and coordinator, shall provide an internship experience that will enable the student to work toward achieving the learning objectives.
- Site Supervisor will meet weekly with the student to discuss the internship experience.
- Site Supervisor shall consult as necessary with the faculty regarding the student's progress and provide a midterm and final evaluation of the student's job performance.
- Internship Site shall provide the student with relevant on-the-job training, including instruction in safety procedures and internal workplace guidelines.
- Internship Site shall expect the student to actively participate in work activities which contribute to the student's educational training, but the student may not replace a regular paid employee.
- Internship Site shall expect the student to act in a professional manner at all times.
- Internship Site may dismiss a student at any time for performance or behavioral issues. Where practicable, the Site agrees to consult with the faculty and/ or the coordinator prior to any such dismissal decision is made.

- Site agrees not to discriminate based on a student's race, color, gender, age, national origin, religion or disability, in recruitment, hiring, placement, assignment to work tasks, hours of employment, levels of responsibility, and pay.

How long does it take to get an intern?

Interns start in September, May, and June. Depending upon when you start the process, the timing of an intern beginning will change.

How long will the intern work for me?

BCC students intern for at least 150 hours. We recommend students create a schedule with between 10 and 15 hours a week at their intern site. If the internship will require more hours than the minimum requirements, the employer must communicate the requirement with the student in advance and come upon an agreement.

How do I prepare for an intern?

Check out the [Employer Guidebook](#) with suggestions how to prepare for your intern's first day. We also recommend this [First Day Checklist for Employers](#) to help you facilitate the student's class requirements.

Why are interns a good for business?

- Internships are a way to recruit motivated local talent to your organization. Interns become life-long brand ambassadors for your business.
- Internships are a stream of potential new-hires with background with your business.
- Internships allow you to house people who have the most current academic instruction, bringing you exposure to the newest ideas in the field.
- Interns offer an opportunity for current staff to practice management as part of a business succession plan.
- Interns are a way to network with the future workforce, keeping your products relevant
- If your company has a community education mission, you will be fulfilling its mission by engaging community in its activities.

Who do I contact with questions or concerns?

Please feel free to contact our office at any time and we will direct you to the correct person to answer your questions or concerns. The phone number is 508-678-2811 ext. 2407.

How can I make the experience better?

Check out the [Employer Guidebook](#) with suggestions on creating a great experience for your interns.

What are some other recommended resources?

Benefits of an internship program for businesses

<http://www.internships.com/employer/resources/setup/benefits>

Five reasons every business needs an internship program.

<http://www.entrepreneur.com/article/230062>

The internships mistake small businesses can no longer afford to make.

<https://www.americanexpress.com/us/small-business/openforum/articles/the-internship-mistake-small-businesses-can-no-longer-afford-to-make/>

How to recruit generation Y

<http://www.internships.com/employer/resources/recruit/whygen-y>

Six ways employers can make unpaid internships worthwhile

<http://www.entrepreneur.com/article/248720>

Nine tips for Hiring and Managing Interns Startups Need to Know

<http://www.entrepreneur.com/article/245910>

Why pay interns: infographic

http://assets.entrepreneur.com/article/the-case-for-paying-interns-infographic.jpg?_ga=1.247527108.211592368.1448479416

Six ways to be a great boss to your intern

<https://www.themuse.com/advice/6-ways-to-be-a-great-boss-to-your-intern>