STUDENT INTERNSHIPS

In today’s challenging job market employers expect real-world experience directly related to the position you are applying for. Students find internships beneficial because they allow the opportunity to test-drive a career or an employer. Aside from earning academic credit, students gain valuable real-world experience which can often turn into employment.

Benefits for Students:

- **Gain** practical work experience, confidence and employability skills
- **Become** more marketable and familiar with the world of work
- **Earn** course credit - some degree programs integrate an internship as a requirement for graduation. Course credit might be a possibility; contact your academic advisor for more information
- **Network** with experienced professionals in the industry
- **Opportunity** to collaborate, gain professional references and obtain potential job leads
- **Internships** may offer compensation

Student Responsibilities:

- Respect the organization’s reporting structure and follow the policies and procedures of the organization
- Complete required paperwork including evaluation forms and journals- requirements may vary by programs
- Represent NWTC by acting in an ethical manner when on and off-campus
- Collaborate with lead internship instructor and employer to develop a plan

Getting Started

Make sure you are on track by viewing our Internship Checklist on the next page.
<table>
<thead>
<tr>
<th></th>
<th>Task Description</th>
<th>Complete?</th>
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<tbody>
<tr>
<td>1</td>
<td>Complete Career Preparation (10-105-103) course (Pre-Requisite to most internship practicums)</td>
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<td>2</td>
<td>Receive a copy of internship syllabus from Internship Instructor</td>
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<td>3</td>
<td>Create/Review resume and cover letter</td>
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<td>4</td>
<td>Register on Wisconsin TechConnect <a href="http://www.wisconsinotechconnect.com">www.wisconsinotechconnect.com</a></td>
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<td>5</td>
<td>Prepare an internship plan that matches your Program Outcomes <a href="http://www.nwtc.edu/programs">www.nwtc.edu/programs</a></td>
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<td>6</td>
<td>Create an available work schedule</td>
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<td>7</td>
<td>Compile a wish list of 8-10 employers you would like to work for</td>
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<td>8</td>
<td>Contact at least 5 employers Journal your professional network contacts</td>
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<td>9</td>
<td>Approve your internship site and create a plan with your Internship Instructor</td>
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For more information about this checklist, contact Career Services at 920-498-6250 or careers@nwtc.edu
Green Bay Campus SC138

www.nwtc.edu/internships

Northeast Wisconsin Technical College
FAQ’s

1. Do I get academic credit for my internship or co-op?
   Internships are typically for credit. Co-ops are usually not for credit but check with your internship instructor.

2. Does NWTC provide placement for internships or co-ops?
   NWTC does not provide placement however, we work with students to explore internship and co-op sites.

3. Is there a GPA requirement?
   There may be program requirements so check with your internship instructor.

4. Do I need to register for Wisconsin TechConnect to search for internship and co-op opportunities?
   We recommend registering because numerous local employers utilize Wisconsin TechConnect.