

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.



INTERNSHIP CHECKLIST

- 1** Complete Career Preparation (10-105-103) course
(Pre-Requisite to most internship practicums)
- 2** Receive a copy of internship syllabus
from Internship Instructor
- 3** Create/Review resume and cover letter
- 4** Register on Wisconsin TechConnect
www.wisconsintechconnect.com
- 5** Prepare an internship plan that
matches your Program Outcomes
www.nwtc.edu/programs
- 6** Create an available work schedule
- 7** Compile a wish list of 8-10 employers
you would like to work for
- 8** Contact at least 5 employers
Journal your professional network contacts
- 9** Approve your internship site and create a
plan with your Internship Instructor

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



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.