



Santa Barbara City College Schall Career Center

Internship Guidelines for Students



Internships can be a powerful career development tool. As a student, by participating in an internship you will gain practical hands-on job experience, learn industry standards, and evaluate actual work environments. In addition to valuable job experience, successful completion of an internship provides you with references from an employer for future jobs, or for applications to four-year or other educational institutions you may transfer to in order to continue your education.

General Guidelines

You may want to enroll for academic credit for your internship. You can do so in one of two ways:

1. Through the Career Center's General Work Experience course WXP290 or PRO 290 or 292, or
2. Through a department internship or work experience course, usually listed as a 290 or 295 course. Contact instructor or department chair as departments have varying requirements for enrollment in internship classes.

In all cases students are responsible for meeting the course requirements and furnishing the employer with the relevant paperwork.

Wages, a stipend, or payment in-kind may be offered to the student intern at the employer's discretion.

Academic credit is not a legal requirement for internships. Some workplaces may stipulate that in order to have a student intern they must be registered for an internship or work experience course.

Career Center Location & Hours:

Student Services Bldg. – Room SS-282, (805) 965-0581, ext. 2331

Hours: Mon. 9–4:15 pm, Tues. 9–4:15 pm, Weds. 9–6:45 pm, Thur. 9–4:15 pm, Fri. 9–1:00 pm

Finding an Internship

To find a posted internship, sign on to The Job Connection – SBCC’s own online jobs and internship posting system. If you have not yet signed in, login to pipeline, choose the “Life” tab and scroll down to Student Jobs. Or, stop by the Career Center and the staff there will assist you.

Another possibility is creating an internship of your own. To do so:

- Make a list of your top 5-10 companies or organizations you would like to work with and DO YOUR HOMEWORK!
- Get to know someone at the organization through phone calls or an informational interview.
- Develop a one-page “pitch” that you send with your resume.

Include:

- Which department or with whom you would prefer to work.
- The skills you would like to gain.
- The time frame and time commitment of the internship.
- What you bring to the party.
- Your openness for alternate plans of work from them

Internet Resources for Students

Just a sample of the many sites dedicated to internships around the country. To explore other sites, use your favorite search engine to locate additional information about internships.
<http://www.internweb.com/>
<http://www.internships.wetfeet.com>