

# Setting Up An Internship

Students interested in interning at your site will contact you, and you would then make arrangements directly with them, including interviewing, hiring, and fulfilling any requirements your site has for paid or unpaid workers (such as filling out an application, getting a background check, etc.).

Please note that students must work a specified number of hours for their internship during the semester enrolled in order to receive college credit. The number of hours depends on the number of units and whether they are paid or unpaid for the internship (<http://www.palomar.edu/cooped/default.htm>).

*It is the student's responsibility* to ensure they are scheduled for and complete the required number of hours in order to receive credit.



## Other Requirements of Internship Employers

Prior to, or shortly after, the start of the internship, the student and site supervisor will identify 3 learning objectives that the student must fulfill during the course of the internship in order to receive college credit. At the end of the internship, they will meet to verify the objectives were met. The supervisor will also rate the student's performance, and recommend a grade. This recommendation and assessment will be considered in the actual grade assigned by the Cooperative Education Coordinator.

The only other requirements for the site supervisor are to sign the student's internship timesheet at the end of each month (the student will provide these), and to meet with the Cooperative Education Coordinator once during the semester (the instructor will contact you).

### CONTACT:

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\*Approved by the ALA-APA for Library Support Staff Certification (LSSC).

PALOMAR COLLEGE  
LIBRARY & INFORMATION  
TECHNOLOGY PROGRAM

## INTERNSHIPS

Information for Potential Employers



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## Basic Definition



Interning (also called “cooperative education” or “cooperative work experience education” at Palomar) allows our students to experience theory in practice while developing competencies through supervised on-the-job training related to their occupational or educational objective.

For more information about our program visit our website at <http://www.palomar.edu/library/technology/internships/>

## Posting an Opportunity

At our discretion, we list discipline-appropriate internship opportunities for our students on our webpage <http://www.palomar.edu/library/technology/internships/>. If you would like us to include your site, send the following information to the Cooperative Education Coordinator:

- **Exact name of your site**  
*(school, institution, business, etc.)*
- **Address**
- **Contact information**  
*(name, phone, email, or any other contact)*. This should be the person whom the student must contact for information about and to set up the internship.
- **Brief description of what the intern will do**
- **Specify if the position will be a paid or non-paid (volunteer) internship.**  
If it is paid, you could also include the pay rate if you wish.
- **Any other pertinent information**

## Please Note:

By posting information for your site on our webpage, we are not guaranteeing you will get interns from our program, nor do we promise students an internship at your site.

Palomar Community College District is not involved in any other way with the placement, hiring, or employment of our students who perform paid or unpaid work at your site for their cooperative education experience /internship.

Palomar Community College District does not provide any monetary compensation for the internship site, supervisor, or students.

Most Palomar College students are charged a mandatory health service and accident fee during the semester enrolled, which covers them for free health services at both the Main campus and the Escondido Center campus.

Per California Education Code 78249, students enrolled in cooperative work experience education (CE 100 or CE 150) through Palomar College who are not getting paid for these services by their cooperative education employer are covered by Palomar Community College District's worker's compensation/liability insurance outside of the classroom. If you have further questions about this, please contact Kat Balouch, ADA, Palomar College Cooperative Education Dept., at (760) 744-1150 x2354.

