

# Internships

SANTA  
MONICA  
COLLEGE

# HOW DO I HIRE AN SMC STUDENT

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1. Log onto [www.smc.edu/hiresmcmemployers](http://www.smc.edu/hiresmcmemployers)
2. Select “Create Account.”
3. Enter your registration fields as requested.
4. When you get to select company:
  - a. If your company is already in the system, ,please select it.
  - b. If your company is NOT already in the system, please select “add company”
  - c. If you work at Santa Monica College and ar hiring a student for an on-campus job type in Santa Monica College add your Department or Program name ie: “Santa Monica College-Career Services Center”
5. Enter your registration information and submit

**\*\*Please note, account request submissions are reviewed by our staff within 3-5 business days of submission.\*\*** If your account submission is approved you will receive an email notification and you can log in to post the job and/or internship opportunity.

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# HOW DO I HIRE AN SMC STUDENT (Cont.)

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Employers that register for an account must have:

- a properly zoned local business address where supervised work will be conducted.
- a valid office phone number and web address.
- all required equipment for the students to use.
- offer an hourly rate, minimum wage or above for non-internship opportunities.
- a valid business license & carry liability insurance.
- no staffing agencies are accepted, as SMC Career Services Center staff provides job placement assistance.

# REQUIREMENTS FOR INTERNSHIPS

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**Please note:** Beginning summer of 2023 all internships are required to be **on-ground** (in person) and local to the **Los Angeles area**.

In addition to all of the previously listed requirements, employers that recruit Santa Monica College students for internships must either pay the students for their work, or ensure that they are enrolled in an internship course, to be in compliance with labor laws and CA Education Code. (Course enrollment is optional for paid internships.)

Please note that students who secure unpaid internships may not begin work prior to the first day of the semester. All coursework and work hours must be completed by the conclusion of their internship course.

You can find additional information regarding hosting SMC students as interns at [smc.edu/internship](https://smc.edu/internship) and a list of semester dates at [smc.edu/districtcalendar](https://smc.edu/districtcalendar)

# HOW TO POST AN OPPORTUNITY FOR STUDENTS

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1. Select Job/Internship posting on the left hand side of your screen
2. Select “+Add New”
3. Please fill out all of the required fields for your job posting.

**\*\*Please note, job posting request submissions are reviewed by our staff within 3-5 business days of submission.\*\***

## Posting Tips:

- Please **only** select “On-Campus Job” if you work at Santa Monica College
- We encourage you to be thoughtful about your selections, as we want our students to be able find your jobs/internships based on skills they are developing in their educational programs.
- We recommend including salary information.
- You may adjust the application “submission deadline” to either extend or shorten the time frame in which students may apply.
- If you are posting for INTERNS, we ask that you follow your internship guidelines (outline below) to avoid suspension of your account.





# DO STUDENTS HAVE TO TAKE AN INTERNSHIP CLASS?

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- If students are international OR the internship is UNPAID, they must be enrolled in an internship course.
- If students are a domestic AND the internship is PAID, class credit is optional.

## SMC SEMESTER DATES

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Check SMC semester dates <https://www.smc.edu/administration/human-resources/district-calendar.php>

If a student chooses to receive class credit, whether the internship is paid or not:

- The internship hours must take place during the academic semester.
- Students internship hours will not count until AFTER the student has gone through the enrollment process, received their add code, and enrolled in the class..
- All coursework and work hours must be completed by the conclusion of their internship course.
- If you wish to extend the internship, students must re-enroll in a course for the following semester and begin the new internship assignment once enrollment process and add code have been received again, this may result in a pause in the student's ability to intern until the process is completed in the next semester.
- International F-I Students: Must receive approval from International Center prior to accepting internships.



# INTERNSHIP CLASSES STUDENTS CAN CHOOSE FROM:

Courses available by hours worked:

General Internship Classes	Unpaid OR Paid Internship <u>Minimum</u> Work Hours Required (Per Semester)	Approximate* hours of work per week-Fall or Spring
Counseling 90A 1 unit	54 hours	4 hours *
Counseling 90B 2 units	108 hours	8 hours *
Counseling 90C 3 units	162 hours	11 hours *
Counseling 90D 4 units	216 hours	15 hours *

\*International students cannot exceed 20/hours a week.

# EMPLOYER RESPONSIBILITIES IF STUDENTS ENROLL IN INTERN CLASS

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## SEMESTER DATES AND HOURS:

- Ensure students are offered the hours agreed upon to satisfy their course requirement.  
(International students cannot exceed 20/hours a week.)

## LEARNING OBJECTIVES:

- Review and approve the student's three learning objectives (See sample Learning Objectives on the following pages)

## INTERN EVALUATION FORM:

- An Intern Evaluation Form will be emailed to supervisors from Internship course instructors at the end of the semester.  
Supervisors will be asked to rate intern performance based on completion of learning objectives  
Failure to return the evaluation form by the end of the semester will result in the intern receiving a “No Pass” grade.





# SAMPLE LEARNING OBJECTIVES:

What will be learned?	How will it be learned?
<b>I will learn how to create Excel spreadsheets.</b>	I will observe my supervisor as they complete Excel spreadsheets. I will then create an Excel spreadsheet on my own and review it with my supervisor. My supervisor will provide feedback and I will make the changes that were recommended. (Measurable Statement) I will write at least 5 additional Excel spreadsheets to perfect my skills. My supervisor will review my work. At the end of the internship, I will know how to effectively create Excel spreadsheets.
<b>I will learn how to create content for social media accounts that matches the aesthetic of two brands I'm working on.</b>	I will observe my supervisor create content for the social media channels Pinterest and Instagram. I will observe and take notes on how she creates the images and captions, before she schedules and posts them. Then I will create a sample post for Pinterest and Instagram for my supervisor to review. Feedback will be provided. Afterwards, I will schedule out a week's worth of content in advance for my supervisor's review and approval before posting the content on social media platforms. (Measurable Statement) I will create social media content throughout the duration of my internship. Upon completion, I will be proficient at creating and posting content on a variety of social media platforms.
<b>I will learn how to improve my time management skills.</b>	I will be given tasks to complete and will discuss the deadlines with my supervisor. I will set multiple project deadlines along the way to make sure I stay on track with my work assignments. I will keep in constant contact with my supervisor and provide updates on completed tasks. My supervisor will review my work and provide feedback on my work and time management skills. (Measurable Statement) I will continue to complete tasks in a timely manner throughout my internship. When the internship is ends, my time management skills will be refined

## SAMPLE LEARNING OBJECTIVES (CONT):

What will be learned?	How will it be learned?
<b>I will learn how to create and manage a website.</b>	I will observe my supervisor when creating a website. Then I will build one website, modify it and make corrections based on my supervisor's feedback. I will keep improving the website until it is ready to go live. After the internship, I will know how to properly create and manage websites
<b>I will learn database management.</b>	I will watch my supervisor input client data. Then I will input data for two clients and ask my supervisor to review my work for accuracy and provide feedback. I will continue to accurately input client records into the database during my internship and my supervisor will review my work. At the culmination of my internship, I will know how to accurately record client data and how to manage a database.
<b>I will learn how to calculate event expenses.</b>	How will it be learned?: I will watch my supervisor calculate the costs of vendors and products for 2-3 events. I will project an estimated cost for two events and ask my supervisor to check my work for accuracy. My supervisor will provide feedback and I will make cost adjustments, if necessary. I will continue to work with my supervisor and determine event costs during my internship. By the end of the internship, I will know how to accurately project the cost of events.

# STUDENT ELIGIBILITY

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Please note. Not all students are eligible to enroll in the internship course.

## Domestic Students

- ❑ **Must have completed 6 or more units in the previous Fall or Spring semester with a 2.0 or higher.**

## International Students

- ❑ **Must have met with the SMC Immigration specialist.**
- ❑ **Must have completed at least two consecutive academic semesters in full-time status.**
- ❑ **Must have maintained a GPA of at least 2.0 or higher**
- ❑ **Must be in good immigration status.**
- ❑ **Must be eligible for an internship as part of their academic program (Career Practical Training – CPT)**  
**OR**  
**Must have completed an Associate of Arts or Associate of Science Degree at SMC and are eligible to apply or have applied for Optional Practical Training (OPT)**

# ONCE YOU MAKE AN OFFER TO A STUDENT WHAT HAPPENS?

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1. The student applies to enroll in the internship class. The student must provide:
  - employer contact info
  - learning objectives
2. The instructor verifies student eligibility and emails the employer a learning contract with the learning objectives submitted by the student. The email will be sent to you from Adobe sign:  
<INTERNSHIP COORDINATOR> adobesign@adobesign.com
3. The employer signs the learning contract.
4. Once the paperwork is verified the instructor gives an add code to the student so they may enroll in the class and begin their internship.
5. The instructor emails the Intern Evaluation Form in the last 2-3 weeks of the semester. The email will come from decaussin\_jennifer@smc.edu
6. The employer must complete the Intern Evaluation Form prior to the end of the semester for the student to pass their class.



# QUESTIONS?

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## Reach Out to Career Services:

**Phone:** 310.434.4337

**Email:** [careerservices@smc.edu](mailto:careerservices@smc.edu)

**Webpage:** [www.smc.edu/internship](http://www.smc.edu/internship)



Thank you!