



Accounting/
Finance



Business



Creative Arts



Customer Service
Office Administration



Education



Engineering/
Manufacturing



Healthcare/Laboratory



Hospitality
Management



Human
Resources



Information
Technology



Legal/Public Safety/
Criminal Justice



Liberal Arts/
Humanities



Marketing/Sales/
Social Media



Other



Recording Arts



Science/
Mathematics

Intern Host Frequently Asked Questions

Q: Will students receive general information about my company?

A: Job descriptions submitted by your company are uploaded to the Summer Internship Program website for students to review. Students are also encouraged to research companies prior to the internship fair.

Q: How can I create an engaging dialogue with students at the internship fair?

A: When students approach your table be sure to share the selling points of your organization (convenient location, an exciting project, ways the organization benefits the community, how your organization/company is growing, etc.). Share what sets you apart from other employers at the fair and how students would benefit from that. We also ask that you avoid electronic distractions during the fair so that a welcoming/receptive atmosphere is created.

Q: What happens if we are seeking two interns who have different majors, should we bring two recruiters? Can we reserve two tables at the SIP Fair?

A: We will gladly accommodate two recruiters (especially in instances where two departments are represented) however due to physical space limitations we are not able to accommodate more than one table per company/employer.

Q: In years past students were asked to bring resumes. Will you continue this practice?

A: Students are advised to bring several copies of their resumes so they can share with employers as part of the internship fairs.

Q: What happens if it's a student's final semester? Are they still eligible for the summer internship program?

A: Students in their final semester are NOT eligible for the Summer Internship Program. However, they are eligible for internships apart from this program. Should you wish to consider a student for an internship apart from this program, please contact the Career Center.

Q: What happens if a student doesn't pass a background check/drug screen? Do you just go to my next candidate selection?

A: Although not the norm, there are instances where a student may not pass the background check and/or drug screen. In those instances, we will go to the next candidate selected. If that candidate has already accepted a position with another employer you will have the option to review resumes of students who have not yet been selected by another employer.

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Q: What is the maximum number of hours an intern can work per week?

A: The total time allotted for the internships is 100 hrs. Typically employers will schedule students 10 hours a week for a 10 week internship or 20 hours a week for a 5 week internship. While there is some flexibility permitted with the scheduling, the maximum number of hours a student is permitted each week is 37.5 hours.

Q: What happens if a student intern calls off?

A: For time sheet purposes, only record hours that the student works. If there is a pattern of calling off, please contact the Career Center.

Q: How are interns paid?

A: Students who participate in the Summer Internship Program are compensated through Tri-C's payroll in accordance with Tri-C's bi-weekly pay schedule. To be paid, students must submit hours worked through their Tri-C accounts on the set due dates.

Q: Do I need to keep track of my intern's hours worked?

A: Yes, you should keep track of the number of hours your intern works and review these hours at the end of each week to be sure your intern is submitting the correct time.

Q: Will the employer/intern manager be required to complete a performance evaluation for the student intern? Will the questions be available in advance?

A: Employers will be provided with a Summer Internship Evaluation Form. We require that you complete the form and review the evaluation with the student prior to the student's internship end date. Both student and employer signatures are needed on the evaluation form.

Q: What if I want to keep the intern? Is this possible?

A: It is possible to retain an intern after the 100 hours has ended. Should you wish to retain the intern, please discuss with the student their interest and availability for fall semester and arrange funding through your Company's budget. Also, please advise the Career Center so that we can update our records and have the student's transcript reflect the additional internship.

Q: Can I transition the intern to an unpaid internship after your summer program ends?

A: You may inquire with the student if they are amenable to an unpaid internship however please be aware that many students rely heavily on paid wages as a means of support.

For more information, contact Career Services at 866-933-5180 or visit www.tri-c.edu/careerservices.