



Next Steps: Setting up an internship

Ready to set up an internship with the North Seattle College Nanotechnology Program? We are excited to partner with your organization on nanotechnology internships. Consult the next steps listed in this document and provide the requested information to the NSC Nanotechnology department on the [2016 - 2017 Internship Site Information Form](#). Please contact SHINE with any questions, assistance or additional information you may need.

Next Steps and Information Requested

- **Duration:** Determine the number of academic quarters (one or two) the internship will last.
- **Start date:** When will the internship begin? (January, March/April or June/July)
- **Location:** Where will the internship take place?
- **Supervision and training:** Who will supervise the intern? Who will provide necessary training?
- **Selecting interns:** What process will the organization follow to select interns? What application materials will be required and when will they be due? How will students submit application materials?
- **Description:** Write a brief description of the position that will be posted in the SHINE/NSC Nanotech Group page and distributed to interested, prospective nano interns. If you wish, the position does not have to be posted to all Nano Program students and SHINE can pre-screen students for your organization's internship program.
- **Documentation:** NSC internship forms that both the intern supervisor and student sign will need to be submitted at the beginning and end of the internship. Note that the **Internship Training Agreement** and **Learning Objectives** are signed and submitted at the beginning of the internship, while the **Work Log**, **graded Learning Objectives**, and **Performance Evaluation** are signed and submitted at the end of the internship.
- **Paid or Unpaid?** Determine whether the internship is paid or unpaid. NSC Nanotechnology encourages paid internships whenever possible and paid internships are more popular with NSC Nanotechnology students. However if the internship is unpaid, please consult the US Dept. of Labor guidance on unpaid internships to ensure that the internship provides a quality learning experience for the student: <http://www.dol.gov/whd/regs/compliance/whdfs71.htm>
- **Internship projects and tasks:** List the projects or tasks the student intern will complete (this can be general, but should provide a clear idea of what you expect the student to do).

Questions? Need Assistance?

Please contact the SHINE Center Director at (206) 934-7006 or kristine.schroeder@seattlecolleges.edu.

