

NCC Internship Process



Student lets their instructor know their interest in an internship by filling out survey

Link to survey

Survey informs Career Services Coordinator, Assistant Director, and Instructor

Career Services Coordinator gives internship packet to students to complete

Student works with instructor to find internship location

Students acquire all signatures and complete checklist in internship packet and turn in to Career Services Coordinator or Assistant Director

Link to survey

Director of Community, School, and Business Partnerships works with students to find internship sites and notifies Program Instructor

Link to survey

Follows SAE Process with Program Instructor

Link to survey

Program Instructor Coordinates all aspects of Internship (IT Professionals still uses internship packet for non-Cerner Scholars)

Program Instructors notify Career Services Coordinator and Assistant Director of internship placements.

Career Services Coordinator logs all interns in data spreadsheet, adds flags in Infinite Campus, and lets Attendance Admin Assistant know to mark attendance as ITRN

All intern students submit pay stubs or other verification of 10 hours weekly work - Submit to Career Services Coordinator

Teacher and Intern coordinate employer filling out employability survey at least once a month. Career Services Coordinator verifies completion and communicates with teacher.

Career Services Coordinator verifies 10 hours and internship is going ok - Monthly

Program Instructor completes and follows SAE protocols

If internship impacts attending NCC, attendance should be verified by program instructor

Program Instructor verifies 10 hours a week and that internship is going ok - Keeps Career Services Coordinator in the loop on low attendance issues

Student returns to NCC if internship is ended. Instructor advises Career Services Coordinator of any change in status.

Career Services Coordinator lets Attendance Admin Assistant know to change attendance marks and end dates Internship Flag in Infinite Campus