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This work was developed by Rachel Nelson through the PACE grant <http://www.nwacc.edu/web/PACE>

# Northark Internship Internal Process

Employer's need for an intern position is established.

Employer contacts Rachel Nelson, Career Planning & Placement Coordinator (CPPC), 870-391-3546 or rnelson@northark.edu

CPPC contacts specific department chairs/faculty with needs.

Faculty screens students for initial candidates.

Faculty recommends candidates to CPPC

CPPC meets with student candidates

CPPC notifies Employer of the candidates & sets interview appointments

Is the candidate prepared for interviewing & the workplace?

Candidate interviews with Employer

CPPC works with the student to prepare. (interview skills, dress, resume, etc..)

Employer makes a selection, notifies the intern & CPPC at 391-3546 or rnelson@northark.edu

Selected student initiates internship contract/Independent Study paperwork with David Zirkle/faculty supervisor.

David Zirkle initiates the Independent Study form & forwards it to the appropriate Faculty Supervisor.

Faculty Supervisor will complete the Independent Study form along with the student, sign the contract & return to David Zirkle.

David Zirkle will approve & sign the Independent Study form & forward to Lori Currie for Dr. Wiggins's approval.

Dr. Wiggins will approve & sign the Independent Study form. Lori will send the original to Charla (Registrar's Office) & copies sent to David Zirkle, the student.

Lori Currie also completes a Course Change Form & submits to Charla (Registrar's Office).

Charla Jennings will add the course (variable credit) & enroll the student in the course.

Student Accounts will bill the student. Student is responsible for tuition or ensuring employer pays tuition according to previous agreements.

Faculty Supervisor will meet with the student to create a Learning plan and agree upon course requirements.

Student intern begins work at employer site.

Faculty Supervisor will work with the student & site supervisor to ensure course learning is accomplished & hours are completed.

Has student completed requirements satisfactorily?

Faculty Supervisor will work with student toward completion or assign no credit.

Student will earn credit for Internship Experience!