

## *Internship Information*

**Internships provide students with an opportunity to develop and practice skills related to their particular field of study, while gaining valuable career experience at a privately owned company, non-profit or government agency.**

### **Internship Benefits**

#### **For Students:**

- Earn credit in your field of study.
- Build the experience section on your resume.
- Expand your professional network.
- Gain current, local references.
- Be first in line for job openings.

#### **For Employers:**

- Preview potential employees.
- Gain a new source of motivated workers.
- Tap into employees with state-of-the-art skills.
- Reduce recruitment and training costs.

### **About Internships**

- Most RRCC internships are for credit, from 1 to 6 credits, and subject to current tuition rates.
- Students enrolled in an internship work a minimum of 45 hours for every 1 credit earned. Typical internships are for 3 credits (135 work hours).
- For-credit internships yield a letter grade.
- Internships can be paid or unpaid.
- Students in unpaid internships can apply for an Internship Grant, based on the availability of funds.
- Current RRCC students who find paid internships are not required to register for internship credit.
- Students who plan to do a paid, non-credit internship sign up with the internship office prior to beginning the internship. At the successful completion of the internship, they will receive a Certificate of Completion, verifying the professional nature of the internship.

### **Qualifications**

- All internships are reserved for currently enrolled Red Rocks Community College students. We also welcome interested RRCC alumni to apply for credit bearing internships.
- For-credit internships require a fundamental knowledge in a RRCC field of study, ***usually one or two semesters*** of successfully completed RRCC course work.
- A cumulative RRCC GPA of at least a 2.5 is required.
- The student will provide a signed Instructor Recommendation form, verifying that the student has the professionalism to represent RRCC in the workplace, and the skills to do the job.
- An internship site is needed. Students who wish assistance in seeking an internship site are encouraged to contact the Internship Coordinator for an appointment.

*The RRCC Career Success Center Internship and Experiential Learning Office is here to assist you in finding an internship by providing resources and connections. The Internship and Experiential Learning Office is not a placement office and does not guarantee students internships. It is the student's responsibility to find an internship – but, we are here to help throughout the process.*