

Frequently Asked Questions

What are internship education assignments?

- Learning opportunities designed to help students develop professional skills by integrating classroom study with a planned and supervised work experience. These hands-on learning situations take place outside of the formal classroom environment.

What are the benefits of internships assignment participation?

- Gives students the opportunity to test and expand career interests related to the field of the study being pursued.
- Earn academic credit that can be applied to a certificate or degree while working.
- Become more confident as students take on new responsibilities.
- Internship graduates usually command higher salaries and move more rapidly up the career ladder.

Who is eligible and approved to participate?

- Must be a currently enrolled student at Muskegon Community College.
- Have a GPA of at least a 2.5.
- Successfully completed a minimum of 6 credit hours in major field of study or completed the degree career program requirements as mandated by department standards.
- And, successfully completed a total of 30 hours of credit toward your degree.

How do students enroll in an internship?

- Contact Sally Birkam, Internship Coordinator, at 777-0328 or email Sally.Birkam@muskegoncc.edu

How do I prepare for a work assignment?

- All students must submit paperwork including a completed application and resume.
- Make an appointment with the Sally Birkam, Internship Coordinator, to go over initial paperwork and narrow down the employer possibilities.

What kind of schedules are available to do the internship?

- Employers work around the student's schedule with as many hours as a student is able to work.
- It is recommended that the student be on an internship for 180 hours for 3 credit hours.

Will academic credit be received?

- Upon completion of the internship assignment, the student will receive a "P" Pass or "NP" No Pass grade.
- All paperwork (weekly reports, midterm and final evaluations, and a report) must be turned in on the last day of internship assignment.

If I have questions, whom do I ask?

- Contact Sally Birkam, Internship Coordinator, at 231.777.0328 or email Sally.Birkam@muskegoncc.edu

What are the typical duties of a Coordinator?

- The Coordinator provides the link between the college, student, and employer.
- Develops appropriate assignments through contact with employers.
- Maintains student and employer files, as well as assists students in employability skills such as resume writing, employer research, interviewing techniques, and portfolios.

How is the faculty involved with the program?

- The faculty sponsor will approve and authorize each student to gain entry into the program.

Are students guaranteed a job?

- No. The Coordinator can only refer students to employers.
- Only qualifications, interviews, and the ability to compete with other students can determine whether or not students receive a job offer.
- However, MCC students have a competitive edge by virtue of outstanding academic programs.

Who determines if the internship assignment is paid?

- The employer determines if it will be paid or unpaid within their own organization.

Can a student receive credit for their present job?

- It can be discussed to see if there will be advanced or new learning taking place in the form of a promotion or additional responsibilities above and beyond one's present position.

Can a student quit a job they don't like?

- Students should always talk to their Coordinator if they have a problem on their work assignment.
- Usually a discussion with the employer will resolve this situation.