



CAREER SUCCESS CENTER
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TOP 10 QUESTIONS ASKED BY EMPLOYERS OF THE WCSU CAREER SUCCESS CENTER'S (CSC) INTERNSHIP PROGRAM (CED297)

1. **WHAT IS THE DIFFERENCE BETWEEN THE TERMS "CO-OP" AND "INTERNSHIP"?**

There is no difference. Both terms are used to describe a beneficial pre-professional experience related to a student's major or career plans. "Co-op" implies a cooperative relationship among student/employer/university and "internship" is the traditional term used to describe such experiences.

2. **DO ALL POSITIONS POSTED BY EMPLOYERS QUALIFY AS AN INTERNSHIP?**

No. The CSC will review the position, follow-up as needed, and make a determination regarding internship status. Positions that are less than semester-long, less than pre-professional in nature, and not aligned with any particular field of study at WCSU may not necessarily qualify as an internship and may be better suited as a general job listing.

3. **DO INTERNSHIP POSITIONS PAY A SALARY OR ARE THEY UNPAID?**

The majority of internships offer a competitive hourly salary with no fringe benefits. A small number of unpaid internships are typical in the public and not-for-profit sectors.

4. **WHO AWARDS COLLEGE CREDIT?**

The University awards credit based on student fulfillment of academic requirements during the internship semester and are generally one (1) credit for every 50 hours worked. Employers do not award credit and credit is not considered a substitute for compensation.

5. **WILL THE CSC SCREEN APPLICANTS FOR INTERNSHIP POSITIONS AND MAKE HIRING RECOMMENDATIONS?**

The CSC can screen student applicants only according to major and specialized skills. Employers make all decisions related to interviews and subsequent selection for internship positions.

6. **WHAT SHOULD I KNOW ABOUT "TIMING" REGARDING THE INTERNSHIP PROGRAM?**

It is recommended, whenever possible, that employers contact the CSC as soon as a need for an intern is known, or at least two (2) months *prior* to the start of the following timeframes:

- Spring Semester: January 2
- Summer Semester: June 1st
- Fall Semester: September 1st

We realize that urgent and/or unanticipated employer needs arise, and we will work with employers to meet those needs beyond the scope of the recommended timing noted above.

7. **WHAT ARE MY RESPONSIBILITIES AS A WCSU INTERNSHIP EMPLOYER ONCE A STUDENT HAS STARTED HIS/HER EXPERIENCE?**

For the said internship to be valid, employers are asked to provide a semester-long, pre-professional, career-related experience for WCSU students and supervisors will be asked to complete an employer

survey (administered by SkillSurvey) due mid-point of the respective semester. Throughout the internship experience, employers are also encouraged to provide meaningful responsibilities, mentoring and appropriate training and feedback, in addition to projects/responsibilities that promote the NACE Competencies, which include, but are not limited to: **1.** Critical Thinking, **2.** Leadership, **3.** Oral/Written Communication, **4.** Professional/Work Ethics, **5.** Teamwork/Collaboration, **6.** Career Management, **7.** Digital Communication, and **8.** Global/Intercultural Fluency. In addition to these Competencies, WCSU has added **9.** Adaptability and **10.** Compassion, since WCSU is considered a school of Compassion.

8. **WHAT IF THE INTERN IS NOT PERFORMING UP TO THE EMPLOYER'S EXPECTATIONS?**

Employers should first speak directly with the student to remedy any real or perceived problems. If the problem persists, the employer is encouraged to contact the CSC's Applied Learning Coordinator, Debra Manente, for further assistance.

9. **ARE EMPLOYERS REQUIRED TO HIRE THEIR INTERNS ONCE THE RESPECTIVE SEMESTER'S EXPERIENCE CONCLUDES?**

No. Although many employers convert interns to ongoing positions, there is no obligation to do so after the semester concludes.

10. **HOW CAN AN EMPLOYER GET STARTED AND REQUEST AN INTERN?**

Employers can begin by completing the **Internship Interest** form, or the **Internship Position** description form, which can both be found on this website. Once completed, they should be forwarded to Debra Manente at manented@wcsu.edu and she will be in touch.