



Internship Program FAQs

What is the purpose of the Internship Program?

Yavapai College's Internship Program provides students with hands-on experience, skill development, and career exploration while allowing organizations to evaluate potential future employees and benefit from fresh perspectives.

Who can participate in the Internship Program?

Students enrolled in select programs at Yavapai College can participate as an Intern.

Businesses looking to support the next generation of professionals through practical experience can participate as an Internship Supervisor.

How do I sign up for the Internship Program?

Students need to enroll in an internship course.

Students obtaining the BS in Business need to enroll in BSA496.

Students obtaining the BS in Computer Science need to enroll in CSA496.

Businesses can register to host an Intern by completing the [Company Profile Form](#).

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What is the time commitment for the internship?

The time commitment varies but is generally considered part-time work. Internships may have flexible or fixed hours.

What are the benefits of participating in the Internship Program?

Students are able to work in a supportive environment to gain experience, explore career options, and build connections in the professional world.

Businesses are able to support future industry professionals and benefit from fresh perspectives while evaluating potential employees.

How do I obtain an internship?

Selection of internship opportunities are based on student interests, career goals, expected experience gained, and the availability of work offered by a business.

Students are responsible for locating internship opportunities and securing an internship.

Interns and Internship Supervisors will work with the Internship Coordinator to formalize the internship.

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Will the internships provide a permanent job placement?

While the Internship Program offers no guarantee of a permanent job with the business, Supervisors may provide valuable guidance that could lead to potential job offers.

What are the costs associated with the Internship Program?

For students enrolled in select programs at Yavapai College and participate as a Intern, there are no additional costs; see [tuition rates](#).

Businesses participate in the Internship Program free of charge. The goal is to connect businesses with students who seek workplace experience.

How can I get support if I have an issue during the internship?

If any issues arise, participants should contact the Internship Coordinator.

Interns should also reach out to their internship course instructor.

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What happens if I cannot continue with the internship?

If an Intern or business needs to terminate the internship, they should inform the Internship Coordinator as soon as possible.

Interns also need to inform their internship course instructor as soon as possible.

Can my internship be remote?

Yes! Your internship can occur in-person, remote, or a combination of both creating a hybrid internship experience.

This is based on the needs of the business and agreed upon by both the Intern and Internship Supervisor.

Can my current supervisor be my Internship Supervisor?

Whether or not your current supervisor can be your Internship Supervisor depends on which degree houses the internship course.

For students obtaining the BS in Business; no, your supervisor cannot be your Internship Supervisor. While your current workplace can host the internship, your internship responsibilities and supervisor must be beyond the scope of your current work.

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What is the duration of the internship?

The length of the internship aligns with each internship course and needs of the business:

For an 8-week course, the internship occurs within the 8 weeks of the course.

For a 16-week course, the internship occurs within the 16 weeks of the course.

An internship may be extended with approval from the course instructor and business.

What is the deadline for securing an internship?

Students should secure an internship before the first day of their internship class.

During the first week of the course, students will be expected to provide their instructor with details of the internship.

I have an internship and am ready to start – NOW WHAT?

Congratulations!

Students, as soon as you have secured an internship, please complete the [Internship Information Sheet](#).