

Work Experience Education (WEE) Employer FAQ Sheet



WEE Employer FAQ Sheet

What is the difference between an internship and work experience?

Both terms are used to describe a beneficial pre-professional experience related to a student's major or career plans. "Work Experience" is the term used by the California Department of Education to identify a course of study that meets Title V guidelines for academic credit. Within the Business Division, courses may be titled "Work Experience" or "Internship" depending upon the program of study.

Who covers the students under workers compensation insurance?

If the position is paid, it will be the employer's responsibility to cover the student. If the position is unpaid, the college will cover the students under our workers' compensation policy.

Will you refer a student to me immediately?

No. Internships that are offered align with the academic course and an intern may begin an internship at the start of each term (semester/session). The WEE staff needs upwards of eight weeks to identify a student to apply for the position. Please be aware that all internships do not get filled at the first recruitment. If you need an intern right away, consider securing an employee through a staffing agency and/or using MSJC's online job board platform "Handshake". Typically, students are referred to employers for interviews during the term prior to when they wish to enroll in the WEE Program. Additionally, not all disciplines offer Work Experience every term.

How many hours can an intern work?

The minimum hours are set by the state and are tied directly to the number of units the intern registers for. Employers are expected to provide the intern with a **minimum of 54 hours per semester for an unpaid/paid internship**. You can work out the details at the time you interview candidates. Interns unable to complete the hours may fail their internship class, impacting their transcript and academic career. Refer to the chart below for required hours.

MINIMUM HOURS REQUIRED		
Units Enrolled	Unpaid Internships	Paid Internships
1	54 Hours	54 Hours
2	108 Hours	108 Hours
3	162 Hours	162 Hours
4	216 Hours	216 Hours

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Formula Examples for an 18-Week Semester

For a student to obtain credit for a 1-unit WEE course, the student would need to work a minimum of 3 hours per week.
For a student to obtain credit for a 2-unit WEE course, the student would need to work a minimum of 6 hours per week.
For a student to obtain credit for a 3-unit WEE course, the student would need to work a minimum of 9 hours per week.
For a student to obtain credit for a 4-unit WEE course, the student would need to work a minimum of 12 hours per week.

What kind of schedule can I expect an intern to work?

Since interns attend college and have other life commitments, it's wise to be flexible. Most employers provide a two-day schedule such as "Tuesday and Thursday" and a few ask for a three-day schedule, such as "Monday, Wednesday, and Friday." It is reasonable to request a 4 to 6-hour shift, but ultimately the intern will identify the hours they are available to work. Please include schedule requirements in your job description.

How long does the internship last?

Internships are offered through a college course and the internship "start" and "end" dates align with the college semester/term schedule. Below is a chart with the typical semester length. Remember, interns may begin working their internship hours upon registration and registration may occur a month or more before the term starts. Internships typically last the entire semester but ultimately conclude when the intern has completed their hours.

SEMESTER/TERM	REGISTRATION	SEMESTER/TERM BEGINS	CLASSES BEGIN	CLASSES END
Spring Semester	Registration begins in January	Spring classes begin in January (18 weeks)	Spring: Late Start classes begin mid-March (8 weeks)	May
Summer Term	Registration begins in April	Summer classes begin in June (8 weeks)	Summer classes begin in June (6 weeks)	July
Fall Semester	Registration begins in July	Fall classes begin in August (18 weeks)	Fall: Late Start classes begin mid-October (8-weeks)	December

What types of projects are best suited for interns?

Employers should provide interns with opportunities to understand important concepts, develop essential skills, and apply what they learn in the classroom to real-world problems and opportunities in the workplace. Supervisors should offer challenging projects and tasks that would be recognized within the business/industry as valuable experience. Whenever possible, the intern should be included in meetings and organization events. Interns should be mentored and are expected to learn accepted business principles, standards and work ethics.

How do I receive applications?

WEE facilitates the internship application process through the WEE team and using Handshake, an online database. Internships and job descriptions are posted on Handshake by the MSJC Job Developer and employers. Students apply directly through Handshake by submitting their resume. Employers receive an email announcing a student is interested in the internship position.

Who contacts the student for interview arrangements?

The employer contacts the student for an interview. Additionally, the employer notifies the student whether they have been selected for the internship; this includes regrets. Once you decide on a candidate, the employer must contact the

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WEE office with the student's name and anticipated start date at CSEL@msjc.edu. This will initiate action on our end to ensure the student enrolls in the appropriate course, and for unpaid interns, enrollment sets Workers Compensation Insurance in place.

Are students pre-screened?

Yes. The Job Developer/Placement Coordinator will meet with the students to determine their goals, skills, and availability, prior to making any referrals. Employers make all decisions related to interviews and selection.

Am I obligated to host students referred to me?

No. Employers are expected to interview students. Only students deemed to be a good match should be offered a position.

Am I obligated to keep the students if they are not meeting satisfactory standards?

If the intern is not working out, or a situation arises, meet with the intern directly to discuss any concerns and plans to correct the situation. As a mentor, you can set goals with the intern to achieve desirable work habits. If you want to move forward with termination, notify the intern and contact the WEE office with your decision. CSEL@msjc.edu

Do employers have to hire Work Experience students once the term has ended?

No. Although many employers convert Work Experience students to Part-Time or Full-Time paid status, there is no obligation to do so after the term concludes.

Is it possible to have a student for an entire year?

Yes. Students may earn up to 16 units of Work Experience credit, permitting students to enroll in consecutive terms, however, students will be required to have new learning objectives each term.

I am a home-based business; can I offer an internship?

Home-based businesses typically will not qualify to participate in the Work Experience Internship Program. It is preferred that students experience a traditional work environment. In certain circumstances, where an intern would work remotely for the home-based business, WEE will allow the employer and intern to meet initially or regularly at the college in a professional environment. Without at least an initial face-to-face meeting between the student and employer, true mentoring may not occur. Approval is on a case-by-case basis.

How do I get started?

Your organization is likely candidate to participate if it can provide the minimum work hours required for students, professional supervision, and mentorship with meaningful learning experience. Please contact the MSJC WEE Coordinator (CSEL@msjc.edu) and/or the MSJC Job Developer (CSEL@msjc.edu) to indicate your interest.