



Santa Barbara City College

Employer Guide to Internships & Work-Based Learning

Building the Future Workforce Together

Thank you for your interest in partnering with Santa Barbara City College (SBCC) to provide internship and work-based learning opportunities for our students. Employer partnerships play a critical role in assisting students with obtaining meaningful, hands-on experience while building a strong local workforce pipeline.

This guide is designed to help employers:

- Understand the value of internships and work-based learning
- Develop meaningful internship opportunities
- Navigate internship best practices
- Connect with SBCC students and programs

Why Partner with SBCC?

SBCC students bring diverse perspectives, strong technical and transferable skills, and a willingness to learn and contribute to their community.

Benefits of Hosting an Intern:

1. **Develop your Future Workforce.** Internships create a pipeline of future talent and allow employers to identify and train potential long-term employees.
2. **Broaden Skills.** SBCC interns often possess skills that existing staff may lack, such as knowledge about the latest technology and trends.
3. **Managerial Experience.** Less-seasoned employees can gain supervisory experience.
4. **Social Enterprise.** Your business can distinguish itself by giving back to the community and helping to train the future work force within the Santa Barbara region.
5. **Add Enthusiasm.** Hiring student interns can add vibrancy and provide fresh ideas and positive energy that can become contagious and recharge the office environment.

What is an Internship?

An internship is a structured, supervised learning experience that allows students to apply classroom knowledge in a professional environment.

Internships may:

- Be paid or unpaid (paid internships are strongly encouraged)
- Be part-time or full-time
- Be in-person, hybrid, or remote
- [Be connected to academic credit or work experience courses](#)

A Quality Internship Includes:

- Meaningful, career-related work

- Supervision and mentorship
- Skill development
- Clear expectations and goals
- Regular feedback and communication
- Exposure to professional environments and networking opportunities

Recommended Internship Structure

The following guidelines are helpful when creating an internship:

- Duration: *8-16 weeks (Semester)*
- Hours during semester: *10-20 hours/week*
- Supervision: *Assigned supervisor/mentor*
- Compensation: *Paid whenever possible*
- Feedback: *Ongoing check-ins and evaluations*

Internship Best Practices

1. **Provide Meaningful Work.** Interns should contribute to projects and tasks that relate to their educational or career goals.
2. **Set Clear Expectations.** Communicate work schedules, responsibilities, expectations, technology or equipment requirements and other duties necessary to succeed in the internship.
3. **Provide Supervision and Mentorship.** Provide onboarding and training, introduce interns to team members, schedule regular check-ins, encourage questions and learning opportunities.
4. **Encourage Professional Development.** Expose interns to team meetings, networking opportunities, workshops, industry tools and software.

Legal Considerations

Employers are responsible for ensuring internships comply with federal and state labor laws.

Recommended Resources

- [U.S. Department of Labor - Internship Programs Under the Fair Labor Standards Act](#)
- [National Association of Colleges and Employers \(NACE\) Internship Guidelines](#)

Paid internships are generally encouraged to support compliance, accessibility, and student success.



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Creating an Internship Job Description

A. Organization Description

Include a brief but concise overview of the organization. Some areas to consider are:

- Mission, values, culture of the organization
- Number of employees (budget and staff)
- Location and structure of the organization
- Other relevant information (e.g. proximity to public transportation. In-person, Remote, Hybrid)

B. Job Title

Determine a title for the position (e.g. Marketing Intern, Programming Intern, etc.).

C. Position Description

Provide a general description of the position. Who will the intern's supervisor be? What work will the intern be focusing on every day? What are long-term and short-term projects they will be involved in while working there? In general, what functions at the organization will they be supporting?

D. Responsibilities and Tasks

Have available a more detailed explanation of the expected duties and activities of the position.

The following exercise can help in determining the salient tasks that the job will include.

1. In a random fashion, write down the different aspects and tasks of the job.
2. Think about: processes, planning, executing, monitoring, reporting, communicating, managing people, resources, activities, money, information, communications, and time.
3. Combine #1 and #2 together and develop into a key set of responsibilities.
4. Rank them roughly in order of importance.
5. Have someone who knows the job/task check the list and amend as appropriate.

E. Skills Required for the Position

Include the required and preferred skills (those that are not necessarily required). These could include educational background, knowledge of specific computer programs, administrative skills, writing and speaking ability, managerial skills, etc.

F. Salary and Benefits

List benefits the intern will gain from the internship. Potential benefits to the intern, besides pay, might be gained skills, access to a great learning environment, free tickets, etc.

G. Academic Credit

While students may receive school credit for internships, academic credit is not a legal requirement for internships. Some workplaces may stipulate that in order to have a student intern, the student must be registered for an internship or work experience course with an accredited educational institution. If SBCC students wish to, they may get academic credit through an academic department or by taking General Work Experience WE290 administered through the Career Center. It is the student's responsibility to meet the coursework requirements, and to provide the employer with the relevant paperwork in a timely manner in order to receive academic credit.