

ST. PETERSBURG COLLEGE

**COMPUTER TECHNOLOGY
INTERNSHIP PROGRAM**

STUDENT MANUAL

Serving Computer Technology students
and employers through internship opportunities.

SPC-CTIP

Clearwater Campus, BT-107

phone (727) 791-2728

fax (727) 791-2736

PARKERLANA@SPCOLLEGE.EDU

ST. PETERSBURG COLLEGE COMPUTER TECHNOLOGY INTERNSHIP PROGRAM

FREQUENTLY ASKED QUESTIONS

WHAT IS AN INTERNSHIP?

An internship is a temporary paid or unpaid learning experience offered by a business or other organization to a student to provide practical work experience which is applicable to the students major or career. It is a mutually beneficial relationship for students and employers that may lead to employment, but it is not a guarantee of a full-time career or even a part-time job.

WHAT'S IN IT FOR STUDENTS?

- Test career decisions.
- Improve comprehension and understanding of classroom and lab work.
- Develop confidence and proficiency in a career field.
- Gain practical knowledge about office and worksite environments and equipment.
- Gain real-world work experience to build your resume.
- Gain problem solving skills desired most by employers.
- Make valuable contacts in a professional field that may lead to a career position.

WHAT'S IN IT FOR EMPLOYERS?

- A hassle free source of highly motivated help, willing to follow instructions.
- A continuous source for specifically trained and talented help.
- Frees-up highly paid professionals to work on tasks commensurate with their abilities.
- Save on full-time employee expenses for time, sick leave, and benefits.
- Interns who go on to permanent employment significantly lower the expenses for recruiting and training.
- Observe a potential employee's performance before making a long-term commitment to employment.
- An act of corporate citizenship that directly benefits participating businesses and organizations.

HOW DOES IT WORK?

The Computer Technology Internship Program (CTIP) at St. Petersburg College engages the resources of Computer Technology faculty, staff, students, and employers in preparing students for gratifying computer technology careers. St. Petersburg College does not investigate jobs, job sites, job conditions, student or internship provider backgrounds, or act as an employment agency. The student should take particular care in evaluating the work place and surrounding area in which the internship is located and decide whether or not these environments are safe. There are no preliminary requirements about pay, hours worked, or duration of an internship arrangement; these are decided upon by the student and the internship provider.

If you are aware of a student or employer that would like to participate in the program please contact CTIP on the Clearwater Campus in BT-107, phone (727) 791-2728, fax (727) 791-2736, or email parkerlana@spcollege.edu.

St. Petersburg College is dedicated to the concept of equal opportunity. The College will not discriminate on the basis of race, color, religion, sex, age, national origin, or marital status, or against any qualified individual with disabilities in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this Rule, the College will not tolerate such conduct. Should you experience such behavior, please contact the director of EA/EO at (727) 341-3257 or (727) 341-3261 or by mail at PO Box 13489, St. Petersburg FL 33733-3489.

Steps for Students to Take if Interested in an Internship.

- 1) Student must complete a minimum of nine hours or three computer related courses to qualify for an internship. The more classes completed the more competitive the student will be in obtaining an internship.
- 2) Read the Student Manual in its entirety. Fill out the internship application and submit to the internship department along with your resume.
- 3) It is highly recommended that you have your resume reviewed by the Career Development Center on any campus, or make an appointment with the Internship Coordinator to review your resume.
- 4) The internship program will add the student applicant to its database and the employer will contact the student directly if they are interested in setting up an interview.
- 5) The student is encouraged to call the Internship Coordinator and make them aware of any interviews or offers made by an employer.

ST. PETERSBURG COLLEGE COMPUTER TECHNOLOGY INTERNSHIP PROGRAM CHECKLIST OF STUDENT RESPONSIBILITIES AND EXPECTATIONS

The Computer Technology Internship Program (CTIP) at St. Petersburg College is designed to provide students in Computer Technology Related Programs hands-on, real-work, problem-solving experience that augments classroom and lab experience. The following checklist of student responsibilities and expectations is offered to help keep that process as straightforward as possible.

- Complete a minimum of 9 credits with a minimum grade of C in each course of the major core courses in your program to be considered for the internship program. (Computer Technology instructors may provide exceptions on a case-by-case basis.)
- Complete a one page Internship Application Form and furnish the CTIP Office with a resume describing your level of knowledge in a number of computer technology skills.
- It is the student's responsibility to check the internship bulletin board in the Business Technologies building on your campus. If you see an opportunity that you are interested in, email or call Lana Parker and let her know the position number you are interested in. If you meet the qualifications she will forward your resume to the employer.
- Please note that the employer will contact the student directly if they would like to set up an interview. They do not contact Lana Parker with the decision of who they want to interview and who they want to hire.
- Be willing and able to arrange your personal schedule to meet the needs of the employers work site; as well as transportation to and from the work site. *Students will be expected to maintain their coursework without special consideration.*
- Take responsibility for learning and observing all rules, standards, and practices put in place by the employer whether written or implied.
- Use all the care and caution you would normally take for your own safety in a new or unfamiliar situation. *You should take particular care in evaluating the workplace and surrounding area in which the internship is located and decide whether or not these environments are safe.*
- Explore the possibility of full-time employment with the employer for your mutual benefit, at such time is best suited to both parties.
- Students wishing to terminate an internship are encouraged to provide the employer and the CTIP Office two weeks notice before resigning and appropriate notice to the employer before missing any work. Additionally, students must inform the CTIP Office of any resignation or termination.

For more information: contact CL- BT 107, phone (727) 791-2728, fax (727) 791-2736, email parkerlana@spcollege.edu

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