

# AMERICAN INTERNSHIP EXPERIENCE

<http://seattlecentral.edu/international/internships.shtml>

The American Internship Experience (AIE) provides students with the skills and work experience needed in the global business environment. Participating in AIE is an excellent way for students to pursue their field of study and directly apply their knowledge to a real-life work setting. AIE is not a stand-alone study program. Rather, participation in AIE is provided free of charge to any student enrolled in College Bridge or a College program. Students satisfy their College Bridge or College program requirements at the same time they are participating in AIE.

## WHY JOIN AIE?

- Develop a better understanding of your interests and skills
- Learn how to conduct successful job searches and create an outstanding resume
- Gain practical experience in your field of study
- Benefit from the cultural insights that come from an overseas work experience
- Become a highly valuable candidate for the global marketplace
- Earn a Certificate of Completion

## REQUIREMENTS TO EARN THE AIE CERTIFICATE

While completing coursework for your selected program of study, you must fulfill these Certificate requirements in three knowledge areas:

1 Personality & Interest Exploration with methods used by leading U.S. companies	2 Job Preparation Skills for success in the Global Marketplace	3 Internship Experience in a Seattle-area business or organization
<p>Work with the IEP counselor and take at least two skills / personality assessments. These assessments are highly regarded in the counseling field, and are used by professionals to help students make decisions about their careers. You will meet with the IEP counselor once to choose two assessments, and again to review your personal results.</p>	<p>Choose one of two options  <b>A Complete the following course:            BUS 216 Professional Development</b>            (5 credits)            OR  <b>B Complete an Independent Study *</b>  <b>on all of the topics listed below</b></p> <p>American business culture            Resume writing            Interviewing            Cover letter preparation            Conducting an internship search            Completing job applications</p>	<p>Participate in an internship experience for a minimum of 10 hours per week for one quarter (2 credits). An internship is an educational work experience that relates to your field of study. Most importantly, it gives you an opportunity to apply academic knowledge in a practical way. Internships are arranged through Seattle Central Cooperative Education Office and may be paid** or unpaid. The program you enroll in, as well as the length of time you study in that program, will determine the internship opportunities available to you.</p>
	<p>*The independent study is completed with the assistance of the Seattle Central Cooperative Education Office.</p>	<p>**Paid, off-campus internships may be available to eligible students who are in programs 9 months or longer and complete appropriate coursework.</p>

## WHO IS ELIGIBLE ?

It is most common for students who are enrolled in a Short-Term Certificate of at least six months to join AIE. However, students enrolled in any other college program (College Transfer, FAST TRACK, Professional & Technical) or College Bridge may also choose to join AIE. Students enrolled in the Intensive English Program, (SCIE levels 1, 2 or 3) are not eligible to begin any component of AIE.

## HOW DO I APPLY ?

1. You should apply for a Short-Term Certificate program (or other college program) **and specify your interest in AIE** on the admission application. There is no need for a separate application for AIE.
2. During the first quarter of enrollment at Seattle Central, you will attend an introductory workshop to learn about AIE requirements. During the workshop, the advisor provides you with the information and materials you need to get started.

## HOW MUCH DOES IT COST ?

There is no fee for the American Internship Experience. However, certain components do have fees. For example, some skills / personality assessments may have a small fee. If you take the BUS 216 course, you will pay regular tuition for those credits.

## HOW LONG WILL IT TAKE TO EARN THE AIE CERTIFICATE?

That is up to you! Students in a Short-Term Certificate Program may complete a work experience and earn their AIE certificate in as little as 6 months. Students enrolled in programs of a longer duration, such as College Transfer, may choose to complete their AIE requirements over a longer period of time.

## WHEN WILL I EARN MY AIE CERTIFICATE?

After completing all American Internship Experience requirements, you will submit your Completion Checklist to the IEP Office. You will then be awarded an American Internship Experience Certificate of Completion, as well as a brief explanation of the activities participated in and skills developed.

## Sample schedules

### a.) SHORT-TERM CERTIFICATE PROGRAM: BUSINESS ADMINISTRATION • 9 MONTHS • TOEFL 520

Class schedule:	AIE activities:
<b>Quarter 1</b>  BUS 101 Introduction to Business 5 credits ACC 210 Introduction to Accounting 5 credits BUS 131 Business Writing 5 credits	<b>1. Personality and Interest Exploration:</b> Student takes one or more skills/personality assessments.  <b>2. Job Preparation Skills:</b> Student will take Business 216 in Quarter 2.  <b>3. Internship Experience:</b> Student begins researching internship options.
<b>Quarter 2</b>  ACC 220 Accounting 2 5 credits BUS 216 Professional Development 5 credits ECO 100 Introduction to Economics 5 credits	<b>1. Personality and Interest Exploration:</b> If not completed in Quarter 1, student now completes skills/personality assessments.  <b>2. Job Preparation Skills:</b> Student takes Business 216.  <b>3. Internship Experience:</b> Student applies for and secures volunteer internship at a local non-profit organization.
<b>Quarter 3</b>  ACC 230 Managerial Accounting 5 credits BUS 170 Information Technology 5 credits BUS 100 Introduction to Supervision 3 credits Internship 2 credits	<b>1. Personality and Interest Exploration:</b> Completed in Quarters 1 or 2.  <b>2. Job Preparation Skills:</b> Completed in Quarter 2.  <b>3. Internship Experience:</b> Student begins and completes internship.

The student will earn two certificates at the end of 9 months:

- Business Administration Short-Term Certificate
- American Internship Experience Certificate

Also, since the student completed a 9-month academic program, s/he is eligible to apply for one year of Optional Practical Training (OPT) (a paid work experience on or off campus), which may begin upon completion of the Certificate.

### b) COLLEGE BRIDGE: 6 MONTHS • TOEFL 470-519

Class schedule:	AIE activities:
<b>Quarter 1</b>  College Bridge Reading 5 4 credits Academic Writing 5 4 credits HUM 105 : Intercultural Communication 5 credits	<b>1. Personality and Interest Exploration:</b> Student takes required skills/personality assessments.  <b>2. Job Preparation Skills:</b> Student is not taking Business 216, so s/he completes one or more independent study requirements.  <b>3. Internship Experience:</b> Student researches, applies for, and secures volunteer internship at a local non-profit organization.
<b>Quarter 2</b>  College Bridge Reading 6 4 credits Academic Writing 6 4 credits One five-credit college class 5 credits Internship 2 credits	<b>1. Personality and Interest Exploration:</b> Completed in Quarter 1.  <b>2. Job Preparation Skills:</b> If not completed in Quarter 1, student now completes independent study requirements.  <b>3. Internship Experience:</b> Student begins and completes internship.

The student will earn two certificates at the end of 9 months:

- College Bridge Graduation Certificate
- American Internship Experience Certificate



**SEATTLE  
CENTRAL**  
community college

**Seattle Central Community College International Education Programs**  
 1701 Broadway 2ISC100 Seattle, Washington 98122 USA  
 Tel (206) 587-3893/Fax (206) 587-3868  
 E-mail: iepsgcc@scdd.ctc.edu URL: www.seattlecentral.edu/international