

Discover

Talent

at TCI

AN
INTERNSHIP

QUICK
GUIDE

Welcome

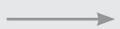
to MiraCosta College Technology Career Institute's (TCI) Internship Program!

TCI offers accelerated, hands-on courses that give students the technical skills, human development, and work-based experience needed to secure living wage employment in their chosen field. We believe that a skilled, educated workforce requires the collaboration of the primary stakeholders in the ecosystem: the students; the colleges who train them; and the employers, with their multitude of workforce needs. This internship model plays a central role in that collaboration, starting with you, our industry partner.

Employer Quick-Start Guide to Internships

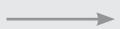
1

Pick an
Internship
Model



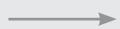
2

Schedule
a Call /
Visit with
TCI Staff



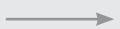
3

Create
a
Schedule



4

Host
the
Internship



5

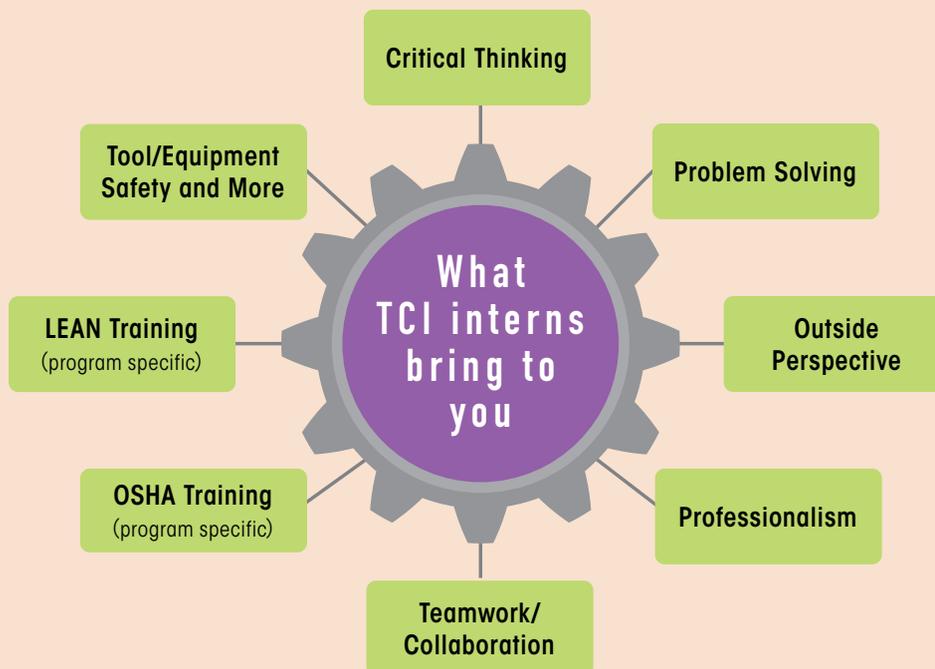
Evaluate
the
Internship

PURPOSE

We offer this guidebook and the internship model itself as means of providing real solutions in a rapidly changing world. Rather than a static “how-to” map, the guidebook should be considered a living document, one which implements ever-evolving best practices discovered along the way. We aim to make the internship a vehicle that addresses the needs of the employers and creates meaningful opportunities sought by the student.

WHY INTERNSHIPS?

Well-crafted internships deliver benefits directly to all parties. Host companies experience a potential employee’s skills and abilities in a ‘try before you buy’ model. This approach can de-risk an eventual hire, as the employer has an opportunity to directly assess an intern’s abilities and performance while on the job. Internships have also been shown to generate considerable employer cost savings. Interns receive the benefit of hands-on training in a real-world setting while learning from experts in their field, and they can participate in projects that add value to their resumes. Each day of the internship allows both the intern and the host company to assess each other for potential employment. Win-win!



INTERNSHIP YOUR WAY

We understand that employer's needs vary across industries and TCI's goal is to provide internship structures that maximize benefits to our industry partners. With that goal in mind, we offer 3 main categories of internship—any of which can be adjusted to your specific operations. **Funding from the State allows us to provide paid internships—at no cost to you!**

1



Learn 'n' Earn

the classic internship model in which students progressing through a certificate program or course hone their skills through real-world work at a local employer. Target of 10–20 hours per week for 4–8+ weeks.

2



Back Burner Project

for those employers who may have projects stalled from a lack of attention, having interns assist is a perfect way to bring the project to fruition. Our interns can be hosted at your facility or, with TCI's extensive engineering, manufacturing and prototyping capabilities at our location, the project can be worked at here at our facility, under your supervision or ours.

3



Post-Grad / Certificated

interns newly graduated from a program are eager to find real-world experience and a path to employment. Highly skilled and motivated, these interns can have their skills and teamwork assessed by you. De-risk your hire by engaging an intern to see if you're both a good fit for each other.

THE “NEEDS & GOALS” MEETING

Let’s make time at the outset to define, as precisely as possible, your needs. We want to gather as much information about your goals for the internship, and indeed for your operations so that the internship we create is beneficial. We want to bring our interns—and our creativity—to help you, whether increasing productivity, attending to backburner projects, or adding a new perspective to an unresolved issue. We’ll listen intently, take notes, and consider how to best help you hit the target!



TIMING

SCHEDULE & TIMING

The timing and the schedule of the internship will depend upon a number of factors: your operational needs, student availability, current class schedule, etc. so it’s best to define these variables as early as possible in the process. As our industry partner, you may also have varying degrees of flexibility on when the internship can run, so again, let’s talk about what suits you best. Our overarching goal is to have an internship run 10–20 hours per week for 4–8 weeks. We want to be sure you get full benefit from the internship. Let’s discuss your goals so we can chart the best course to achieve them!



INDUSTRY STANDARD TRAINING

Changes in the landscape of education need to keep pace with workforce demands and labor market skill development. The workforce of today has changed from that of a decade ago as that workforce, in turn, was transformed from the decade previous. Employers need immediate, and in some cases urgent, access to a skilled workforce—prepared workers with skills directly related to the industry needs of today. Students need accelerated, accessible options to upskill or reskill, and gain living-wage opportunities. This internship aims to help bridge the current divide at that intersection. We are committed to the evolution of best practices and to find real world solutions that remain relevant and necessary. Thanks for joining us in that mission!

EVALUATION

Employers naturally want to know how effective the intern was in her/his specific role. You may even want to understand how the manager likewise performed in executing the company's goals for the internship. For a variety of reasons, a written evaluation provides perhaps the best measure of the internship, so TCI provides every employer an easy to complete evaluation template to facilitate assessment of how well the intern/internship worked for you. The evaluation benefits the intern, the industry partner, as well as TCI. Please see the inserts for a sample Intern Evaluation Form as well as other templates designed to make the internship program easy for you.



TECHNOLOGY
CAREER INSTITUTE

MiraCosta College shall provide access to educational programs and employment practices, and shall not discriminate based on accent, age, ancestry, citizenship status, color, disability, economic status, ethnic group identification, gender, sex, marital status, medical condition, national origin, parental status, race, religion, sexual orientation, or veteran status.

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