Roxbury Community College maintains and promotes a policy of non-discrimination in employment and education on the basis of race, creed, religion, color, gender, sexual orientation, age, disability, veteran’s status, marital status, and national origin. We are committed to a policy of affirmative action, equal opportunity, equal education, non-discrimination, diversity, and equal access.

TO LIST INTERNSHIP OPENINGS
Employers interested in providing internship opportunities for students should contact the RCC Internship Specialist or you may list internship opportunities through the College’s Career Development Web site.

KEYS TO A SUCCESSFUL INTERNSHIP
- Accuracy
- Tactfulness
- Initiative
- Appreciation
- Enthusiasm
- Attentiveness
- Professionalism
- Ethical behavior
- Strong relationship with mentor
- Accepting of criticism
- Effective communication

CONTACT INFORMATION
Irina Galatskaya, M.S., M.B.A.
Director of Career Development & Internships
Center for Student Success
Telephone: 617.933.7455
Fax: 617.933.7427
Email: igalatskaya@rcc.mass.edu
Webpage:
http://www.rcc.mass.edu/careers/internships.asp

Roxbury Community College
1234 Columbus Avenue
Roxbury Crossing, MA 02120

Internship Programs
http://www.rcc.mass.edu/careers/internships.asp
BENEFIT TO ALL

The program has excellent benefits to the employer, the student, and the College.

For the employer:

- Utilize well-prepared short-term employee while cutting recruiting and training costs.
- Provide real-world work experiences to students who are serious about learning and working and who have accumulated knowledge and classroom experience.
- Provide an opportunity to hire the student upon graduation.
- Enhance the partnership with RCC.
- Provide input on the quality and relevance of RCC’s curriculum.

For the student:

- Increase confidence and positive self-image through a worthwhile on-the-job experience.
- Increase opportunity for employment after graduation.
- Understand the relationship between classroom theory and workplace practice.
- Fulfill the “experience required” stipulation associated with many job openings.
- Gain new or advanced skills.
- Develop a professional network.
- Clarify career goals.
- Enhance interpersonal skills.
- Earn college credit.

For the College:

- Help in the recruitment of new students.
- Help retain current students.
- Provide a wider range of learning opportunities for students.
- Enrich the program’s curriculum.
- Enhance its reputation in the employment community.
- Enrich partnerships with business and industry.
- Improve the job placement rate of graduates.

INTERNSHIP EDUCATION

Wonder what a job in your major will involve?

Internships can provide the answer!

- Learn new information about your major
- Make sure you’re on the right career path
- Gain hands-on experience
- Boost your skills and your resume
- Explore career options

Work-based Learning Opportunities

- Full time or part time
- Paid or unpaid
- Credit-based or non-credit

Finding an Internship

Contact the Office of Career Development and Internships early for assistance in securing an internship.

Office services include:

- Serving as a contact for campus wide internship issues.
- Cultivating new community partnerships.
- Acting as liaison with college departments
- Helping coordinate students’ interests with internship opportunities.
- Assisting with employer internship postings and student searches.
- Helping students with internship search strategies using the RCC Internship Website on http://www.rcc.mass.edu/careers/internships.asp and online interactive internship search tools.
- Providing support throughout the Internship.

INTERNSHIP RESPONSIBILITIES

The Employer:

- Provide the student with training, supervision and work experiences related to career or academic goals.
- Help the student achieve his/her learning objectives with work experiences that include an appropriate learning environment and productive work, related to internship goals.
- Evaluate the student’s performance at designated time(s)
- Notify RCC of any changes made or needed in the internship agreement.

The Student:

- Adhere to all company policies.
- Competently perform assigned work and complete agreed-upon objectives.
- Complete all necessary documents for internship files.

The College:

- Provide pre-employment preparation for students.
- Recognize internship as an educational strategy integrating classroom learning and progressive work experiences, with a constructive academic relationship between teaching faculty and internship faculty or administrators.
- Maintain contact with the employer and the Internship student during the term to ensure a successful experience.
- Assist the student or employer with addressing/resolving issues or disputes that may arise at the internship site.

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