WATC’s Internship Process

Student locates employer to provide program Internship / Occupational experience.
(Career Services may be able to help with this process)

The student is responsible for having the “Internship Agreement” & “Occupational Experience Agreement” completed and returned to WATC’s Career Services Office before beginning Internship.

Career Services Director will request that an Internship course be added to the schedule

Student enrolls in Internship Course

NOTE: Student pays for the class to receive credit as part of program requirements

All employer and/or Student questions are directed to WATC’s Career Service office or their Coach

Once all paperwork has been received, the class paid for and set up, and the student enrolled: the Student can begin tracking hours with employer for internship
Employer submits “Student Evaluation Forms”, following every 75 hours of the occupational experience. Career Services Office tracks hours as they are received. Reminders maybe sent out to students and Employers to return forms.

Student completes the Occupational Experience.

Employer submits “Final Report of Hours and Wages” from following the end of the Occupational Experience.

Career Services Office tracks and may send out reminders to students and Employers to submit “Final Report of Hours and Wages” form.

All forms are reviewed by the Career Service Director, Registrar and/or Instructor who submit final Internship grade (“S” or “I”), based on evaluation forms.

Once all hours are completed and reported the Student is released from Internship with a grade and requirements met.