

## Smart Internship Program Roles & Responsibilities

### Student:

- Complete online Clackamas Community College (CCC) application, to obtain a student email address and ID, if have not already done so
- Complete online registration
- Pay \$25 course fee online or by check
- Demonstrate readiness for internship as per high school/agency requirements
- Complete HD-180 Career Development Internship seminar
- Participate in the development of the Training Plan
- Complete internship activities and submit proper paperwork

### High School/Agency Partner:

- Assist student with registration and maintain file
- Determine student readiness for internship
- Provide HD-180 seminar
- Select Training Plan objectives and outcomes with student and training site
- Document evidence of students' seminar and Training Plan completion
- Submit student grade to the college electronically

### Clackamas Community College:

- Create student account and issue college identification
- Process online registration
- Provide seminar instructor training/support
- Provide example Training Plans
- Validate grade and transcribe student work

### Employer/Training Site:

- Meet with high school/agency partner for orientation
- Interview and approve student
- Develop activities to support learning objectives on Training Plan
- Develop work schedule for student
- Orient, train, and give feedback to student
- Meet with high school/agency representative regarding the student
- Verify student performance and hours
- Provide feedback about the program