

HOW TO RECRUIT INTERNS

Internships are a vital component of career development. Chattahoochee Technical College seeks to educate the students by providing experiential learning opportunities that complement the field of academic study. The Internship Supervisor seeks to help train career competent future employees. Both Chattahoochee Technical College and Host Organization desire to develop productive and proven professionals by assisting with the intern's professional growth and development.

Please Note: Students may be eligible to receive academic credit for the internship in the Targeted Academic Credit-Bearing Programs listed below:

- Accounting
- Automotive Collision Repair
- Automotive Technology
- CNC Technology
- CIST – Programming
- CIST – Web Applications
- Design and Media Production Technology
- Drafting Technology
- Electrical and Computer Engineering
- Environmental Science Technology
- Horticulture
- Interiors
- Industrial Maintenance
- Welding and Joining Technology

Host Organization may provide non-academic or academic credit-worthy practical work experience, which is documented and approved by the college prior to a stated start date, through which intern(s) may apply their classroom theory.

Chattahoochee Tech College's student accident insurance covers the student for any accidental injuries that occur during normal business activities or during any school-sponsored and supervised activity for academic credit-bearing internships.

Please note: Student accident insurance **does not** cover non-academic credit-bearing internships.

You may create an account on [Handshake](#) where you can post as many positions as you wish.

If you are thinking about offering an unpaid internship, [please review this information](#) from the Department of Labor.

The following table reflects the timeframes to recruit candidates for internship positions. Following these recommendations will ensure there is ample time to promote your internship opportunities and select the right student.

For An Internship During	Advertise During
Fall Semester (August – December)	March - July
Spring Semester (January - May)	September - December
Summer Semester (June – August)	January - April

All employers must adhere to the specifications outlined in the Employer Terms and Conditions.

For additional information, please contact the [Office of Career Development](#).