



CVTC INTERNS

MEETING COMMUNITY WORKFORCE NEEDS

“CVTC interns bring fresh ideas. I try to give them a project and let them run with it, then integrate it into our system. They bring energy and a new point of view.”

BUD DREXEL,
HOPE GOSPEL MISSION

AN INTERNSHIP IS DESIGNED

to provide an academic opportunity for students to learn job functions in a business setting and provide an educational learning experience for the student

EMPLOYER BENEFITS



BUILD CONNECTIONS

Gain enthusiastic and motivated workers; building a connection to CVTC resources.



FUTURE WORKFORCE

Develop a pool of capable, trained employees for future full-time employment opportunities.



FURTHER EDUCATION

Assist students in real, applicable experiences that tie to their learning.

EMPLOYER TESTIMONIALS

WELD RILEY LAW FIRM

"I have one employee who started as an intern one summer and another who was an intern a couple of years ago who did both the Executive Assistant and Paralegal programs. We hired both as full-time employees." -Cheryl Skoug

CHIPPEWA COUNTY EDC

"We can't be a part of a workforce solution unless we are willing to participate. If we want the best labor pool, we have to take part and help develop it. Any company complaining about the workforce needs to participate to bring it along." -Charlie Walker

OTTO & STEINER LAW

"I went through the CVTC Paralegal program myself, so I know what the interns are going to bring. CVTC Paralegal students come out trained in the basics. We get all the building blocks we need to train them for our office." -Amber Hopkins

EMPLOYER RESPONSIBILITIES

- Construct an internship that is management related and involves work activities that will enhance the student's knowledge of business management.
- Maintain high expectations in such areas as dependability, attendance, punctuality, initiative, accuracy, and professional representation.
- Take an active role in the career development of the intern.

STUDENT RESPONSIBILITIES

- Adhere to scheduled work hours, policies, procedures, and rules governing professional staff behavior.
- Follow workplace polices about confidential information and proprietary rights.
- Assume personal and professional responsibility for your actions and activity.
- Maintain professional relationships with site employees and clients.
- Use a courteous, enthusiastic, open-minded approach to policies and procedures at your site.
- Relate and apply knowledge acquired in school to the work environment.

**FOR QUESTIONS OR MORE INFORMATION
ON STUDENT INTERNSHIPS, CONTACT CVTC:**

715-831-7366 // internships@cvtc.edu



**FOR MORE INFO ON FINDING ELIGIBLE WTCS
GRADUATES, VISIT WISCONSIN TECHCONNECT:**

// wisconsintechconnect.com

Wisconsin TechConnect is a statewide online employment information system for recruiting Wisconsin Technical College System (WTCS) students and graduates for all types of employment. Wisconsin TechConnect is a collaborative effort of Wisconsin's 16 technical colleges.



FLSA & LOGISTICS

Internships/practicum may be paid or unpaid. According to the Fair Labor Standards Act (FLSA) “internships in the for-profit, private sector will most often be viewed as employment, unless the test described below relating to trainees is met.” Visit [dol.gov](https://www.dol.gov) for more information.

1 credit // 64 hours // 16 weeks

STUDENT TESTIMONIALS



PABLO CENTER

“I started as an intern at the Pablo Center before they opened for the public, focusing on the promotion side and advertising. I was designing and editing ads and promoting the Center on social media sites.” - Keng Her, December '18



OSSEO AUTOMOTIVE

“Osseo Automotive was looking for someone who had more information about social media accounts. That's why I was there. They needed that fresh, creative look at how to connect through social media.” - Danielle Heath, May '19

