

Internship FAQs

Q: What's the purpose of the internship?

A: To help develop and improve students' employability skills. It is also a way for students to explore careers they might have an interest in, but are not sure if it's something they want to pursue in the future.

Q: Who finds the internship sites?

A: Sites are located by the coordinator based on career interests expressed by the student. If a student has a specific company in mind, it will also be explored as a possible internship site.

Q: Is the completion of an internship mandatory in order to graduate?

A: Yes.

Q: How many hours must be worked in order to successfully complete the internship?

A: Students must complete a minimum of **70** hours before graduation.

Q: Can a student complete more than one internship?

A: Yes, and students are highly encouraged to do so.

Q: Are internships paid?

A: Most internships are done on a non-paid basis. The goal is to gain experience and develop employability skills. Some internship sites may pay interns if their budgets allow for it.

Q: How do you keep track of students' performance and hours worked?

A: Students are required to keep a log of their hours, and will also be responsible for following the timekeeping protocols as established by their respective internship sites.

Q: Are students trained by the internship coordinator in specific technical skills?

A: Students receive training with things such as time management; proper work place etiquette; interviewing techniques; preparing resumes; how to get to an internship site by foot and bus; and other soft skills. However, Pathway does not provide technical training pertaining to any specific industry.

Q: Does the Pathway staff assist with job placement?

A: Since we are not a vocational school, Pathway does not assist with, nor do we guarantee job placement upon graduating from the program. However, students will be provided with information about organizations that can assist them in their job seeking endeavors after they leave Pathway.

Things to know before starting an internship

Students must demonstrate the following attributes indicating they are ready for the responsibility of an internship:

- going to class every day,
 - getting to class on time on a regular basis
 - turning in all required school work
 - behaving appropriately and being respectful of other students and staff
 - following Pathway rules
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- Most students start an internship by the Fall quarter of their second year at Pathway
 - Some students can start by the winter or spring quarter of the first year or during the summer between the first and second year. Students must exhibit the above mentioned attributes in order to start early.
 - If interested in starting an internship before the fall of the second year, you must give the Vocational Services Coordinator at least 6-8 weeks prior notice to allow sufficient time to establish an internship site.
 - If completing an internship during the summer you must still turn in timesheet logs as agreed upon, documenting hours worked and duties performed along with yours and your supervisor's signature.
 - If you already have of an organization / company that you would like to intern with, you will need to provide that information to the Vocational Services Coordinator. A formal agreement must be established between the internship site and UCLA Extension. This needs to be done in order to ensure that the site is providing a true learning experience for the student.