

COPPER MOUNTAIN COLLEGE COMMUNITY PARTNERS INTERNSHIP PROGRAM



The State of California has identified 15 Industry Sectors. Each sector contains multiple career pathways in which to develop Programs of Study. It is up to individual school districts and the region's corresponding colleges and businesses to conduct research into the needs of the industry and determine which sectors and careers can best serve the students, industry and community.



INTEREST	
HIGH	
MEDIUM	
LOW	

Building Trades and Construction



INTEREST	
HIGH	
MEDIUM	
LOW	

Agriculture and Natural Resources



INTEREST	
HIGH	
MEDIUM	
LOW	

Education, Child Development and Family Services



INTEREST	
HIGH	
MEDIUM	
LOW	

Hospitality, Tourism and Recreation



INTEREST	
HIGH	
MEDIUM	
LOW	

Manufacturing and Product Development



INTEREST	
HIGH	
MEDIUM	
LOW	

Health Science and Medical Technology



INTEREST	
HIGH	
MEDIUM	
LOW	

Marketing, Sales and Service



INTEREST	
HIGH	
MEDIUM	
LOW	

Fashion and Interior Design



INTEREST	
HIGH	
MEDIUM	
LOW	

Arts, Media and Entertainment



INTEREST	
HIGH	
MEDIUM	
LOW	

Public Service



INTEREST	
HIGH	
MEDIUM	
LOW	

Transportation



INTEREST	
HIGH	
MEDIUM	
LOW	

Finance and Business



INTEREST	
HIGH	
MEDIUM	
LOW	

Engineering and Design



INTEREST	
HIGH	
MEDIUM	
LOW	

Information Technology



INTEREST	
HIGH	
MEDIUM	
LOW	

Energy and Utilities

How will an Internship benefit you as a CMC student?

1. One-Hundred hours of on the job experience/training in the field of their choice.
2. Attendance at a Internship Workshop will sharpen your job search skills.
3. An internship will look great on a university application and resume.
4. An internship can open up networking opportunities with others in the same career field.
5. An internship can open up job opportunities.
6. Your successful CMC Internship will earn you an Amazon Kindle provided by the Copper Mountain College Foundation.

Internship Contact:

Öæ ã | Å [^ • ^
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 760-366-3791 x0111
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Internship Checklist

The first things you must do to be an intern, if you don't do these, you will not intern:

1. Turn in your "Career Interest" form
2. Turn in your "Emergency Notification Information" form
3. Turn in your "Contract for Internship" form

After you complete the above contact Mr. House, turn in the paperwork above and he will schedule your internship. If you do not hear from Mr. House within a few weeks call him at 323-559-6879

4. Once your internship is scheduled get your internship "Affiliation Agreement" signed by the business and return it to Mr. House
You are now ready to start your internship.

At the internship site, you should do the following:

5. Keep track of your hours with the form provided
6. When the internship is done get evaluated by the employer
7. When the internship is done fill out the "Internship Summary" form
8. Send a thank you letter/card to the internship site
9. Use your 100 hours of experience to your benefit and to also claim the Amazon Kindle Fire that you have earned

That's it, your done! Most of all, learn from this experience, be courteous and have fun!

Nine Easy Steps To Have A Successful Internship Experience



Copper Mountain College Community Partners Internship Program Interview Skills Checklist

How should I look.....

1. First, the list of "NO's":

- * No hats
- * No shorts
- * No mid-driffs
- * No tight or revealing clothing
- * No torn clothing or clothing with holes
- * No sagging and bagging
- * No facial piercings or jewelry except earrings
- * No messy "hair styles"
- * No gum
- * No clothing with logo's or advertising

2. Recommended attire:

For girls:

Nice pants, blouses, sweaters, dresses, skirts (not too short), nice shoes (low heels or flats), modest jewelry & make-up

For guys:

Nice pants, shirt with collar (button-up preferred), sweater, nice shoes (tennis shoes ok if clean)

(The most fashionable clothes are not always the most professional)

3. Professional conduct:

- * Smile, have eye contact
- * Use a firm handshake
- * Show good posture – no slouching, slumping or shuffling
- * Use a friendly greeting
- * Speak clearly, pleasantly and loud enough to be easily heard
- * Avoid slang ("gonna", "cuz", "yeah")
- * Be upbeat and have a positive attitude
- * Don't play the "blame game" with previous employers

Be mentally prepared, confident and positive about your experience.
Treat every professional contact as if it was a job interview.



Copper Mountain College Community Partners Internship Program Internship Information Sheet

Goal:

Each CMC Intern will have the opportunity to work as an intern to only to gain experience, make networking connections and to learn skills in a workplace environment. This program does NOT guarantee employment or offer any college credit.

To Reach This Goal, Student Will:

- * Attend the "Internship Workshop"
- * Intern for 100 hours
- * Gain an understanding of the work environment
- * Ask questions of employers and employees during the internship
- * Perform all tasks assigned to the employers standards
- * Answer reflective questions to yourself

Expectations Of CMC Intern Student:

- * Make a commitment to the CMC Internship Program (time, transportation, work)
- * Represent Copper Mountain College to the best of their ability (attitude, appearance, behavior)
- * Remember, you are expected to be responsible with your internship, you must show-up on time and if you must call in sick you must do this in a professional way just as a regular employee would
- * Fill out all required paperwork in this packet at the end of the internship
- * Send thank you notes to the business that you intern after the internship is complete and provide a copy of this letter to CMC.
- * If for any reason you cannot complete your internship you must handle the situation in a professional way and notify both CMC and the employer in a timely manner

What The CMC Community Partners Internship Program Is NOT:

- * A guarantee that Internship students will become employable
- * A job placement service
- * The answer to all career related problems