Internship Requirements

Houston Community College’s VAST Academy provides internship opportunities to eligible students teaching workforce soft skills opportunities to job ready students. The goal of the internship learning experience is to transition the academia taught in the classroom to the work environments. The expectation is that eligible students gain meaningful work skills through their exposure to work environment, leadership styles and to provide the student with the confidence and workforce skills to obtain/maintain long-term employment.

We believe that internships are an essential to learning process for students with intellectual disabilities. Internships allow students to practice and strengthen workforce soft skills. Internships offer opportunities for mentorship and networking, and broads a student’s ability to independently look for work after the internship has ended. We provide internships in an array of business settings to provide eligible students with the opportunity to learn basic soft skills that are applicable to world of work. Internships are designed to meet the individual interest area of the students and not necessarily a reflection of the courses completed.

Eligibility

- Students must demonstrate a desire to participate in an internship.
- Student must demonstrate the ability to work independently
- Student must NOT exhibit or demonstrate behavior issues in the classroom or school sponsored field trips. Behavior issues are defined as: any display of inappropriate behavior or the inability to follow instructions.
- Students must complete the courses noted below prior to starting the internship:
  - Work Etiquette
  - Career Exploration
  - Job Search & Employment Skills
  - Introduction to Customer Service
  - Career Readiness
- Students should have sufficient maturity to learn from the experience
- Students must have transportation to and from work

Requirements for Internship

- Students must have a resume prepared
- Student must enroll in the Internship class prior to starting at the job site. Student must submit a copy of the paid fee receipt to the Director of Employment Services
- The student must complete “My Next Move” career exploration tool located at www.mynextmove.com. The Student must submit a copy of the report with his/her Internship Interest Profile to the Director of Employment Services
- Complete the Internship Interest Form and submit it to the Director of Employment Services
- Read and sign the – agreement form.
- Parent or Guardian must sign the internship agreement.
• Agree to report to work as scheduled.
• Record time and attendance on the time card provided Houston Community College.
• Attend the Friday Internship class to enhance work base learning.

Expectations for Internship

• The internship should be related to the student's career goals.
• Student will gain meaningful work experience.
• Student will update his/her resume during/at the end of the internship to include internship experience.
• Student, student’s family in concert with HCC staff will look for employment opportunities for the student.

The VAST Program Director or Director of Employment Services reserves the right to move a student with prior work experience into an internship prior to completion of the courses noted above, if an employer expresses a need for a trainee and the student has demonstrated the occupational skills to meet that workforce training needed.