

ARC Finding a Gerontology Internship

For Students

Finding an Internship Site

In addition to providing essential work experience, internships provide students with opportunities to practice finding and interviewing for a job. This sheet provides the information you need to find a position on your own, or by using **HandShake**, a program that allows employers to set up a profile and job postings to recruit interns.

You will want to explore internship options posted in **HandShake** well in advance of the semester you plan to enroll in work experience. It is important because the paid internships in Handshake are competitive and limited. In addition, students from other departments and colleges are looking for paid internships using **Handshake** too.

Handshake Access

It is not necessary to wait until you are ready for an internship to use **Handshake**. You can use it to look for a job and check out internship options anytime <https://losrios.joinhandshake.com/>.

Use this link to the ARC WEXP webpage to learn more about how to find an internship:
<https://arc.losrios.edu/academics/internships-and-career-services/work-experience-and-internship-program/internship-guide-for-students>

Recommended Coursework Prep for GERON 498

If there are no opportunities in **HandShake** that suit you, be sure to familiarize yourself with the next section about Basic Expectations of Interns and Internship Sites.

The best way to find an internship site that will provide experience relevant to your interests and specialization area is to explore the [Sacramento County Aging Resources](#) pages. The link takes you to a long list of service and support categories.

Explore the categories likely to provide you with the type of experience aligned with your specialization area, Advocacy & Social Policy, Administrative, Case Management & Social Services, Geriatric Health Care, or Recreation. Use the category link to reach the list of businesses and agencies in that category in the Sacramento County area.

Familiarize yourself with the internship site expectations below, **before contacting a potential site**, so you will be able to answer their questions without referencing the sheet.

Basic Expectations of Interns

Gerontology students are required to complete three units of the internship course before graduation. To count toward the course, the hours an intern works **MUST** be completed during each semester they enroll in one or more units of work experience. Each student must complete a total of 3 units before graduation.

The number of hours required for each unit varies based on the type of position:

- Paid Internship (75 hours per unit)
- Unpaid Internship (60 hours per unit)
- Volunteer Interns (60 hours per unit).

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Basic Expectations of Internship Sites

Internship sites must specialize in serving the older population as clients, residents, or patients, or within departments that specialize in serving older people within a business or organization.

To meet the requirements of the State of California, internship sites must have an employee able to supervise the interns during their hours working.

- Supervisors help the intern finalize appropriate learning objectives for their internship.
- Supervisors oversee the intern's schedule and sign off on timesheets.
- Supervisors must be on-site and available to answer questions when the intern is working.
- Supervisors complete the intern's evaluation sheet at the end of the internship period.
- Supervisors must be the same person throughout the internship period at the site.
- If the student is a current employee at the site, the supervision requirements still apply.
- If the site is an agency that places caregivers and companions with clients/patients:
 - The intern must be treated as a temporary employee and be paid.
 - The supervisor must be available by phone when the intern is working.
 - Interns must be placed with four or more clients of diverse backgrounds and needs.

In 2019, the work experience department adopted a software system called **Handshake** that allows employers to set up a profile and recruit interns. Colleges and Universities all across the state use **HandShake**.

SPECIAL ADVISORIES

Work experience **cannot** be completed in private homes working as a private duty caregiver or companion, as a volunteer or family member, or as an independent contractor.

If you are currently employed in a setting that meets the requirements listed above, it may be possible to complete your internship there. However, gaining experience in other work settings, under a variety of supervisors, and in settings that are aligned with your degree specialization(s) is important. Therefore, you may want to switch it up a bit and complete your work experience in more than one setting.

MORE RESOURCES

- Gerontology Internship Advance Planning (for Students)
- Gerontology Internship Site Requirements (for Employers)