

LC Career Center Remote Internship Program

Scope of Work & Track Overview

Duration: 4, 6, or 12 Months | Format: Remote (Hybrid for Clinical Track)

Weekly Time Commitment: 5–10 hours

Program Overview






At LC Career Center, we are proud to offer a high-impact remote internship experience designed to prepare participants for success as trainers, digital content creators, course designers, and instructional leaders. Each track equips interns with skills in adult learning principles, digital teaching tools, and hybrid facilitation — and offers a unique opportunity to contribute meaningfully to our growing education platform.

Whether you're seeking to enter the training profession, launch your own course, or prepare for a certification in healthcare or coaching, this internship is a powerful step forward.

Internship Tracks

- • Course Authoring – Assist in designing e-learning modules, formatting lessons, and uploading content to our LMS.
- • Train-the-Trainer (TTT) – Learn proven facilitation techniques, virtual delivery tools, and trainer coaching methods.
- • Instructor Track – Build your teaching confidence with practical experience in curriculum design and student engagement.
- • Digital Publishing – Support workbook formatting, multimedia design, and branded resource development.
- • Workforce & Admin Support – Apply admin, data tracking, or communication skills to support behind-the-scenes operations.
- • Clinical Internship (Hybrid) – For current students in Medical Assistant or Allied Health programs; includes hands-on experience aligned with certification standards.
- • Master Life Coach Intern Track – For Life Coach students interested in teaching, building their own program, or expanding their skillset.

Key Features

-  Gain real-world experience in curriculum design, LMS tools, facilitation prep
-  Learn the essentials of digital instructional design and hybrid training
-  Receive guidance in monetizing your own knowledge as a digital course or workshop
-  Work under supervision, attend weekly check-ins, and build a portfolio of accomplishments
-  Earn a tuition discount for your MA or Life Coach program by fulfilling internship requirements

- Complete a final reflection or capstone project summarizing your experience

Expectations & Agreement

- • Attend virtual orientation and weekly check-ins
- • Follow brand, communication, and confidentiality guidelines
- • Complete all assigned tasks aligned with your track
- • Submit a final project or reflection by your internship end date

Intern Details

Intern Name	Track	Start Date	End Date
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Supervisor Signature: _____ Date: _____

Intern Signature: _____ Date: _____

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This program is internally designed for educational development and is not a job offer. Internship completion may result in additional credentials or referrals but does not guarantee employment. Clinical and Life Coach students are responsible for their own certification exam registration through third-party credentialing agencies.