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INTERNSHIP HANDBOOKS FOR EMPLOYERS



What is an Internship?

An Internship is a three credit course which consists of a work component and a classroom component with oversight provided by an instructor. The internship assignment must provide a learning experience in an area which complements the student's major field of study. The student should be regarded as a regular employee with respect to conditions of work.

Post university requires that a student be at least junior status and have a minimum GPA 2.5. The internship must be appropriate for the student's major. The position must be planned to last the duration of the internship which is 120 hours. Human Services majors require 180 hours.

A for credit internship is not giving a student odd jobs such as answering the phone, filing, making appointments, opening the mail, and tasks of a menial nature. The internship work needs to be a meaningful experience related to their major.

Internships are part-time, temporary jobs that offer students the opportunity to gain valuable work experience within an organization. Internships are typically similar to entry-level positions that give students a taste of what they may experience when joining the workforce after graduation. The experience usually either confirms their choice of career or helps them realize that they should seek an alternative career goal. Upon completion, companies may offer students full-time work upon graduation.

Benefits of an Internship

Some of the benefits of internships for employers include:

- Valuable asset bringing young fresh perspective into the business
- Students are at ease with social media and many businesses are unfamiliar with how this works
- Students create their own footprint, bring positive energy, and focus on succeeding in their first try in the "real world"
- Young minds learn quickly and they are not bogged down with "this is how it's done here"
- Get special projects done when there is a lack of resources
- Lower costs as internships are either unpaid or paid at a lower level than staff
- Free recruiting tool for new talented people
- Dress rehearsal for solid workers looking for full-time employment
- Inexpensive way to train a future new employee
- No cost for benefits, and if the student does not work out there are no severance costs
- If a small business, create connections and reputation in the community

Intern Orientation

It is extremely important that interns are welcomed and introduced throughout your organization, just as you would welcome a new full-time employee. In most cases your intern is not only new to your organization, but is experiencing the professional world for the first time.

The beginning days of an internship are often its defining days. When you give interns their first tasks, you are signaling what can be expected in the future. Many students are unfamiliar with the activities, environment, and objectives of your organization. Even though your interns may have worked part-time to support their education, these experiences may not have exposed them to the organizational politics, the need for confidentiality, the importance of teamwork, or the profit-making nature of business. Having a training or orientation as the start of the intern training process emphasizes these issues and provides information about your organization.

The sooner your intern understands your organization and how it operates, the sooner they can start their assigned responsibilities and contribute to your organization. By communicating the following information you can help with this process:

- Take your intern on a tour of the facilities and introduce them to the other employees
- Give your intern company materials to read such as newsletters, an organization chart or memos from the CEO
- Discuss the organization's current objectives
- Schedule regular one-on-one meetings with them
- Give the intern opportunities to observe (or participate in) professional meetings

The Intern Orientation checklist on the following page is provided to assist you in introducing your intern to your organization and having a successful internship experience.

Intern Orientation Checklist

Office:

- ✓ Parking
- ✓ Workspace-computer and technology required
- ✓ Restrooms
- ✓ Email, Voicemail, Passwords
- ✓ Office Hours/Breaks/Lunch Time
- ✓ Supply Closet
- ✓ Security Card/Parking Pass

Policy and Procedures:

- ✓ Attendance and Punctuality
- ✓ Appearance/Dress Code
- ✓ Performance Standards
- ✓ Pay Period and Payment Information (if a paid internship)
- ✓ Staff Meetings

Internship Review:

- ✓ Job Description
- ✓ Expectations
- ✓ Action Plan
- ✓ Training
- ✓ Weekly Meetings
- ✓ Project/Task
- ✓ Goals
- ✓ Evaluation

Supervising Interns

As an intern supervisor, you will be required to use any and all skills as you would in a normal supervisory role/relationship:

- Provide leadership
- Motivate
- Delegate
- Develop and train
- Evaluate
- Communicate

The internship program is an extension of the college classroom experience and should provide opportunities to bridge the two experiences- classroom to the world of work.

Meeting regularly with your intern will provide feedback about their performance. We suggest during these meetings the students can:

- Ask questions
- Provide the status of their project
- Participate in an evaluation of their strengths
- Discuss areas needing growth and development
- Receive insight about what work lies ahead

A faculty member will be assigned to oversee the academic portion of the Internship and will provide the final grade for the student, as well as provide an additional sounding board for discussion and questions.