

# Internship Fact Sheet

## Characteristics of an Internship

- The internship experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform. The skills or knowledge learned must be transferable to other employment settings.
- The experience has a defined beginning and end, and a job description with desired qualifications. There are clearly defined learning objectives/goals related to the professional goals of the students' academic coursework. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.
- There is supervision by a professional with expertise and educational and/or professional background in the field of the experience. There is routine feedback by the experienced supervisor.

## Best Practices for an Internship Program

### **Provide interns with real work assignments.**

Providing interns with real work is number one to ensuring your program's success. Interns should be doing work related to their major, that is challenging, and that is recognized by the organization as valuable.

### **Hold orientations for all involved.**

It's important that everyone "be on the same page," so to speak. Make this happen by holding an orientation session for managers and mentors as well as a session for students. Orientations ensure that everyone starts with the same expectations and role definitions.

### **Encourage team involvement.**

Involve your entire team in your intern program even if they are not assigning or supervising projects. They can create social or professional development activities and help to orient the interns to your company culture.

### **Offer flex-time and/or other unusual work arrangements.**

If you think about how students spend the day on campus (varied schedule each day, with varied activities such as work, class, social time), you can understand that 8 a.m. to 5 p.m. Monday through Friday is a bit of an adjustment for them. A flexible schedule can help to position them for success.

### **Showcase intern work through on-site presentations.**

Students work very hard at completing their work and are generally proud of their accomplishments. We make on-campus showcases available to students, but setting up a forum for them to do presentations at your organization not only allows them to demonstrate their achievements, but also showcases the program.

### **Conduct exit interviews.**

Whether face-to-face or remote, a real-time exit interview done by a member of the college relations team is an excellent way to gather feedback on the student's experience and to assess their interest in coming back. Having the students fill out an exit survey and bring it to the interview gives some structure to the conversation.

### **Keep in Touch.**

We are committed to helping you throughout this experience. Remain in contact and do not hesitate to reach us if we can offer any support along the way.

# Internship Worksheet

**Internship Position Title:**

**Internship Length:**

**Related Academic Program(s):**

**If Paid, Pay Rate and Method of Payment:**

**Is academic credit possible?\***

\*Academic credit, when possible, requires additional participation on your part as determined by the supervising faculty member in a related academic discipline. This varies by department, but one should expect regular contact over the length of the internship, potential site visit(s), and evaluation(s) of the student's progress.

**Internship Objective** | Describe the project or tasks to be completed and related learning goals.

**Required Attributes** | What qualifications, skills, or experience should candidates already have?

**Developed Attributes** | What skills and specific experience will the intern(s) gain?

**Availability Expectations** | Internships are often 10-15 hours per week during the semester. Flexibility is key for many students. Describe your needs.

**Transportation and Travel Considerations** | Is travel required? Is telecommuting possible?

**Mentoring Opportunities** | What professional mentoring is available to interns? Describe ways that progress and performance will be evaluated. In what ways will interns receive feedback?

### **Recruitment Process Overview**

**Materials Required** | Do you require a resume, cover letter, references, writing samples, portfolio, etc.?

**Interview Process** | Will you utilize the same or a different method that you use for employee recruitment?

**Recruiting Timeline** | When would you like to post this position, for how long, and if recurring, how often?

**Candidate Acquisition Plan** (To be completed by or with UW-Parkside)