



## How to Build a Quality Internship

Internships are a great way to bring new energy and talent pipeline into your organization, as well as provide a valuable learning experience for a future professional. Since building an internship from scratch can take time, we have provided some tips and examples to make the process smoother and in turn help you find a great candidate.

### WHAT ARE STUDENTS LOOKING FOR?

Students are seeking opportunities that will provide real-world, professional experiences and grow their skill sets. A meaningful, purposeful internship will:

- Ensure the assignment of challenging projects and tasks.
- Provide projects that complement academic programs and/or career interests.
- Give broad exposure to the organization (remember: this is a chance for them to personally develop and explore career possibilities).
- Provide adequate, reliable, and regular supervision and mentoring.
- Give an opportunity to build a professional network.

### WHAT DO I NEED TO CONSIDER BEFORE CREATING AN INTERNSHIP?

**Key Elements in the building process:**

- Long-range planning -- An internship should be posted 7-10 weeks before the expected start date. This will allow plenty of time to screen and select appropriate candidates. You'll also need to consider workload and availability of projects, staff support, office space and financial resources.
- Effective Supervision -- Due to the training nature of an internship, sufficient supervision is essential. The supervisor should plan on meeting with the intern consistently and often to stay up-to-date on the intern's progress.
- Meaningful Assignments -- Additional projects should be available in case the intern successfully completes a project ahead of schedule. When possible, try to include the intern in organizational events such as staff meetings and allow opportunities for networking and informational interviewing.
- Compensation -- If the intern meets the criteria for a learner/trainee, the employer is not required to pay a minimum wage, which means that the position offers a measurable learning component. That being said, financial compensation is always preferred even if the student is earning academic credit. [Click here](http://www.dol.gov/whd/regs/compliance/whdfs71.htm) to read the criteria on compensation guidelines (<http://www.dol.gov/whd/regs/compliance/whdfs71.htm>)
- Evaluation -- An internship can only be a true learning experience if constructive feedback is provided. An effective evaluation will focus on the intern's identified learning objectives. Time should be given to evaluate both a student's positive accomplishments as well as room for improvement.



### **Questions to consider before writing the job description:**

*Why will students want to apply for your opportunity over others in the industry?*

*Does your opportunity illustrate how it will be a unique experience?*

*Do you fully define the benefits and incentives your organization can provide?*

### **HOW DO I COMMUNICATE THE INTERNSHIP TO STUDENTS?**

#### **An effective internship description will:**

- Explain the organization's goals and missions
- Outline the intern's responsibilities and potential tasks/projects
  - Describe skills that will be developed
- Illustrate the necessary qualifications
  - Skills (computer analytical, design, communication, etc.)
  - Education level (year, GPA, major)
- Clarify the duration of the internship
  - Hours required per week/semester
  - Flexibility with schedule or specific hours
- Note if it's paid or unpaid
- Specify how to apply - provide contact information

### **HOW DO I POST THE INTERNSHIP FOR STUDENTS TO SEE?**

Handshake is a free, online job database that matches students with jobs and internships that are best suited for them. Once you've laid out your internship description, you can post it by following the instructions below:

1. Go to [georgefox.joinhandshake.com](http://georgefox.joinhandshake.com)
2. Register as an Employer
3. Post your internship
4. Request interviews on campus (optional)

We will do our best to push the opportunity to students who would be a good fit. It is our desire to be an effective matchmaker between students and internship sites.

**IDEA**  
C E N T E R

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