Employer Internship Tool Kit

This document is designed to assist your organization in the development of a successful internship program that meets the needs of your organization. At the end of this document is an Internship Request Form. If you fill this out and return it to Career Services, they will help you post a position on their website and find you a qualified intern.

What is an Internship?
An internship is any carefully monitored work or service experience in which a student has intentional learning goals and reflects actively on what he/she is learning throughout the experience. Internship circumstances vary widely. Common characteristics include:

- A typical duration of three to nine months
- A part time or full-time commitment
- Paid or unpaid opportunities
- Connection to an educational program with academic credit, or not connected to earning credits

There are different types of internships that your company can offer. These programs can help fulfill your unique employment needs and offer different benefits for students.

Benefits for Employers from an Internship Program

- An inexpensive recruiting tool and an opportunity to train future employees. The opportunity to evaluate prospective employees while they are working for the organization can reduce significant costs in finding new talent;
- Interns bring current technology and ideas from the classroom to the workplace and therefore increase an organization's intellectual capital;
- An internship program can supply an easily accessible source of highly motivated pre-professionals;
- Interns provide an opportunity for mid-level staff to manage

Step 1: Set Goals and Policies for the Internship Program

Look at current business activities and consider what ongoing work you would like to expand or projects you would like to initiate or complete.

Consider projects that are beneficial to your organization and provide challenging learning experiences for students.
Examine your company's recruiting needs (i.e. employees retiring or departments that are expecting growth).

Who will supervise and mentor the intern?
A supervisor should be selected because he/she likes to teach or train and has the resources to do it. The supervisor will help the intern keep their project on time and on budget.

The mentor may be a department head, project leader, long-time employee or acting supervisor who is knowledgeable on the project where the intern will work and can provide some orientation and wisdom to the student.

Will you pay the intern?
Internship opportunities can be paid or unpaid. Determine ahead of time if you will be able to compensate your intern. This could be in the form of an hourly wage or a stipend. We strongly recommend a paid internship. A majority of students will face hardships if they have to give up their part-time job for an internship.

Step 2: Write a Plan for the Internship Opportunity
Identify goals, timelines, workspace and a general description of the project, which will become your work plan, so that everyone understands the purpose and expectations involved.

After the work plan has been established, create a job description for the position. To post directly to BSUCareers, contact Career Services for a user name and password.

Step 3: Recruit a Qualified Intern
Fill out the Interest form at the end of this document and return it to career@bemidjistate.edu, (fax) 218-755-4115 or US mail:

Deb Larsen, Recruitment Coordinator
Career Services
1500 Birchmont Drive NE, #18
Bemidji, MN 56601-2699
(218) 755-2038 (FAX)218-755-4115
career@bemidjistate.edu

Begin searching at least two months before you expect a student to start working:
The longer you accept applications; you will increase your chances of finding the best person for the job.

Choose interns carefully:  According to National Association of College Employers (NACE), the percentage of interns receiving full time job offers as a result of their internships was 69.6% in 2008. Once you have determined your top candidates, arrange an interview in a timely manner (best practices: 3-5 days). Please refer to the Career Service’s handout that lists Bemidji State University’s majors and concentrations.
Internship Interest Form

Employer/Organization Name________________________________________________________

Business Address____________________________________________________________________

Business Address 2_________________________________________________________________

City_________________________ State_________ Zip____________________

Company Description_____________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

Contact Information

First Name_________________________ Last Name________________________________________

E-mail Address_____________________________________________________________________

Phone Number______________________________________________________________________

Company’s web site_______________________________________________________________
Internship Title

Internship Information
Description of Internship Position

Applicable Academic Major/Minor/Concentration
Please list the appropriate major(s)/minor(s)/concentration(s) from the list provided.

- Undergraduate
  - Junior
  - Senior
  - Other

Major(s)/Minor(s)/Concentration(s)

Position Description
List specific opportunities or experiences available to the intern, or any industry-specific skills the intern may develop. These should be skills relevant to the major/minor/concentration you are targeting, such as: create a logo, edit a press release, accompany the manager on an interview, etc.

Approximate rate of pay

Semester/Dates of Availability:
- Fall
- Spring
- Summer
- Other
Frequently Asked Questions:

What level of compensation is typical for an internship?
In planning to allocate resources for your internship program, compensation may be a consideration. An hourly wage can vary depending upon experience; typically the hourly wage for an intern ranges from $8.00 to $20.00 per hour. If you are unable to budget an hourly wage, consider offering a monthly or semester based stipend to the student.

Is my organization responsible for providing insurance or benefits to the intern?
No, normally only full-time employees are eligible for benefits provided by the employer. Interns are short-term employees and are therefore ineligible.

Do interns work 40 hour work weeks? Do they typically work five days a week?
Internships are flexible; students often plan their internship schedules around their class schedules on campus. A part-time internship can involve anywhere between 10 and 30 hours per week. Once you identify an intern candidate you will need to discuss his/her availability and agree on a schedule that will work for both parties. Students enrolled in a school with a co-op program may be able to work 40 hours a week for a semester.

When do internships typically begin? How long do they last?
Internships usually follow the starting and ending dates of the academic semester. They can take place during summer breaks (typically May-August), during the fall (September -December) or the spring (January-April). An internship is generally between three to nine months and can begin in summer, fall or spring.

When should I start looking for an intern if I want them to start work in the summer?
Typically internship descriptions are posted at least two-months prior to the proposed start date to allow for a one-month window for candidates to submit applications.

How does a student obtain academic credit for internship experience?
Credit requirements for internships vary by school. It is the student's responsibility to manage this.

What if my intern does not work out? Are there rules for terminating interns the same way as there are for full or part time positions?
In most cases, interns are treated as employees and therefore the same laws apply. It is advised that you consult with your Human Resources department and/or seek legal counsel for further information and specific Department of Labor requirements.

Can full-time employment be offered after the internship program has been completed?
Yes, if your organization and the intern can come to an agreement about full-time employment that is the ultimate win/win for the student and the employer.