



INTERN

Bemidji

KEEPING TALENT LOCAL

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Employer Internship Toolkit

The Employer Internship Toolkit is designed to provide resources for employers to assist with developing and/or enhancing an internship program. The toolkit includes information and templates that will assist with creating and managing internships.

The purpose of this toolkit is to:

- ❑ Cover the four (4) steps essential to structuring a successful internship program.
- ❑ Outline each step.
- ❑ Provide templates, resources and information to assist with structuring an internship program.

WHAT IS AN INTERNSHIP?

"An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent." National Association of Colleges & Employers (NACE).

The following criteria should be considered when constructing an internship position:

- ❑ Internships can occur during the fall, spring, or summer and range from a couple of months to over six months in duration. The average internship lasts about a semester (four months)
- ❑ While some internships are full-time, most range from 10 - 40 hours per week
- ❑ Internships can be paid (preferably) or unpaid (typically non-profit settings), for credit or not for credit, or any combination of these. (Note: The issue of pay is dictated by the Fair Labor Standards Act to provide guidance regarding whether interns should be paid the minimum wage.)
- ❑ Details about the number of hours worked, length of internship, rate of pay, and other specifics are typically negotiated between employers and potential interns. Internships for-credit will include input from a faculty advisor. Employers are not able to dictate if an internship is credit worthy, or if a student must have academic credit
- ❑ Is different from a short-term job or volunteer work and has an intentional "learning agenda" in a structured work environment
- ❑ Promotes academic, career and/or personal development
- ❑ Learning objectives are integral to the internship, distinguishing them from volunteer positions
- ❑ Has an existing employee working in the department/position to mentor and supervise the intern

Credit: Pure Michigan, Michigan Economical Development for content. This document is not intended as legal advice. It is strictly intended to be used as a guide for employers interested in incorporating interns into their business.

Employer Internship Benefits

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
- ❑ Tap young, creative talent with the latest skills
- ❑ Get to know the next generation of employees...and customers
- ❑ Test drives potential new employees
- ❑ Opportunity to undertake special projects or short-term assignments
- ❑ Establishing a link between their organization and the school



Steps to Hiring an Intern

Step 1: Define the Parameters of the Internship Program

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)
- ❑ Determine compensation for the intern

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.

Step 2: Write a Plan for the Internship Opportunity

- ❑ Identify goals, timelines, workspace and a general description of the project
- ❑ Create a job description for the position
- ❑ Post to BSUCareers, (contact Career Services for a user name and password)

Step 3: Recruit a Qualified Intern

After you've established the need, created a position description, have the supervisor/mentoring on board when you are ready to post your position! Be sure to give ample lead-time to potential candidates to apply and begin the screening/interview process. Consider the academic calendar as well, when classes are not in session there aren't as many students on campus, limited your pool.

The selection and hiring process for interns should be virtually the same as for full-time hires.

Determine your selection criteria for candidates.

These factors may include academic performance, demonstrated written or quantitative skills, academic major, or specialized skills like foreign language fluency or computer proficiency. If necessary, consider screening applicants by requiring a writing sample or administering an appropriate instrument.

Contact the Career Services Office.

- ❑ Provide us with information about your program and specifications for applicants. Let us help you recruit effectively and efficiently.
- ❑ Solicit qualified applicants through Career Service.
- ❑ Conduct on-campus interviews, attend Career Fairs, or request resume referrals from our candidate database.
- ❑ Work through the Career Service to build relationships with professors and department heads of appropriate academic disciplines

Career Services | career@bemidjistate.edu | 218.755.2038

Steps to Hiring an Intern

Tips for the Search Process

- ❑ 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.
- ❑ Once you have determined your top candidates, arrange an interview in a timely manner (best practices: 3-5days). Please refer to the Career Services handout that lists Bemidji State University's majors and concentrations.

Step 4: Onboarding the Intern

Getting started on the right foot is important. This will lay a solid foundation for the intern's experience.

Orientation is imperative that Interns (and new hires) are appropriately acclimated to your organization. New hire and internship orientation programs should be set up as an ongoing process rather than a one-time event. There are things you can do to structure and strengthen your orientation program such as:

Orientation preparation:

Prepare a list of essential items that need to be covered on their first day. Also consider preparing an organizational chart that includes names and projects.

- ❑ Create a guide, document, or talking points that address your organization's culture.
- ❑ Identify and communicate how the intern/new hire will fit in with your organization.
- ❑ Mail a "welcome package" to your intern prior to their first day. Include:
 - ❑ Start date and first day agenda.
 - ❑ Hours and a copy of expectations that will be reviewed the first day
 - ❑ Dress code
 - ❑ Policies and procedures
 - ❑ Time keeping/breaks/lunch/time off requests
 - ❑ Confidentiality agreement (if applicable)
 - ❑ Progress reviews (30-60-90 day)
 - ❑ End of the internship evaluation
 - ❑ Frequently asked questions from previous interns

If Mondays are the busiest days for your organization do not have an intern start on a Monday. Be sure that their managers has available time to dedicate to their intern on the first day.

Internship Program Summary

IN SUMMARY

The most important thing that managers need to know about internships is that having successful experiences requires time and effort on the part of intern supervisors. Interns can provide valuable support to a department and fill a role or help get a project off the ground. However, it takes time upfront from a supervisor and a commitment to provide the necessary time while the intern is in place. The first steps of enlisting interns should be planning intern roles and responsibilities. In addition to planning meaningful activities, supervisors or other employees need to make arrangements for the intern's work space, supplies and computer access. Once on board, managers should plan on providing interns with basic training and appropriate supervision. Also, a top-notch internship position will incorporate feedback and mentoring. Last but not least, managers can sometimes benefit from a reminder that, while interns can provide valuable support to a department, it should be kept in mind that what distinguishes internships from temporary employment is that internships by definition are learning experiences. (source: Mark Schappert, Le Moyne College – Syracuse, NY; 2005)

We would like to thank you for opening your business and providing an opportunity for a young professional to learn and grow. We hope that this experience is a win-win for you as an employer, and the student to gain real world experience, and an opportunity to get a feel for the “real world”. If you have any questions, please don't hesitate to reach out to us.

Bemidji State University
Career Services
1500 Birchmont Drive #18
Bemidji MN 56601
career@bemidjistate.edu
218.755.2038

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 \$8.50 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. (Note: The issue of pay is dictated by the Fair Labor Standards Act to provide guidance regarding whether interns should be paid the minimum wage.)

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.

Position Descriptions

WRITING A POSITION DESCRIPTION

Items to Include:

The following items are requested when posting a position within Bemidji State University, BSUCareers Job and Internship posting site. Filling this information out completely will help ensure your position will appeal to the most appropriate candidates — saving you time in the hiring process.

About your company

- Name of hiring organization
- Brief description of organization
- Organization web URL

About the job

- Position title
- Position type (e.g. internship, job, seasonal/temporary)
- If internship, please include internship duration within position description (e.g. summer, academic year)
- Job Function (e.g. accounting, advertising, administrative, etc.)
- Position description – basic duties, responsibilities
- Position Objective/Goals
- Location(s) of job or internship
- Full-time or Part-time
- Hours/work schedule
- Salary/ wages
- Intended Start date
- Date of Availability/Posting Date
- Closing Date

Qualifications/Skills

- Student Status (e.g. class year, So, Jr, Sr or Alumni)
- Desired Degree (the minimum education credential required or in process? E.g. bachelors, masters, etc.)
- Desired Field of Study (If only specific majors are qualified, note)
- Additional Qualifications (traits, special skills desired)

About the application process

- Application instructions
 - Application
 - Cover Letter
 - Resume
 - Transcripts
- Application deadline date (application timeline)
- Contact person with name, email and/or phone number

Confidentiality Agreements

CONFIDENTIALITY AGREEMENT

Some employers choose to have a confidentiality agreement. This is an example.

Company Name Inc.
1234 Lakeview Street E
Bemidji, MN 56601

CONFIDENTIALITY AGREEMENT

THIS AGREEMENT, entered into on _____, by and between NAME OF COMPANY (hereafter referred to as "NOC"), and _____ (hereafter referred to as "INTERN").

In consideration of employment or continued employment of the INTERN, the INTERN agrees as follows:

1. That, INTERN fully understands and agrees that any information or ideas developed or utilized by NOC are trade secrets and must be treated confidentially by NOC and its associates and that the intention of this agreement is to protect and preserve the confidentiality of this information.
2. That INTERN shall not, at any time during the term of employment or after the termination of his/her employment, except as may be authorized by NOC in writing, disclose or make use of any secret, confidential, technical, planning, policy or tax matter relating to any aspect of NOC's business or any of NOC's customers' business.

THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE CONFIDENTIALITY AGREEMENT

Signature

Date

Print Name

(Source: North Country Business Products, Human Resources)

Internship Program Reviews

30-60-90 DAY REVIEW

The purpose of a 30-60 Day Review is to a tool to help identify clear expectations for the intern.

The benefits will include that you may discover skills that you did not realize the intern had, or they may express an interest in an area that they have learned of in their first 30-60-90 days. You could also use the final evaluation, and adapt to the 30-60-90 day review.

Sample Evaluation questions would include:

- How well was the intern prepared for this internship?
- Can you suggest instructional areas that would benefit this intern?
- Please provide example in which the intern applied good judgment and had technical competency for assigned task.
- How would you rate the intern's sense of responsibility towards his or her assignments?
- Please provide some examples in which the intern worked quickly, thoroughly and efficiently.
- What are the intern's strengths and weaknesses when interacting with others?
- What are the intern's strengths and weaknesses when it comes to leadership?
- Discuss areas where the intern has made significant improvement.
- What are the intern's strength and weaknesses in oral and written communications?
- Would you recommend this intern for future employment? Why or why not?
- Are there other areas involving the internship program or the intern that you wish to comment on?

Evaluation Forms

FINAL REVIEW

This is provided as an example, courtesy of North Country Business Products and final review they use for their internship program.

Supervisor's Evaluation Form

During the last week of the Intern's assignment, please complete this evaluation, review it with the intern and return it to Human Resources. Please give a copy to the intern.

Name _____ Date _____

Evaluator _____ Semester _____

Location _____ Internship Area _____

Scoring Key

- 3 Points Exceeds Expectations
- 2 Points Meets Expectations
- 1 Point Improvement Needed

Dependability

- Attendance is regular 3 2 1
- Punctual for work, meetings, appointments, etc. 3 2 1
- Completes projects by specific deadlines 3 2 1
- Consistently produces quality work (accurate/complete) 3 2 1

Comments _____

Behavior

- Is willing to learn 3 2 1
- Demonstrates initiative 3 2 1
- Seeks to understand the goals of the organization 3 2 1
- Accepts and makes constructive use of suggestions 3 2 1
- Is adaptable to changing circumstances/objectives 3 2 1
- Is courteous and friendly 3 2 1

Comments _____

Relations

- Works effectively with supervisor 3 2 1
- Works effectively with co-workers 3 2 1
- Works effectively with the public/customers 3 2 1

Comments: _____

Evaluation Forms

Self-Management

Conducts self professionally (manners and appearance)	3 2 1
Manages time and resources efficiently	3 2 1
Makes informed decisions	3 2 1
Able to work without supervision, sees things to do	3 2 1
Seeks further assistance/information when appropriate	3 2 1

Comments: _____

Learning

Demonstrates skills needed for assigned tasks	3 2 1
Applies classroom knowledge to the job	3 2 1
Understands company expectations	3 2 1
Catches on fast, follows detailed instructions	3 2 1

Comments: _____

Overall Performance

Please rate the students overall performance	3 2 1
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Comments: _____

1. What are the student's strengths? What skills, knowledge and personal attributes does the student have which will help him/her to be competent in his/her chosen field?
2. In what areas could the student improve? What suggestions do you have regarding how he/she might make these improvements?
3. Please make any additional comments regarding the student's performance and development and/or your experience with this internship.

Supervisor's Signature Date

Student's Signature Date

(Source: North Country Business Products)

Final Employer Evaluation

FINAL INTERN EVALUATION OF EMPLOYER

At the end of the internship period, Bemidji State University will be submitting similar evaluations to student interns for feedback. You may use this tool, to help develop your internship program.

Student Name _____ Dates of Internship _____
Internship Title _____ Semester _____
Employer _____ Internship Area _____

1. Did you feel the work provided a valuable experience in relation to your academic studies/career goals?
2. Were you given responsibilities that enabled you to apply your knowledge and skills?
3. Were you allowed to take the initiative to work beyond the basic requirements of this job?
4. Did the organization and/or supervisor work with you regularly? Were they able to answer questions when necessary?
5. Briefly note new skills, techniques and knowledge gained in this position.
6. Discuss the weak points of your internship experience and ways they may be improved.
7. Discuss the strong points of your internship experience.
8. Was there anything that was not covered that should have been covered during the internship experience?
9. Do you think your academic program has prepared you for this internship?
10. If you had any aspect of your internship to do over, what changes would you make?
11. Would you recommend this organization to other students?
12. Comments about your internship not mentioned above:



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