

**Internship Guide**

**A Framework for Planning and Implementing a Successful Program**

**Determine Organizational Needs and Internship Goals-** Ask yourself some realistic questions

* What does your organization hope to achieve from an intern?
* What are the desired outcomes for your organization and the student?
* Can you provide meaningful work assignments?
* Are you prepared to invest time in interns?
* Is there a professional staff person to supervise interns?
* Do your top managers and employees want to have interns on-site?
* Do you have sufficient office space?
* Can you provide financial support? Students seek paid internships prior to unpaid positions (unpaid positions produced fewer candidates and not necessary the top talent)
* Will the internship be paid? For non-paid internships, for profit companies must adhere to the six criteria outlined by the U.S. Dept. of Labor

**Create Effective Position Descriptions –** This is your opportunity to attract talented students

* Think about why a student would want to intern in this role with your company.
* The quality of students attracted to your listed positions sometimes depends upon the quality of your announcement.
* In addition to the position title, hours, salary, and location describe the duties and learning objectives in terms that will attract students. One-line descriptions are not sufficient.
* Think about the ideal qualifications that a student will be able to fulfill

**Select the Intern Supervisor**

* Identify the contact person. This should be the professional designated to coordinate and supervise the internship.
* Is this a professional member of your staff who is committed to and capable of developing people?
* Does this person have the time to supervise interns, review resumes and interview students?
* Do not automatically accept interns without conducting interviews

**Prepare for the Interns to start**

* Discuss start and end dates with the selected students
* Agree on expectations including, days and times interns will be expected to be on site
* Provide interns with information regarding work attire, company culture, objectives, etc.
* Notify your permanent employees when the interns will be starting and provide them with background information about the assignments interns will be doing

**Supervise Interns Carefully**

* Orient students about the company, policies, procedures, assignments, and projects
* Provide any necessary training, resources, and mentorship
* Meet with the interns on a regular basis to provide feedback and insure projects are on track

**Seek and provide Feedback**

* Evaluate the intern’s performance at the end of the internship
* Ask interns to discuss their performance and provide feedback
* Identify improvements to your internship program and make revisions
* If there is an opportunity for the student to intern again or gain full time employment within the organization, outline the process.

**For information on posting your internship**. – Please contact Lourdes Gomez at [logomez@fiu.edu](mailto:logomez@fiu.edu) or 305-919-4079