

Benefits of Hosting an Internship Program

Discover Prospective Employees

- You are selecting individuals who exemplify the values and skills that best represent your organization, and you are spending time teaching them about the industry and what you do. This is a perfect pool to hire from.
- Get a “sneak-peak” into a student’s work ethic, skills, and abilities by trying out candidates. You will see early on whether or not they might be a good fit for your organization.

Support Students

- By recruiting St. Thomas University students, you are providing them with valuable experience. You are allowing them to develop and hone their skills, build their résumés, and assess their interests and abilities.

Multiply Productivity

- By hiring an intern, you will have extra ideas and extra hands when working on or developing projects and will be able to see how your team might work together if interns were brought on in a full-time capacity.
- Lower costs: This will depend on the compensation package of your program; however, you will not be paying for benefits, unemployment, or severance packages with interns. You know they are motivated, as they have sought out real work experiences while still maintaining their status as full-time students.

Steps to Follow

In addition to designing the structure of your internship program, complete these steps:

1. Develop a comprehensive position description. Use this to disseminate to interested parties, colleges and universities, listservs, and other posting boards.
2. Determine who on staff will be responsible for what. As an internship supervisor, ensure you factor in time to respond to interns or other staff as the program moves forward.
3. Give yourself enough time to evaluate your applicant pool. If your organization requires background checks or any additional processes, make sure you give yourself enough time.

Contact Us!

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An Employer’s Manual to Developing and Implementing a Successful Internship Program

YOUR opportunity to test, train, and recruit potential full-time employees while offering St. Thomas University’s diverse students an opportunity to learn and gain practical work experience

1. What does your Organization Need?

Gain an understanding of what internships will look at your organization.

Ask yourself the following:

- How can I/my organization benefit from teaching and mentoring an intern?
- How can I plan on compensating my intern(s)?
- Can my company bring more than one intern at a time?
- What kind of meaningful work will interns have the ability to do?
- How will my physical space accommodate interns?
- Do I require specific work authorization for interns? Am I able to hire international students for internships?

Are you knowledgeable about legal issues regarding internships?

Familiarize yourself with compensation requirements (U.S. Department of Labor Fact Sheet #71: Internship Programs Under the Fair Labor Standards Act), safety and harassment policies, termination policies, termination guidelines, and company-specific policies pertaining to interns. College credit is the student's responsibility; however, most institutions can verify.

St. Thomas University believes financial compensation is in the best interest of both the organization and the intern.

2. What Design will Best Fit your Internship Program?

It is important that you gain internal support. Hosting interns is an endeavor that will likely fall on multiple individuals in your organization.

Program Structure

- Learning objectives/goals of the intern
- Orientation/On-boarding processes
- Daily responsibilities
- Short-term or long-term projects (depending on the length of the internship)
- Intern supervision/mentorship
- Evaluation procedures
- STU Career Services acts as liaison between the organization and the student

3. How will you Implement your Program?

Being aware of your needs is the best way to get started

- Develop a comprehensive position description and post via Handshake, the career management system used by STU Career Services and students
- Design a clear and fair hiring system for candidates

Interview and Hire

- Conduct your interviews, check references, and perform any necessary background checks (as required by your organization)
- Begin your on-boarding/orientation process: Set up a work area for the intern(s) and determine what technology is necessary for them to do their job
- Give them a tour of the facilities and introduce them to fellow staff
- Provide the interns with any relevant reading material (newsletters, annual reports, organizational chart)
- Share any important information interns should know regarding office culture (e.g., industry-specific jargon, work standards/procedures, dress code, any additional relevant information)
- Discuss a schedule with them, including any meetings they are required or encouraged to attend and one-on-one meetings with their supervisor

4. How will you Assess and Evaluate your Program?

Regular assessment will not only allow you to connect effectively with interns; it will also provide you with opportunities to discover future leaders in your field

Types of assessments to consider:

- Is the Internship program meeting the needs of your organization?
- Consider how it is meeting your intern's needs. Are they gaining the necessary experience in their field? Are they receiving real projects?
- Consider developing an exit survey for interns to complete
- How many interns become full-time employees?
- Measure the length of stay of employees who were previous interns compared to those who were not

Our dedicated staff can assist you with each step of this process, including site visits, marketing your position to students, and coordinating on-campus recruitment efforts.

Post your internships and access student talent at <https://stu.joinhandshake.com>