**Considerations to offering an internship:**

Do you have support of the people the intern will be working with/for?

Do you have someone in a supervisory role that will accept responsibility for, and can offer guidance to the student intern?

Do you have appropriate resources for the student intern?

* Place to work and materials-phone, computer, specific computer programs, etc.

Do you have the following?

* Internship position description-what are your needs, what will the intern’s duties be?
* Application process-what do they need to provide?
  + Resume? Cover letter? Portfolio? LinkedIn account?
  + To whom and how do they submit their applications materials? By what date/time?
* Orientation and evaluation method or process

**Writing an internship position description:**

Internship Title

Short Overview of Purpose of Internship

Internship Description/Tasks and Duties

* What will the student intern do? Usually these duties and responsibilities start with an action word such as mentor, design, develop, test, analyze, write, create, manage, train, counsel, promote, etc.
  + Additional duties to be assigned as needed *(this disclaimer could be added as well)*
* If a student wants to do this internship for credit, are you willing to work with the student and university to do so? Requirements will vary depending on college or school.

Compensation/Benefits

Is the internship paid? How much? And what is schedule for pay?

***For more information about compensation and/or unpaid internships and the Department of Labor Guidelines, go to:*** [***https://www.dol.gov/whd/regs/compliance/whdfs71.htm***](https://www.dol.gov/whd/regs/compliance/whdfs71.htm)

Other Benefits of Internship.

* Think about what else the student will get out of the internship-anything that could be viewed as something to enhance their development or learning as well as their enjoyment of the experience
  + Networking opportunities with professionals and/or community members
  + Opportunity to hone their (writing, speaking, computer, customer service, design, counseling, facilitation) skills
  + Relevant experience to add to their resume
  + Exposure to other departments within the organization
  + Flexible scheduling
  + Free lunch/treats once a month, outings, discounts, free parking, meeting with leadership
  + Training opportunities

Internship Site

Where will the student work? Is it accessible?

Time Commitment

Full time-part time, days/times and how long does the internship last…12 weeks? 8 weeks? 16?

If any of these are flexible, add that to the description

Skills and Qualifications

Specific major required or referred? Open to any major?

We recommend you consider putting “all” or “open to all majors” if appropriate, as that often increases the numbers of students who would apply **unless you will only accept specific majors**

* Year in school? GPA requirement?
* Driver’s license required?
* Background check?
* Inoculations?
* Writing and speaking skills? Trouble-shooting skills? Critical thinking and analytical skills?
* Specific computer skills?
* Specific training, certifications or licenses?

Application Procedure

How do you want the student to apply? What is the process for submission of resume, portfolio or any additional materials such as a cover letter?

**In general, successful internship postings:**

* Convey the most important attributes of the position and what skills, characteristics, and qualities will

make someone successful in the internship

* Highlight the exciting elements of the position and company.
* Express what value the candidate could find in the position.
* Identify the key requirements and ideal characteristics of the best fit applicant.
* Give a glimpse into the company’s culture.
* Clarify what the candidate can expect regarding relocation and travel.
* Be authentic and differentiate the company and position from other opportunities.
* Use the language of the target audience, i.e., avoids legal language, company-specific terms, jargon, and other language that the audience may not understand.

**Updated March 2019**