



UNIVERSITY CAREER CENTER & THE PRESIDENT'S PROMISE

Internship Guide for Employers

What is an internship?

An internship is a monitored work experience that has intentional learning outcomes and goals for students.

- The student is learning from a professional in their intended career field.
- The employer provides educationally enriching projects with learning objectives, mentoring, evaluation, quality training and supervision.
- The majority of job assignments should relate to the student's major or career interests with minimal assignments involving clerical work.
- Internships focus on personal career development and can be a semester, summer, or even year-long program.
- Internships consist of educationally enriching projects with outlined responsibilities, mentoring, evaluation, quality training and supervision. Seventy-five percent of job assignments should relate to the student's major or career interests and involve both creative problem solving and progressively increased levels of responsibility. **No more than twenty-five percent of assignments should be clerical duties.**

Internships ARE NOT an unsupervised, part-time job with tasks unrelated to work experience and career growth.

Internships provide employers with:

- Highly motivated students
- Quality work and new perspectives
- A pool of potential full-time employees to hire once the internship ends and the student graduates
- Increased visibility of your company on our campus

Department of Labor Requirements

It is important that your internship program adheres to the Department of Labor Fair Labor Standards Act. For more information: <http://www.dol.gov/whd/regs/compliance/whdfs71.pdf>. The U.S. Department of Labor has created guidelines for employers who utilize interns to determine whether an intern must be paid. These guidelines dictate how interns must be compensated in "for-profit", private companies.

All interns must be paid, UNLESS all 6 criteria are met:

"The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;

- The internship experience is for the benefit of the intern;
- The intern does not displace regular employees, but works under close supervision of existing staff;
- The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
- The intern is not necessarily entitled to a job at the conclusion of the internship; and
- The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship."

Designing Your Program: Create an Internship that Meets Your Needs

- Set goals for the internship program
- Make clear decisions about what you want to get out of having an intern and what you want an intern to get out of working with your organization
- List the duties of your intern and any projects you may want him or her to be a part of, also consider your expectations of an intern.

- Other things to consider:
 - Paid vs. unpaid vs. credit
 - Academic credit is not a substitute for pay!
 - Credit is not a requirement; however, many employers and students find that being enrolled in an internship seminar course will make the experience even more educationally enriching. The course will require the students to actively reflect on their learning through writing journals or papers and readings. They are likely to critically think about the connections between the theory in their courses and the application in the workplace.
 - Additionally, employers are unable to “offer” credit. Students will need to work with their academic advisor, the internship coordinator in their academic department, or the University Career Center to navigate the process of enrolling in an internship seminar course.
 - If a student enrolls in an internship seminar course, or if you require that the student be in the course, you can expect to need to complete some paperwork. Generally at the start of the semester or when the student is offered the internship they will need an offer letter and detailed position description from the employer.
 - Duration
 - How long will the internship last? A semester? A summer? A full year?
 - Internships typically last for a semester, either Fall, Spring, or Summer. This is about 15 weeks in length. It is not unlikely that a student would stay on with an internship for 2 semesters or an entire year.
 - Hours per Week
 - Generally students will work 20-40 hours a week during the summer months. During the fall and spring semesters they will work 10-20 hours per week.
 - Supervision
 - Who will mentor the intern? Be sure to find a supervisor who enjoys teaching others about his or her career. This person should also be someone who has the time and commitment to meet regularly with the student to discuss professional growth.

What to Consider Before Bringing on Interns

- What kind of student(s) are you looking for? What characteristics does your ideal intern possess?
- Location and supplies: make sure your intern has a place to work and has access to any supplies he or she may need. Things to consider: desks, chairs, computers, phones, office supplies.
- Tell your intern about any policies and procedures you may have in your office (i.e. what to do if your intern needs to take a sick day)

International Student Interns

- During the academic year, international interns (those on educational visas) can only work **up to 20 hours per week**. During summer and winter terms, they can work up to **40 hours per week**.
- All students on student visas **must** be enrolled in an academic course component in order to participate in an internship (internship course/seminar)
- Students will need to obtain Curricular Practical Training (CPT) Authorization from UM’s International Education Services Office **prior** to beginning their internship experience

Create an Internship Description

Write a descriptive plan about the goals of your internship program. Be sure to include all the above details and be as specific as possible.

- Be sure the description clearly explains the intern’s duties.
- Include information about your organization and the location of the internship.
- Provide a timeframe for the internship, including start/end dates and typical working hours.
- Describe preferred majors (if applicable), coursework, and desired skills of applicants.
- Include information on compensation.
- Provide application instructions and deadline.

How to Use Careers4Terps to Post

Careers4Terps is our free, online job and internship database for all University of Maryland, College Park students and alumni. It is free to post your internships and jobs in Careers4Terps. You can register for Careers4Terps by going to <https://umd-csm.symplicity.com/employers/>. Once you register, you can post a job or internship, which we then review for organization name, contact name, email, and website.

By creating an account on Careers4Terps you will receive information about attending one of our many Career & Internship fairs throughout the year. We also welcome employers to campus to participate in volunteer opportunities to better connect with our students, including resume critiques, mock interviews, serving on industry-related panels and more.

Links to Engineering and Business school Career Centers

Robert H. Smith School of Business: <http://www.rhsmith.umd.edu/career/>

A. James Clark School of Engineering: <http://www.coop.engr.umd.edu/>

Tips for Success Once the Intern is On-Site

- Discuss, determine, and agree on the learning objectives WITH the student intern.
- Plan an engaging orientation program that is effective for both interns and mentors. Provide an overview of the organization's mission, values and structure. Consider setting up one-on-one meetings with the staff members the intern will interact with most.
- Be sure everyone involved has clear expectations, including: work hours, appropriate office attire, specific job responsibilities and organizational policies and procedures.
- Ensure job assignments are clear and related to the learning objectives.
- Try your best to fully incorporate the intern into the life of your organization (staff meetings, staff celebrations).
- Provide feedback along the way with regularly scheduled meetings.
- Select a professional in your office who cares about the development of students in the field to supervise and/or mentor.
- Evaluate, document, and demonstrate the value of an internship program to your organization. This is important for the continued support and success of your internship program.