

Internship FAQ's for Internship Provider

The Internship Program Strives to:

1. Match student qualifications with the company needs. However, an interview should be used to determine if the student qualifies. Students should be very clear as to the nature of the assignment.
2. Provide as many students as possible to interview. However, supply of, and demand for, specific areas of course work varies from semester to semester and we cannot guarantee that a specific number of students will apply.
3. Assure positive experience for both the intern and the work station. Any concerns, problems, or conflicts should be reported to the internship coordinator as soon as possible so that they may be addressed in a timely manner.

What are meaningful assignments?

Students are looking for opportunities that will provide them real life experience. They are not looking to be a "go-fer". A meaning internship will include challenging projects and tasks. Creditable assignments will be coupled with adequate supervision so as to provide an information resource and to ensure interns are keeping pace. Be sure to have some additional projects available in case an intern successfully completes a project ahead of schedule. Whenever possible, try to include the intern in organization events such as staff meetings and allow opportunities for networking and informational interviewing with key personnel.

Will the internship office pre-screen interns for us?

Students must have a 2.0 GPA, have completed the core major courses in their major, have a positive recommendation from a Faculty Member, as well as have successfully completed the internship screening process before they can be recommended for an internship interview with a potential provider. Ultimately, the provider decides if the intern is a good match with the company's culture and if the student qualifies for the internship project offered by the worksite.

Do interns have to be paid?

The employer will decide if the intern position is paid or non-paid. According to the FLSA (Fair Labor Standards Act) it is important to remember that any student not paid must indeed be part of a training program and not completing work that would be provided by a regular employee. Interns may be paid an hourly wage or a stipend. If an intern is paid, the employer is responsible for the workers compensation and any state or federal payroll taxes.

Other Factors Leading to a Good Internship Experience:

1. Specific internship objectives. Interns are required to establish learning objectives for themselves at the beginning of the internship. These objectives should be developed with the help of the supervisor so that both parties are clear on what the purpose of the internship is.
2. Predetermined outputs that the intern can show to future employers as evidence of their work and accomplishments.
3. An opportunity to be involved in the training and learning experiences. Interns should be encouraged to attend training courses and professional meetings. Knowing how professionals learn, helps develop the intern.