

Internship Program Overview

Baldwin Wallace University offers an active, well-established Internship program. Students successfully complete over 400 experiences each year in large and small businesses, non-profit, and government agencies. Some majors require participation in the Internship program,



Planning for an Intern

Internship Goals:

- f* Begin planning an internship program by defining your goals
- f* Select your top two or three goals for hiring interns
 - o e.g., *to gain creative and innovative input and develop a talent pipeline*
- f* These goals will determine:
 - o the structure of your program
 - o the interns you seek
 - o how you use your interns
 - o how you evaluate your program

Internship Duties and Tasks:

- f* First, review existing projects and priorities and identify opportunities that require less experience or new experience to complete.
- f* Consider independent projects for interns, depending on level of experience required.
- f* Internships should include meaningful work.
- f* Remember that the intern is there to learn and develop new skills.

Sample internship tasks include:

- f* Editing or writing handbooks or manuals
- f* Designing posters/charts/or graphs
- f* Conducting studies/surveys
- f* Developing PowerPoint presentations
- f* Conducting research
- f* Entering, managing, or analyzing data

Internship Timing/Scheduling:

- f* Students plan their activities and schedules according to the academic semester.
- f* The duration for most internships is an academic semester (16 weeks).
- f* Internships could span more than one academic semester, taking up to a year.
- f* The number of hours an intern works varies (full-time students should generally not work more than 20 hours per week).
- f* Internship hours and schedules are negotiated between the student, Faculty Coordinator, and Employer Supervisor.
- f* Remember to plan for training, supervision, & mentoring when considering hours.
- f* Clearly identify where your needs are greatest and develop a schedule that meets those needs.

Internship Job Description (see appendix A):

An effective job description:

- f* Answers the basic questions: who, what, where, when, why, and how
- f* Provides a detailed description of the internship
- f*

Internship Compensation

Unpaid Internship according to US Department of Labor:

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FLSA does not require compensation for their work.

The Test for Unpaid Interns and Students

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of the relationship. Courts have identified the following seven factors as part of the test:

1. The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee ² and vice versa.
2. The extent to which the internship provides training that would be like that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.
3. 7KH H[WHQW WR ZKLFK WKH LQWHUQV QVKLS LV WLHG WR WKH LQV
integrated coursework or the receipt of academic credit.
4. 7KH H[WHQW WR ZKLFK WKH LQWHUQV QVKLS LV WLHG WR WKH LQV
integrated coursework or the receipt of academic credit.

Supervision and Mentoring

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- f* orientation, on-boarding, and training interns
- f* assigning and managing projects
- f* introducing the intern to key people in the organization
- f* training in specific skills such as computer programs, office equipment, or other tasks directly related to the internship
- f* assessing job performance
- f* providing regular feedback to interns
- f* coaching, counseling, and reinforcing positive attitudes and performance
- f* answering questions or addressing concerns
- f* allowing the intern to shadow or participate in activities and meetings
- f* encouraging the intern to develop teamwork and communication skills
- f* providing feedback to college faculty or the Career Center
- f* general administration duties (e.g., time sheets, payroll, etc.)

Evaluation

Evaluation is important to an intern's professional development and is an opportunity to identify strengths and areas for continued growth. Students benefit from regular feedback and performance evaluation throughout the entire internship.

Criteria to consider when evaluating an intern include:

- f* Progress towards or accomplishment of learning objectives as stated in the learning agreement
- f* Skill development or job knowledge gained over the course of the internship
- f* Overall contribution to the mission of the organization
- f* Dependability, punctuality, attendance
- f* Relations with others, overall attitude
- f* Potential in the field

Ending the Internship

An internship should have a clearly stated end date that is identified before the internship begins. Completing a formal evaluation process such as the one described above can help both the site supervisor and the intern to put closure on the experience. You also may want to have some form of acknowledgment such as a lunch with co-workers in the final week of the internship. Since co-workers often have extensive contact with interns, this type of event can be a positive way to recognize the contribution of other employees as well as the intern. If you are considering hiring the intern for a full-time or part-time position, it is important to make this transition. Make the offer as you would any employee, complete with a title change and a job description. As the person is now considered an employee with some degree of experience and more responsibility, it is normal practice to offer a pay raise when someone makes the leap from intern to employee.

How the Baldwin Wallace University Career Center Helps

The Career Center helps internship Employer Supervisors before, during, and after internships. Before an internship, the Career Center can help employers determine whether the internship is likely to be a good fit for Baldwin Wallace University students (e.g., whether students are likely to have the training and interest necessary to be successful in your organization).

Handshake is a web-based platform designed to provide students, alumni, and employers with 24/7 access to the Career Center and the ability to: access information about upcoming events; post job and internship postings; and review student profiles. Get started at <https://bw.joinhandshake.com>.

The Career Center staff will:

- Assist you in adding the internship opportunity to Handshake
- Advertise the opening through emails and newsletters to students

For further assistance with filling your internship vacancy, contact the Career Center to discuss:

- How to search for students in Handshake
- Additional on-campus promotional ideas such as On Campus recruiting and information tables
- Opportunities to interview students on campus utilizing Career Center interview rooms

Internship Registered for Academic Credit

- The Career Center, via our Handshake system, manages the process for students registering an internship to earn academic credit.
- Employers will receive an email from Handshake with an electronic link to approve the internship prior to the start date. This email will include all the details determined between the student, Employer Supervisor and Faculty Coordinator.
- At the end of the internship experience, Handshake sends another email with an Employer Supervisor evaluation.

We look forward to working with you regarding internships. A successful internship provides positive outcomes for everyone involved. Should you have any questions regarding internships, please do not hesitate to contact the Baldwin Wallace University Career Center.

In the rare instance that you encounter a problem during an internship, contact our office so we can help resolve any conflict. Please contact the Baldwin Wallace University Career Center at 440-826-2101 or career@bw.edu.



WRITING EFFECTIVE POSITIONS DESCRIPTION