EMPLOYERS GUIDE TO HOSTING AN INTERN

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Welcome Experience Providers!

Studies show that internships provide the best return on investment for recruiting new talent to an organization. Intern recruits tend to stay with their employers longer minimizing the impact of turnover on the organization.

IU-Northwest’s Office of Career Services (OCS) can be your link to a diverse, high quality pool of candidates who may be interested in converting to permanent employment upon graduation.

IU-Northwest has over 30 programs to meet your business needs! We offer majors from College of Arts & Sciences, School of Business & Economics, Continuing Studies, Education, College of Health & Human Services, Library & Information Sciences and Labor Studies.

Each year hundreds of non-profit organizations, private sector firms and government agencies work with IU-Northwest to access a high quality, diverse pool of applicants to meet short-term workforce needs and/or to develop a long-term pipeline of potential full-time employees.

Through participation in the OCS Internship Program, students, employers, and the university all benefit. The program allows students to apply their knowledge in real world settings, businesses to maximize their resources, and the university’s reputation to grow in the work force.

Thank you for supporting IU- Northwest Talent!

Sincerely,

Tameeka Emory
Internship Coordinator
OCS Internship Initiatives

Valuable Element for a Successful Internship

An IU-Northwest’s internship experience can be for academic credit or paid; however, it must be directly related to students major. In other words, an internship is designed to give students supervised practical application of previously studied theory.

An internship will typically last the length of a semester and will be under the direct supervision of a designated mentor from an on-site experience provider. An internship is not part of an academic course, but is the academic course.

IU Northwest is “Student Centered”

Both the faculty and students at IU-Northwest are engaged in a wide range of scholarly and research activities. However, the primary focus of our faculty is on the scholarship of learning and teaching. We are a “Student Centered” university with a serious commitment to “academic excellence characterized by a love of ideas and achievement in learning, discovery, creativity, and engagement.”

Internship Support and Coaching

Before an intern even starts working, every employer and IU-Northwest student has the support of our Internship Coordinator and staff. We prepare them both to make the most of their internship experience. Once their internship begins, we provide ongoing support and coaching to help them both navigate through internship challenges.

We have found that regardless of the size or prestige of a company, there are many common challenges interns face in every type of organization, and we are highly skilled at providing our participants the guidance they need to overcome those challenges. We are available for both employers and students should they face any difficult workplace situation, including sexual harassment, discrimination, disrespectful behavior, and even poor management.

Students and employers find it comforting to know that our job assisting with their internship does not end until the student finishes their last day of work.
Employers & Prospective Hosting Sites

Hosting an Intern
Internships are as varied as the companies and organizations that exist. Internship hosts range from small enterprises that employ only one or two persons, to the largest multi-national companies. What hosts have in common is the realization that interns can benefit a company in many ways.

Benefits of hosting interns
Companies and organizations that host internships can benefit from the opportunity to meet enthusiastic and committed students who will be looking for employment when they graduate. Interns can bring a fresh approach to a setting, and can provide the skills and labor for a special project. They can also give permanent staff the satisfying opportunity to pass on their knowledge and expertise to the next generation of workers, and to practice their supervision skills.

Benefits for Site Mentor
Although the supervision of an internship requires the time and skill of an employee, there are advantages that outweigh the costs. An internship can:
- Increase name recognition of an employer on the Indiana University Northwest campus.
- Provide an enthusiastic ambitious worker who is keen to learn.
- Provide the labor and skill needed to complete a special project.
- Provide the opportunity for an employer's permanent staff to gain supervisory experience.
- Allow employers to assess the capabilities and fit of a potential employee.
- Facilitate links between an employer and the University; for possible research, teaching and recruitment.
- Increase the number of graduates who stay in a community after graduation.

Academic Credit vs. Non Credit
Students may perform internships either for academic credit or simply for experience. Some students are required to perform an internship as a portion of their coursework and/or as a graduation requirement. Due to the importance of experiential learning to career preparation, internships are becoming more common among majors.

Students who have already completed an internship for course credit may elect to perform another non-credit internship for experience. Others who are not required to complete an internship for course credit realize its value of securing full-time employment post graduation. Students performing internships for course credit typically have several requirements that must be fulfilled to receive full academic credit.
While these vary among schools and programs, OCS internship requirements include:

**ACADEMIC CREDIT**

- Completed internship agreement with appropriate signatures (student, intern supervisor and academic advisor/instructor);
- Direct supervision by a qualified professional;
- Minimum work hour requirement;
- Specific experience to be gained relating to the major;
- Site visits conducted by internship coordinator;
- Internship journal, presentations, papers or other assignments; and an
- Evaluation of the experience

**NON-CREDIT**

While non-credit internships are usually less structured, it is important that certain items be taken into consideration:

- Completed internship agreement, reviewed by intern supervisor and intern
- Internship position description
- Mutually beneficial work schedule developed prior to first day of internship
- Specific experiences to be gained relating to the students field of interest.
- Identified intern supervisor
- Evaluation of the experience.

**NOTE:** When interviewing intern candidates, employers should inquire whether the student is performing the internship for credit and the academic requirements involved, or not for credit and the specific experiences the student desires. Discussing this up front will allow the student and employer to determine a best fit for the internship position.

**Guidelines and Tips for Hosting an Intern**

Developing a well-designed internship program in an organization requires thinking and planning so that neither host nor intern is disappointed by the experience. The clearer employers can be about goals for an internship program and the way, in which they will be achieved, the easier it will be to implement a program.

So, if you are thinking about participating in the OCS Internship Program and have no previous experience of hosting interns, the following ideas might help you to plan ahead and secure the best possible outcomes for both your organization and the students(s).

- The internship must allow the student to develop identifiable knowledge, skills and personal qualities such as reliability and initiative.
- Treat the internship position as a real job and the intern as a legitimate employer, rather than as someone you can get to run errands for you or make the coffee.
Try and make the application process as formal as possible. Start by asking for a cover letter which specifically asks for a statement about why the student wants to work for your company and what they hope to achieve from the internship. This will not only help you choose the most suitable candidate but will also give you a better idea of how to position the intern within your organization.

Conducting a formal interview is also highly recommended as it gives you a chance to present the company to the intern and make sure that the position you have to offer is what they are really looking for and/or interested in.

Once you have chosen your intern, it is recommended that your first sit down with them and discuss what you are expecting from the internship as well as the opportunity to put down in writing a number of basic objectives that each side will strive to meet. These can then be checked off as the internship progresses.

Conduct fairly regular reviews to ensure that the intern is comfortable with and/or stimulated by the tasks that you have set them. These are ideal opportunities to assess the intern’s progress and find out about their strengths and weaknesses. It will also provide you with a chance to listen to the intern’s views about the way you run your company, a potentially useful consideration when taking on more staff in the future.

If at all possible, give the intern a special project to work on, which they are responsible for starting, managing and bringing to completion. This will hopefully allow the intern to feel that they are part of the team and will provide them with a greater opportunity for developing their own skills and knowledge.

Assign a member of staff to mentor the intern so that when they are faced with a problem (be it work-related or otherwise) they know who to turn to. Working in a new business environment can be a potentially isolating experience, notably if all the staff members are extremely busy, so having someone to confide in is extremely important.

Involve the intern (where appropriate) in any external activities the organization may become involved in i.e. business meetings, presentations and conferences, social events. Such events are a crucial part of team building and the intern may be able to assist you in organizing, publicizing and managing such activities.

If you perceive a problem at any stage of the internship make sure that you try and resolve any issues that you (or the student) may have through an open, face-to-face meeting.

Ensure that the intern is exposed to as many different aspects of the business operation as is feasible. Students taking up internships with start-ups will generally be interested in seeing the full range of issues and challenges and how you deal with them. The added benefit is that interns will often be able to offer you a fresh perspective on an under-developed or problematic aspect of your operations.

If confidentiality is an issue, you may need to ask the intern to sign a confidentiality agreement. Explain the procedure and why this is necessary.

Evaluate the intern at the end of the internship. Ensure that the student is debriefed, offered constructive feedback and provided with a reference.
Payment of Interns

Although not a requirement for participating in the Internship Program, it is desirable to compensate interns in some manner. Employers benefit by attracting the best applicants and maintaining a sense of accountability.

You might prefer to pay a stipend – typically a lump sum that is not related to work performed - or an actual salary that is received regularly and is related to work performed. A stipend is the more typical type of internship compensation, where the employer evaluates the overall internship as a project and provides a lump sum at the end of the internship duration or divides this lump sum on monthly installments.

If you decide to pay salary/monthly compensation rather than a stipend, we recommend identifying a fair entry-level starting salary for a similar position at your organization and multiplying it by a set percentage to determine the intern’s salary. The percentage will vary depending on the intern’s educational level and experience.

Following is a suggested percentile pay scheme of a typical starting salary for a similar position:

*Example: If you paid your marketing assistant $12.00 per hr, then you would start an intern at the following:*

<p>| | | |</p>
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Graduate student</td>
<td>75-85%</td>
<td>$9.00 -10.20</td>
</tr>
<tr>
<td>Senior student</td>
<td>70-75%</td>
<td>$8.40 -9.00</td>
</tr>
<tr>
<td>Junior student</td>
<td>60-70%</td>
<td>$7.20 -8.40</td>
</tr>
<tr>
<td>Sophomore student</td>
<td>55-60%</td>
<td>$6.60 -7.20</td>
</tr>
<tr>
<td>Freshman student</td>
<td>50-55%</td>
<td>$6.00 -6.60</td>
</tr>
</tbody>
</table>

If you follow that scheme, you can offer increases each year to returning interns and stay within your current salary structure.

IF the student is an employee, the *US Fair Labor Standards Act (FLSA)* requires that he or she be paid at least the minimum wage. There are no limitations on hiring paid intern. The **average hourly wage is between $8 - $14 per hr.** However, if the student is an intern, rather than an employee, the employer is not required to pay him or her.
The US Department of Labor has identified six criteria for determining intern or trainee status.

These are the following:
- Interns must not displace regular employees
- Interns have no guarantee of a job offer at the end of the internship
- Interns are not entitled to wages during an internship
- Interns must receive training from the organization, even if this impedes the usual work of the organization
- Interns must get hands-on experience with the equipment and processes used in the industry.
- Interns training must primarily be of benefit to them, not to the organization.

If these criteria apply to interns, the organization is not required to pay them. However, it should be noted that paid internships attract eager, enthusiastic and willing interns. Paying them might be a good investment!

NOTE: OCS interns who are paid may receive academic credit as well, providing that their internship meet the criteria outlined.

Getting Started…

Here are the steps to participation:

Go to: www.collegecentral.com/iun (See attached “Employer Help Sheet” for more information)
1. You must register and receive a password from the Career Center to post jobs/internships and conduct resume searches.
2. We can register you!
   a. Send a fax (219)980-6990 OR Email: (temoryga@iun.edu) with the job description and company information.

If you are in a position to host an IU-Northwest OCS intern, know of the appropriate contact within your organization, or are aware of any outside sources that may be able to help- we’d love to talk to you!

If you have question or concerns or would like more information, please call Tameeka Emory, Internship Coordinator at (219) 980-6650, or email temoryga@iun.edu.

Thank you for supporting IU-Northwest Talent!!