

# CREATE AN INTERNSHIP OR A MICRO-INTERNSHIP



## 1. IDENTIFY AN INTERN SUPERVISOR.

The intern supervisor should have the ability to dedicate time to the mentorship to help an intern have a meaningful learning experience. The intern supervisor will be the point of contact for all stakeholders regarding the internship and responsible for completing the following steps in establishing an on-campus internship.

## 2. ESTABLISH GOALS AND RESPONSIBILITIES FOR THE INTERN.

Responsibilities may include assistance with events, managing phone lines, social media engagement, and more. The responsibilities should be appropriate for a college student with little professional experience. Be aware that a for-credit internship must be relevant to the intern's major. For a micro-internship, this will include determining a project and the amount of hours a project will take to complete.

## 3. DEVELOP A JOB DESCRIPTION FOR THE INTERNSHIP.

The job description should include an overview of the internship or micro-internship, qualifications, and responsibilities. Find an example of a job description on the Career Services Internship website.

## 4. CREATE A HANDSHAKE ACCOUNT AND POST THE POSITION.

Lindenwood University utilizes Handshake to connect students with internship and career opportunities. Go to <https://lindenwood.joinhandshake.com/> to create an account. There, you will find helpful information on creating an account, connecting with universities like Lindenwood, posting positions, and viewing applications. You can also use your Handshake account to register for Career Fairs, view students' Handshake profiles, and more! If this is a micro-internship, be sure to include "Micro-Internship" in the position title.

## 4. NOTIFY CAREER SERVICES OF THE OPPORTUNITY.

Let us know when your position is listed in Handshake. Once posted, a Career Services representative can share your opportunity with students via email and in students meetings to help generate applications.

## 5. SELECT AN INTERN.

Screen applications, conduct interviews, and offer the internship to the student of your choice. Contact Career Services if you need help developing interview questions.

## 6. COMPLETE THE APPROPRIATE SCHOOL-SPECIFIC INTERNSHIP CONTRACT.

If the student is completing the internship for academic credit, complete the employer or supervisor portion of the internship contract appropriate to their school. The student will provide you with this information.

## 7. FOLLOW THE POLICIES OF THE FOR-CREDIT INTERNSHIP CONTRACT.

If the student is completing the internship for academic credit, abide by the policies and procedures outlined in his/her school's internship contract. This may include check-ins with the student's professor or academic advisor, and completion of an evaluation at the end of the internship.