

# CREATE AN ON-CAMPUS INTERNSHIP



If you are interested in hosting an on-campus internship, follow these steps to get started.

## 1. IDENTIFY AN INTERN SUPERVISOR.

The intern supervisor should have the ability to dedicate time to mentorship and 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 department 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.

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

The job description should include an overview of the internship, qualifications, and responsibilities. Find an example of a job description on the Career Services website here ([link](#)). When developing your job description, take note of the Fair Labor Standards Act (FLSA) guidelines for unpaid internships at the bottom of this document.

## 4. NOTIFY CAREER SERVICES OF THE OPPORTUNITY.

Send your job description to a Career Services Representative to be posted on Handshake and the Career Services website. Once posted, the intern supervisor will receive submitted applications via email. Career Services can also help you promote your opportunity, if desired.

## 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. COMPLETE THE ON-CAMPUS INTERNSHIP AGREEMENT.

You can find this agreement on the Career Services website here ([link](#)). Discuss and sign the agreement with your intern, then route to Career Services as notification that you have hired an intern.

## 8. ENSURE THE INTERN COMPLETES SAFE COLLEGES TRAINING.

Once you notify Career Services that you have hired an intern, Human Resources will coordinate with you and the intern to complete Safe Colleges training. This training must be completed as part of the internship during working hours.

## 9. CONTACT UNIVERSITY RELATIONS FOR SOCIAL MEDIA TRAINING.

If your intern will be responsible for any University-related social media content, contact a Web Content Specialist in University Relations to coordinate the appropriate social media training.

## 10. 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 their 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.

## 11. UNDERSTAND THE FLSA GUIDELINES FOR UNPAID INTERNSHIPS:

The intern and the employer clearly understand that there is no expectation of compensation.  
The internship provides training that would be similar to that which would be given in an educational environment.  
The internship is tied to the intern's formal education program by integrated coursework or the receipt of academic credit.  
The internship accommodates the intern's academic commitments by corresponding to the academic calendar.  
The internship's duration is limited to the period in which the internship provides the intern with beneficial learning.  
The intern's work does not displace the work of paid employees.  
The intern and the employer understand that the internship does not guarantee a job at the conclusion of the internship.