



EMPLOYER GUIDE TO INTERNSHIPS

What is an internship?

- One semester (spring, summer, or fall) work experience or project and may be repeated if the employer chooses
- Minimum of 120 hours per semester for zero college credit (varies with academic credit)
- Must be career and/or major related with learning goals
- Paid or unpaid
- May, or may not, be for academic credit
- Provides intentional supervision
- Department of Labor definition: www.dol.gov (search internships)

How do internships benefit employers?

- Year-round source of highly motivated pre-professionals
- Students bring new perspectives to old problems
- Visibility of your organization is increased on campus
- Quality candidates for temporary or seasonal positions and projects
- Freedom for professional staff to pursue more creative projects
- Flexible, cost-effective workforce not requiring a long-term employer commitment
- Proven, cost-effective way to recruit and evaluate potential employees
- Your image is enhanced as you contribute your expertise to the educational enterprise

Employer Responsibilities:

- Provide adequate supervision and assign duties that are career-related, progressive and challenging
- Encourage and support the learning aspect of the student's assignment; designate an employee (mentor) to help orient the student to the site and its culture, to assist in the development of learning objectives, to confer regularly with the student, and monitor progress of the student
- Make available equipment, supplies, and space necessary for the student to perform his/her duties and provide a safe working environment
- Maintain general liability, professional liability and worker's compensation insurance as required by law
- Do not displace regular workers with students secured through internship hires
- Notify Career Services of students placed in internships
- Contact Career Services regarding performance issues prior to changing a student's work status
- As needed, allow a faculty representative to visit the work site to confer with the student and supervisor

How-to Create Your Internship Program:

- Set goals, develop your internship plan, identify academic majors for appropriate skill sets, and assign a supervisor/mentor
- Create the job description with clearly defined work objectives/responsibilities and learning objectives (Samples are available in the *Internship Manual for Employers*.)
- Go to <http://www.lewisu.edu/resources/careerservices/employers.htm> and click on Post a Job or Internship to register, post job and internship positions, and view resumes
- Attend Lewis University internship fairs
- Conduct interviews, identify student(s) selected, and offer positions
- Notify Career Services of your internship hires to initiate the Learning and Training Agreement and Student Performance Evaluation forms
- Provide an orientation, space/equipment/job tools, train, supervise, manage and provide feedback (evaluate) to your intern participant
- Contact Career Services for concerns or additional support with your internship program

REPORT student intern names to careerservices@lewisu.edu

Lewis University Career Services Office

One University Parkway, Unit 293, Romeoville, IL 60446-2200

www.lewisu.edu/careerservices • careerservices@lewisu.edu • Phone: 815.836.5282 • Fax: 815.588.7614