Benefits of Providing Internships

**Employer**

~ Share your expertise and provide a supportive learning environment for students to experience a profession or position in which students have expressed an interest

~ Enables you to accomplish a project or implement a program during a defined time period without hiring a full-time employee

~ Provides you an opportunity to “pay it forward” to future campus and community development

**Student**

~ Provides an opportunity to learn, grow and expand their learning in a “real world setting”

~ Invaluable opportunity for meeting professionals in their field of interest and developing relationships

**Community**

~ Offers the ability to retain an educated, trained and work-ready workforce

Internships expand an employer’s ability to:

1. Streamline existing processes
2. Create new opportunities to generate awareness/revenue via campus/community partnerships
3. Expand outreach to current and potential customers and members within their own organizations
4. “Audition” talent for their organization

**Internship Types**

- **PAID**
- **UNPAID**
- **STIPEND***
- **OTHER**

* Predetermined amount based on performance or other agreed upon measure of success.

** Agreement to reimburse pre-approved expenses (travel, room/board, etc.).
Paid vs. Unpaid

For employers looking to establish internship opportunities, the Department of Labor has set guidelines which define whether or not internships should be paid or unpaid:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

For more information go to:

http://www.dol.gov/whd/regs/compliance/whdfs71.htm

Tips for Organizing an Internship Opportunity

What do you wish your intern to accomplish?

Example: Plan and organize social media outreach to customers; implement a summary view “dash board” of financial information

What type of skills does your intern need?

Example: MS Word, Excel, Professional phone manners, Ability to work independently, etc.

What are the primary responsibilities?

Example: Create new customer database, plan or schedule customer outreach event, etc.

Internship Length

Internships do NOT necessarily have to follow a semester based schedule. They can be offered:

- On a project basis
- For a key business/program or event cycle
- For more than one (1) semester

Have an internship or job opportunity you would like to market to SEMO students?

Be sure to check out REDConnect, Southeast Missouri State University’s on-line e-recruiting resource which connects students with employers. For more information, contact the Office of Career Services.