

Insight Into Internships



The National Association of Colleges and Employers (NACE) defines an internship as:

“A form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.”

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**
<p>* - Predetermined amount based on performance or other agreed upon measure of success.</p> <p>** - Agreement to reimburse pre-approved expenses (travel, room/board, etc.).</p>	

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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 **RED**Connect, Southeast Missouri State University's on-line e-recruiting resource which connects students with employers. For more information, contact the *Office of Career Services.*