

Employers: How to Develop an Internship

An internship is a valuable educational and professional opportunity for students to gain real-world experience related to their major and intended career path. It allows them to apply what they've learned in the classroom in a practical setting. For employers, internships offer access to motivated individuals with fresh perspectives and innovative ideas, many of whom may become strong candidates for future roles within the organization. Additionally, hosting interns helps increase the visibility and reach of your company or organization.

The Internship Description: The better your job description, the better your candidate pool

- Name and location of the business
- Company description/Mission
- Position title
- Knowledge, skills, and experience required
- Major/Degree required
- Work hours and days
- Description of duties and responsibilities
- Duration of the internship experience
- Compensation, supervision for academic credit
- Company representative with contact information
- Application procedure and deadline
- Required documents to apply for the internship could include: resume, cover letter, writing samples, transcripts, letters of recommendation, etc.....
- Open to only students completing for academic credit, experience only, or both?

Have a Plan:

- Do you need someone for a specific project?
- Is support needed around the workplace that will apply to a specific major(s)? (e.g., Business, Psychology, Creative & Professional Writing)
- Do you want the intern to get a taste of everything your organization does?
- Will you pay the intern? Keep in mind if they are pursuing it for academic credit, they are paying for the credits, the site provides supervision & experience. They are able to be paid & earn credit and may often be cutting back hours at their jobs to gain experience, while also benefiting internship site with fresh ideas and knowledge
- Where will you put the intern if they are on site? Can they work remote? Hybrid?
- What academic background, experience, and skills will the intern need?
- Who will have primary supervisory responsibility for the intern? Will there be regular meetings to provide feedback, answer questions? What would have helped you launch into your field or position smoothly?
- What will the intern be doing day-to-day? What skills or knowledge can you help intern gain/enhance?
- Will there be special events for the intern beyond the day-to-day work?

When Hiring an Intern:

- Hiring should be a good fit for the employer and the student. When you are ready to make your final selection, notify candidates with any of the following information:
 - ✓ Offer letter/email
 - ✓ Contract (if applicable)
 - ✓ Placement details, including start and end dates
 - ✓ Contact information for workplace supervisors
 - ✓ Orientation location and details and/or training
 - ✓ What are the expected outcomes? How might they be evaluated?
 - ✓ Dress code, work schedule and any materials needed or equipment?
 - ✓ Parking and logistics
 - ✓ Review any paperwork needed by the employer and any the student may need completed (if doing the internship for academic credit, there will be a required form from the University)

❖ Internships Under the Fair Labor Standards Act:

<https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships>

❖ University of Pittsburgh Greensburg job posting system:

https://pitt.joinhandshake.com/employer_registrations/new

❖ For questions & to finalize internship for distribution, contact:

Internship Coordinator, Kristen M. Stratton: kms298@pitt.edu, 724.836.7575

