

INTERNSHIP

Frequently Asked Questions (cont'd)

ADVERTISING AN INTERNSHIP

Q. Do I have to pay to advertise an internship with Stetson University?

No. Posting an internship on our online system, College Central Network, is FREE and easy to use. Simply visit:

www.collegecentral.com/stetson

to register, post opportunities, and search our resume database. (Remember — you may also advertise your internship opportunities at our Annual Career Expo or at an Employer Information Session)

Q. What should be included in the internship description?

- Brief description of organization
- Overview of internship duties/tasks, responsibilities, and general expectations
- Minimum Skills and/or Qualifications
- Hours (if previously determined)
- Payment (if any)
- How to apply and contact information

Q. Do I get to choose my own intern?

The University Career Services office encourages you to have resumes sent directly to you so that you can interview all candidates. We encourage you to communicate when candidates should expect to hear from you. Students who are not selected may then pursue other internship opportunities.

SUPERVISING AN INTERNSHIP

Q. What should be expected of me as an Internship Supervisor?

- Set up an initial meeting to determine and go over the job description, internship goals, hours, and start/end dates.
- Orient the intern to your workplace, policies, procedures, and guidelines.
- Introduce the intern to coworkers and explain projects he or she may be working on.
- Schedule regular supervision meetings for you and the intern to discuss expectations, questions, projects, responsibilities, and progress.

If you have any questions or would like the opportunity to discuss a potential internship program with Stetson University, please contact University Career Services at 386-822-7315 or career@stetson.edu. We would be happy set up a convenient time to meet with you.

EMPLOYER INTERNSHIP GUIDE

DEVELOPING, ADVERTISING & SUPERVISING INTERNSHIPS



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STETSON
UNIVERSITY

The “Stetson Advantage” is Your Advantage

Stetson University's mission is to provide an excellent liberal arts education where learning and values meet, and the qualities of mind and heart are cultivated to reach their full potential, so that our graduates can become informed citizens and positive contributors to local communities and the world. Part of this mission includes encouraging Stetson students to participate in experiential learning, or internships.

Internships provide our students the opportunity to apply their knowledge and skills in a professional setting. Students often choose to participate in an internship to explore a career path, expand their skills, and make connections in the ‘real world’.

And how do you, as an employer, benefit from an internship? From the employer point of view, an internship can be:

- An excellent way to encourage young people to enter your particular field of the business.
- A source for discovering new talent and fresh approaches.
- A means of acquiring skilled staff members who can handle a variety of assignments and projects.
- A great way to potentially recruit a full time employee who already knows the inner workings of your organization and needs very little additional training.

So, how do you set up an internship? The following includes suggestions for creating and advertising an internship program as well as how to supervise it. We hope that by providing this information, we are helping you create an internship program that is a mutually beneficial experience for both you and the student.

INTERNSHIP Frequently Asked Questions

DEVELOPING AN INTERNSHIP PROGRAM

Q. How long is the typical internship, when should one take place and what kind of hours should be expected?

An internship is typically a semester long experience but may last for the full year, or conducted during the summer. Much of the “when and for how long” depends on the arrangements made between you and the student. Hours are flexible and depend on whether or not the student is interning for credit (since the student must fulfill a certain amount of hours to get credit) Typically, an internship is 10-20 hours per week if the student is currently enrolled in classes.

Q. Does the student have to get credit or expect to be paid as an intern?

Since each department has different internship procedures, it is up to the student to determine if he or she will get credit. It is up to you, as the employer, to determine if you will offer payment. Many times, employers will offer a stipend to cover for traveling expenses or will hire an intern at minimum wage, or pay according to his or her skill level. Although payment can make an internship more appealing to the student, many students are willing to intern for the experience alone—which is valuable in itself.

Q. What do students expect from an internship?

- A job description with general duties and expectations
- Supervision, mentoring, as well as some training to do the job well
- Chances to “get their feet wet” and learn the job “hands-on”
- To be welcomed into the organization and treated fairly
- The opportunity to ask questions