

# Employer Internship Guide

## Partnering with the Center for Career & Professional Development

Employers can partner with the Center for Career & Professional Development (CCPD) to offer meaningful work experiences that support students' academic and career goals. If you do not yet have an established internship program, or you would like to consider ways to improve your existing program, please review our tips outlined below.

The CCPD serves as a liaison between students, faculty and employers. We assist employers in publicizing your opportunities, provide you resources to better orient and supervise student interns, and make ourselves available to answer your questions throughout the internship. While we promote internship opportunities to students and faculty; students will contact you directly to apply for the internship. Applicant screening is the employer's responsibility.

## Why Hire an Otterbein Intern?

- Creativity and innovation; students bring new ideas and perspectives
- Meet project needs
- Increased productivity and the opportunity for staff to focus on higher-level tasks
- Opportunities to “test out” future employees and cultivate a talent pipeline
- Opportunities to build supervision and leadership skills among managers

“I am consistently impressed with the quality of students from Otterbein University. They bring excellent public relations and communications skills with them and can perform at a very high level from day one. Otterbein students also have the maturity and leadership ability we seek from our interns, as they are often exposed to mid- and senior-level executives.”

*-Dan Orzano, Communications Consultant*

“We are extremely satisfied with the quality of interns and full-time employees we have selected from Otterbein University the last five years. The students are knowledgeable and well-rounded due to their exposure in a Liberal Arts environment.”

*-Stephen M. Brown '87, President , Payne & Brown Insurance Agency, Inc.*

## Developing a Quality Internship Program

### Preparation

- Establish clear internship goals and objectives.
- Allocate human resources and financial resources (student salary).
- Develop comprehensive internship descriptions that include:
  - Brief description of the organization
  - Roles and responsibilities the intern will assume
  - Skills and qualifications required (or desired)
  - Educational benefits for the intern
  - Payment information
  - Application instructions
- Outline student expectations. Don't disguise routine jobs or "grunt" work as an internship. Administrative tasks such as copying, filing, answering the phone, etc. should comprise no more than 15% of the intern's responsibilities.
- Institute a hiring process (point person, timing, and evaluation criteria).
- Plan intern assignments and projects ahead of time and ensure that they align with students' academic disciplines.
- Select an internship supervisor who is qualified and committed to mentoring pre-professionals.

### During the Internship

- Establish internship start and end dates.
- Provide an orientation; introduce interns to office colleagues.
- Assist the student in developing the learning contract; discuss the student's skills and interests in relation to the internship responsibilities.
- Meet with the student regularly and provide constructive feedback. Encourage students to ask questions.
- Include students in meetings and brain storming sessions.
- Provide meaningful and progressively challenging projects and assignments.
- Encourage networking and create opportunities for students to experience other offices/departments.
- Complete a final evaluation of the student's performance.

### Types of Internships

An Internship or Professional Experience (PE) is work related to a student's major and/or career interest that takes place during a semester or over the summer. Students should participate in meaningful projects and work alongside experienced professionals as they explore the world of work.

Otterbein students can complete either of the following:

**Credit-Bearing Internship** - The student, the internship provider and the faculty sponsor will work together to develop the Learning Contract at the start of the internship. The academic department must approve the internship and award credit.

**Non-Credit Bearing Professional Experience**— These voluntary experiences are sought out independently and relate to the student's major or career interest. Professional Experiences are not sponsored by Otterbein University. The student and the internship supervisor work to establish the learning goals and agree upon the roles and responsibilities the student will assume.

### **Internship Definition**

According to NACE (National Association of Colleges & Employers), to ensure that an experience is educational and therefore eligible to be considered a legitimate internship by the above definition, all of the following criteria must be met:

- The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
- The skills or knowledge learned must be transferable to other employment settings.
- The experience has a defined beginning and end, and a job description with desired qualifications.
- There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
- There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
- There is routine feedback by the experienced supervisor.
- There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

## **Does monetary compensation make a difference?**

Many Otterbein students work part-time while taking a full course load. An internship may mean that they have to reduce their hours from another position. Students seeking college credit also have to pay tuition for the credits they earn. Consequently, students appreciate some form of monetary compensation through an hourly wage or a stipend and mileage reimbursement.

## **FAQS**

### **When do students typically complete internships?**

Students generally intern the duration of a semester (14 weeks) and during the summer. Students receiving academic credit generally adhere to the academic term whereas students completing non-credit bearing Professional Experiences have a greater degree of flexibility.

### **How many hours per week do students generally intern?**

Approximately 10-20

### **Can students receive academic credit and get paid?**

Yes!

### **What is the average hourly rate for interns?**

Generally, most internships pay between \$12-\$15/hour, but much of this depends on the industry. Some internships pay more than \$20/hour.

### **Does a student have to receive academic credit?**

Most Otterbein majors do not require a student to receive academic credit. The choice to earn academic credit is up to the student and his/her academic major requirements.

## **POST AN INTERNSHIP**

Please post all internships to Handshake, (<https://www.joinhandshake.com/employers-premium/>) which is the online job and internship board to which all Otterbein students have access.