

Internship Description FORM

In order for this experience to be considered an internship, all of the following criteria must be met:

1. 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.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of experience.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

(Source: National Association of Colleges and Employers (June 2012). *NACE Position Statement on U.S. Internships*. https://www.naceweb.org/connections/advocacy/internship_position_paper/)

How to create a job description for an internship

Below you will find a helpful guide in order to generate a job description for your new internship position. You do not need to fill out all of the sections listed below, however you will want to include as much valuable information about this position and your company in order to attract your next intern.

Internship Title: (Example: Graphic Design Intern, Marketing Intern, Communication Intern)

Organization Name: (Example: Stephen F. Austin State University, Career Services)

Location: (City, State)

Work Schedule: (Fulltime, Part-Time; Summer, Spring, Fall)

Description:

Describe what your company does in clear and exciting terms. This helps educate students on your company culture and work environment as well as what they will be working on, and the skills needed to be successful. You can list who will be their direct supervisor as well as whether or not the internship will be paid or unpaid.

While financial compensation is a great selling point, most students care about the educational components and on the job training. However if the internship is unpaid, you can attract better talent by promoting these

benefits in your description. Your goal here is to make the student excited about the internship and all of the wonderful information they will gain from your establishment.

Example:

Interested in graphic design? Career Services is branding our new Pocket Chalkboards rolling out Fall 2014. We specialize in a smudge-free material introduced to the market in Spring 2012 and are leading the way to quick note-taking in the palm of your hand (without the need of a smartphone). Come join our team and see what it takes from start to finish when rolling out our campaign for the new Pocket Chalkboards. We offer an unpaid internship..... Benefits of interning with Career Services include access to an amazing network of professionals in graphic design, breakfast and lunch each day in our on-campus cafeteria, unlimited use of our cutting edge software.....

Responsibilities:

Here you will list what the intern will be expected to do as well as any special projects they will be in charge of completed. Typically, you will want to list between 5-10 responsibilities; it is generally a good idea to remain flexible in order to meet both your needs as well as the intern's needs.

Example:

- Attend and observe supervisor in weekly meetings with clients to determine the scope of projects
- Learn how to advise clients on strategies to effectively reach a particular audience
- Work with supervisor to determine the message the design should portray

Qualifications:

List what you would like to see in an intern here. Items such as GPA, Major, and Classification are all things to consider. Remember to use the terms "prefer" rather than "require" as this could limit your options.

Example:

- Marketing, Sales, Mathematics, Computer Science (whatever is relevant)
- Prefer a GPA of 3.0 or higher
- Prefer junior or senior level student, however any classification will be considered

How to apply:

The most important piece of information for interested and qualified students is **how to apply**. If you post your internship through Jobs4Jacks, you will have the option to have students apply through this system and an email will be sent to you containing their resume and other required documents.

If you would like for the student to apply through your website or by contacting you directly, please indicate that in this section.