

Internship Description FORM

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

UNPAID INTERNSHIP GUIDELINES:

Essentially, if the six criteria are met, the Department of Labor (DOL) considers there to be no employment relationship. The six criteria established by the DOL are:

1. The internship, even though it includes actual operation of the employer's facilities, is similar to training that would be given in a vocational school.
2. The internship experience is for the benefit of the student.
3. The intern does not displace regular employees, but works under the close observation of a regular employee.
4. The employer provides the training and derives no immediate advantage from the activities of the intern. Occasionally, the operations may actually be impeded.
5. The intern is not necessarily entitled to a job at the conclusion of the internship.
6. The employer and the intern understand that the intern is not entitled to wages for the time in the internship.

Source: Fair Labor Standards Act (see FLSA Fact Sheet #71)

PAID INTERNSHIP GUIDELINES:

To ensure that an experience—whether it is a traditional internship or one conducted remotely or virtually—is educational, and thus eligible to be considered a legitimate internship by the NACE definition, all 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 the 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: (example on next page)

Below you will find a helpful guide in order to generate a job description for your new internship position. You will want to include as much valuable information about this position and your company in order to attract your next intern.

1). Internship specifics: (Provides general demographics of the position)

- **Internship Title:** (Example: Graphic Design Intern, Marketing Intern, Communication Intern)
- **Organization Name/Location** (EFG Inc./City, State)
- **Work Schedule/Pay:** (semester, number of hours per week, days worked, hourly rate)

2). What you will learn:

Describe what your company does, and what the intern will learn through their responsibilities during their time with your company.

3). What you will do:

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.

4). How to apply:

Almost the most important piece of information for the future intern to know 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.

Sample Job Description

Title: Student Career Advocate

Organization Name: SFA Career Services

Wage: \$10.00 per hour

Start date: February 1, 2016

Work Hours This position will work flexible hours between 8 AM - 5 PM during a normal work week (Monday - Friday). Occasional opportunity to work during Showcase Saturdays.

What you will learn: (Transferable Skills)

- Experience working in a professional environment
- Develop skills highly desired by employers (transferable skills)
 - Communication | Teamwork | Decision Making (Leadership) | Problem Solving | Innovation & Creativity | Organization | Influence | Global/Cultural Competence
- Develop technical skills of general office software: Jobs4Jacks, Google Docs, Photoshop, Microsoft Office Suite
 - Design static and animated graphics utilizing a variety of media (Prezi, YouTube, etc.)
- Access to a comprehensive professional network via interactions with recruiters at career events, faculty/staff via classroom assignments and presentations

What you will do: (Job Description)

- Open and close office; manage multi-line telephone system, respond to various internal and external inquiries via email
- Provide clear and effective customer service and communication with a variety of audiences
- Manage Jobs4Jacks student, faculty and employer accounts
- Deliver engaging Career Services presentations including Advancing Students As Professionals (ASAP) Training for new student employees on campus
- Complete professional document critiques face-to-face & online submissions
- Help coordinate and prepare for career fairs
- Process payments including credit card and check transactions
- Market departmental events, services (posting/creating flyers & signs on campus) and maintain social media accounts and Google Docs
- Must complete: Receipts Training and Security Awareness Training annually
- Other duties as assigned

How to Apply: (Special Instructions to Applicants)

- In order to be considered for this position, you must apply online. Supplemental materials may be attached when applying. If selected to fill a position, the hiring department will direct you to Human Resources for paperwork completion and orientation.(whenever possible we encourage applicants to submit a resume and/or cover letter)

Qualifications

- Looking for a mature, trustworthy, responsible, motivated, cheerful and dependable worker
- Must be able to follow procedures and directions; work independently and collectively
- Desire to take initiative and remain focused; be flexible, manage tasks, problem solve, and learn quickly
- Knowledgeable/proficient in Word and Excel
- Knowledgeable in Photoshop is a plus
- Must have and maintain an overall GPA of at least 2.75+