



ON-CAMPUS

INTERNSHIP INSIDER

**A QUICK-START GUIDE
TO CREATING YOUR
PROGRAM**



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WHAT IS AN INTERNSHIP?

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skill development in a professional setting. On-campus internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths. Completing an internship on campus provides benefits to the student as well as helping the host departments complete projects.



DESIGN YOUR INTERNSHIP

There are certain factors to consider regarding compensation when designing your internship. On-campus internships can be paid or unpaid positions, depending on the tasks assigned to the intern and available funding for the role. Interns can be paid using work study or student assistant funding. SFA Policy 11.29, "Student Internships," offers important details for departments to review as they are creating these roles for students.

Unpaid internship guidelines: The U.S. Department of Labor provides guidance, based on recent court decisions, for circumstances where unpaid internships are appropriate.

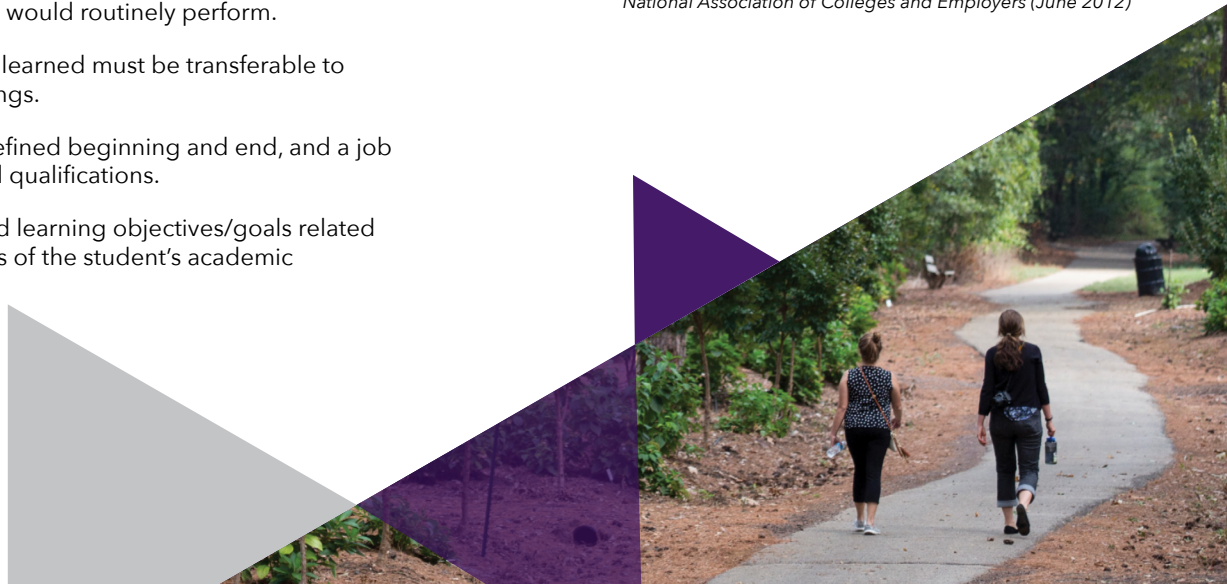
1. The extent to which the intern and employer clearly understand that there is no expectation of compensation. Any promise of compensation, expressed or implied, suggests that the intern is an employee and vice versa.
2. The extent to which the internship provides training that would be similar to the training given in an educational environment, including clinical and other hands-on training provided by educational institutions.
3. The extent to which the internship is tied to the intern's formal education program by integrated coursework or the receipt of academic credit.
4. The extent to which the internship accommodates the intern's academic commitments by corresponding to the academic calendar.
5. The extent to which the internship's duration is limited to the period in which it provides the intern with beneficial learning.
6. The extent to which the intern's work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
7. The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

Source: U.S. Department of Labor Fact Sheet No. 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, 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 simply be 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.

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POSTING YOUR INTERNSHIP AT SFA

Internships at SFA, paid or unpaid, must be advertised through the PeopleAdmin system, much like student assistantships.

Please contact the Human Resource Compensation and Classification group well in advance at hrcompensation@sfasu.edu before you post a position in order to create a new corresponding job description and posting template; or confirm an appropriate job description and posting template exists. Quick guides for creating job postings are available on the Human Resources website. For additional questions, please contact Human Resources at 936-468-2304.

Employers may post credited or uncredited internships. Credited internships must be set up before the beginning of the semester, and a faculty member will serve as the student's on-campus contact. Many students also complete uncredited internships for additional experience.

The CCPD can assist in cross-posting your internships in Handshake, its career management platform, to help advertise the position to students seeking roles in that platform.

PROFESSIONAL DEVELOPMENT OPTIONS FOR INTERNS

An internship should equally benefit the student and the host department. The department must ensure that the intern is not only learning how to complete their assigned work, but that they are being provided opportunities to gain skills they can use in their future careers. If possible, the internship should include room for professional development opportunities. The Center for Career and Professional Development offers resources to assist departments in this effort:

- Document critiques – have the student add the internship to their resume, then get feedback
- Lumberjacks GROW – designed to help students who work or complete internships on campus articulate the skills they are gaining and relate those experiences to their future careers
- InterviewStream – self-paced virtual mock interview platform where the student can practice offering examples from their internship in response to typical interview questions

TESTIMONIALS FROM ON-CAMPUS INTERNS

"I honestly couldn't have landed a job as a sourcing specialist with CareerStaff Unlimited without having an internship with CCPD. The staff there helped me work on my résumé, update all my social networks and go through the mock interviews that CCPD offers. All of it helped me start my career."

- Aimee Pecina '20,
Employer Relations at CCPD

"My on-campus internship refined several of my soft skills and helped me reach my post-graduate goal of finding employment in my field of study. I was hired as a behavioral therapist at the Children's Autism Center shortly after graduation. My internship taught me that critical thinking, organization and adaptability are essential for any type of career."

- Madison Goodin '20,
Assessment and Reporting at CCPD

"Being an intern at the SFA Charter School was a great experience because it gave me an inside view of what teaching is all about. I had the opportunity to work with a kindergarten instructor and help her with her class. Working with both the students and the teacher was good practice for what is yet to come in my career. Through the internship, I learned how to apply what I learned in the classroom."

- Michelle Martinez,
SFA Charter School

ORIENTING AND SUPERVISING YOUR INTERN

Once you have selected student(s) to serve as interns, they must be oriented and supervised like any other member of your team. We encourage you to make it a priority to set aside time at the onset of the internship to acclimate your intern to the department. Your willingness to provide an organized and thoughtful orientation (whether formal or informal) will probably be the single most important influence on an intern's impression of your office. Whether the intern will work in one or many areas of your department, assign him or her a mentor who will remain consistent during the intern's experience.

- Take your intern on a tour of the department and introduce him or her to employees.
- Provide organizational materials for your intern to read, such as newsletters, marketing pieces, and annual reports.
- Schedule regular one-on-one meetings with the intern to check on project progress.
- Where appropriate, invite your intern to participate in professional meetings, shadow personnel in a variety of areas, and observe others at work.

The intern also should receive regular feedback on his or her performance, as well as a formal evaluation at the end of the internship, regardless of whether they are paid or unpaid, or completing the internship for course credit. Remember the student's learning experience and a strong connection to his or her major is a key component of the internship criteria. The student intern needs to understand what they did well and what they can improve on, as well as how to articulate the skills they have learned for future experiences.

CLOSING OUT THE INTERNSHIP

The internship should have a clear beginning and end date. You can always welcome the intern back the next semester for another internship, or bring him or her on as a student employee. Credited internships will require site supervisors to complete paperwork about the intern's performance. Uncredited internships should still end with specific, constructive feedback on what the student did well, as well as how the student can improve his or her performance in the future. The CCPD can provide sample forms for mid-term and final evaluations if desired.

RESOURCES FOR ADDITIONAL HELP

SFA Human Resources

- (936) 468-2304
- hr@sfasu.edu

Can assist with: position approval, posting internships (paid or unpaid) online in PeopleAdmin

SFA Center for Career and Professional Development

- (936) 468-3305
- ccpd@sfasu.edu

Can assist with: professional development plans for interns, sample evaluation tools for the intern's performance, posting in Handshake