

# Posting and Approving Internships ("Experiences") in



Internships offer students a "real world" experience in their chosen field of study. Working directly with a variety of organizations, the experience provides students the opportunity to actively learn while honing the skills needed to succeed in the rapidly changing industry. Logistically, Internships is a three-tiered relationship between the university Faculty Internship Advisor, the Internship Site Supervisor, and Romeal Watson, the internship coordinator for the university.

Once you are ready, here are the steps you take to create your internship experience:

## **Step 1: Design a series of projects and/or assignments that build into a constructive learning environment for the student intern.**

Internships should be designed to professionally develop student learning by allowing them to apply their academic knowledge to their relative industry. Much of your role is to think of reasonable activities that you have for the student that will A.) Promote their learning within the industry, and B.) Is a reasonable amount of work as it relates to the duties of a normal FTE.

The U.S. Department of Labor has adopted new internship criteria to determine whether a student is, in fact, an employee under the FLSA. <https://www.dol.gov/whd/regs/compliance/whdfs71.pdf>

## **How to Create an Effective Internship Description**

Concise, detailed postings will lead to more interested, qualified applicants. Your internship position description should include the following information:

### **Organization Profile/Position Overview**

Describe your company/organization and internship position with as much detail as possible. You want to depict the environment and illustrate the position as best you can to give the student an accurate idea of what they will be experiencing. This will also help the student to decide if she/he can picture her/himself within your organization, industry and internship position.

Students are excited to work hard and create results, but also desire an internship that will aid them in their long-term professional development. Students are attracted to companies that care about creating a stellar internship experience for them. Their perception of your organization and their enthusiasm about the opportunity starts with your internship description.

### Intern Responsibilities and Learning Objectives

- Day-to-day duties and tasks
- List specific responsibilities, especially those connected to their field of study.
- List two or three learning objectives that describe what the student should expect to learn through this internship. For example, “Interns will gain experience in project and office management, patient relations, and staff logistics.”

### Internship Benefits

- Describe the mentoring and training the intern will receive. Please note, ongoing mentoring and training are key elements of all internships.
- If the intern will participate in company meetings, networking events or professional organizations, state that here. Students crave internships that will allow them to connect with professionals from whom they can learn.
- Compensation (hourly rate, stipend, commission)
- If you have specific internship timeline information, such as total length of the internship and desired hours, state that here.

### Intern Requirements

- Be as specific as you need to be, however, if you’re open to different majors and backgrounds state that as well.
- Degree or field of study
- Years of experience – Some students shy away from applying to internships that require experience because they aren’t sure if their experience applies. Many internships do not require previous experience; if this is true for your organization, state it.
- Skills and abilities
- Computer applications/software experience necessary

### Application Procedure

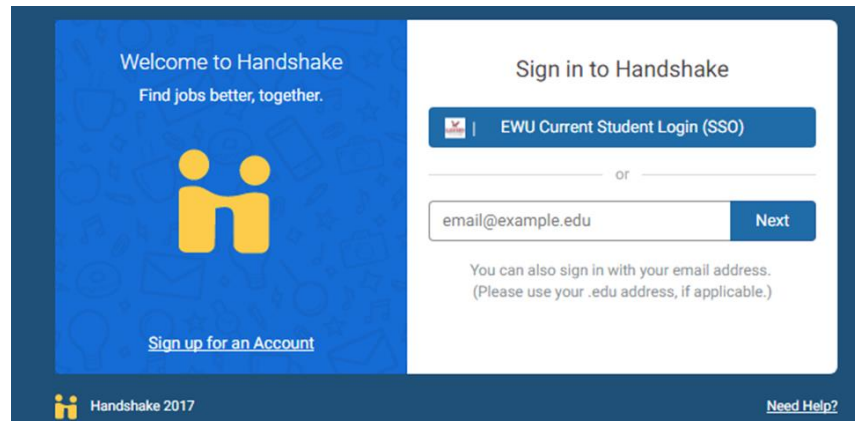
- Please provide contact information (email address, website, etc.) along with the name and title of the person to whom students should submit their resumes. If you prefer that students apply directly via a website please provide its address along with any further instructions that may be needed (e.g., job number or title, category, etc.)
- List any additional materials you would like to receive long with resumes. For example, you may want to see some writing or design samples, or a cover letter.
- **Provide a reasonable submission deadline – at least one month after posting date.**

Your position description will be reviewed before it is available on Handshake. Under typical circumstances, once your internship has been approved for posting, it will be placed on the website within 24 hours.

### Step 2: Market your opportunity to students by posting your internship on Handshake.

Handshake is a modern career development platform where you can:

- **Post jobs and internships**
- **Approve** Internship submissions
- **Get updates** from EWU Career Services about upcoming events
- **Browse career resources** tailored to your interests
- **Connect** with Career Advisors in order to



### Posting a job/internship to Handshake

1. Go to [ewu.joinhandshake.com](http://ewu.joinhandshake.com) to create an account or login
2. **Complete your profile** to personalize your experience.
3. Click "**Post a Job**" located in the middle of the page, on the left column.
4. **Enter your job** and/or internship and click SUBMIT
5. Visit [support.joinhandshake.com](http://support.joinhandshake.com) if you need further instruction.

### **Step 3: Once you've accepted a student intern, arrange a time to meet with them to discuss the details of the internship, and help them complete their learning activities.**

In order for the student to do an internship, they must complete an internship learning contract which allows them to get credit. Someone in your office will have to be assigned as the site supervisor and be available to help the student complete these forms.

*Students need to discuss the following with their Site Supervisor before they are able to present their internship to their faculty internship advisor.*

- **Internship Description:** About the organization and what the internship entails.
- **Learning Activities:** What the student will specifically do as part of the internship.

**Step 4: Throughout the internship, try to engage the intern with additional learning opportunities such as office visits, staff meetings, and any professional development events.**

Internships are a symbiotic relationship. Interns provide much-needed help to the organization, and in turn you provide valuable networking, training, and experience. The extent to which that relationship is cultivated, can greatly increase the level of support a student can provide.

**Step 5: At the mid and final week period of the quarter, you will receive an email from us, asking you to complete a performance evaluation for the student.**

The purpose of the evaluations is to identify the intern's strengths and any areas needing improvement. Both the midterm and final evaluation forms are based on the SCANS skills and competencies from the U.S. Department of Labor. The evaluation will be automatically sent to you, during the appropriate times, via email.

**You're done!**

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*If you have any additional questions about this process, please contact:*

**Romeal Watson**  
Internship Coordinator  
PUB 332  
[rjwatson@ewu.edu](mailto:rjwatson@ewu.edu)  
509.359.4637