



# Internship Essentials Guide

# How To Develop an Effective Summer Internship Program



**Meaningful Work:** Tasks should be challenging & relevant to the intern's field of study. Allow them to take ownership of a project & see it through to completion.



**Mentorship & Training:** Provide a dedicated mentor to offer feedback & guidance. Also, offer training opportunities to develop new skills.



**Networking Opportunities:** Connect interns with professionals in the field. Introduce different departments, set up informational interviews, & include them in meetings.



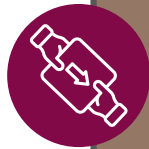
**Feedback and Evaluation:** Help interns set goals & give regular feedback on their performance. At the end of the internship, provide them with a written evaluation.



**Fresh Perspectives:** Ask interns for input. Interns can bring a fresh perspective to the organization by offering new ideas or different solutions to problems.



**Talent Pipeline:** Internship programs can help identify & develop future talent. Well-trained interns expand a talent pool with seasoned & experienced candidates.



**Project Support:** Delegate short-term projects or tasks that employees don't have time for. This gives interns relevant work experience & lightens the workload.



**Community Impact:** Internship programs give organizations a community presence & a chance to uplift underrepresented groups by offering them unique opportunities.

## Additional Tips:

Clearly define goals and expectations. Make sure interns understand what is expected of them from the outset, and be consistent with those expectations throughout the duration of the program.

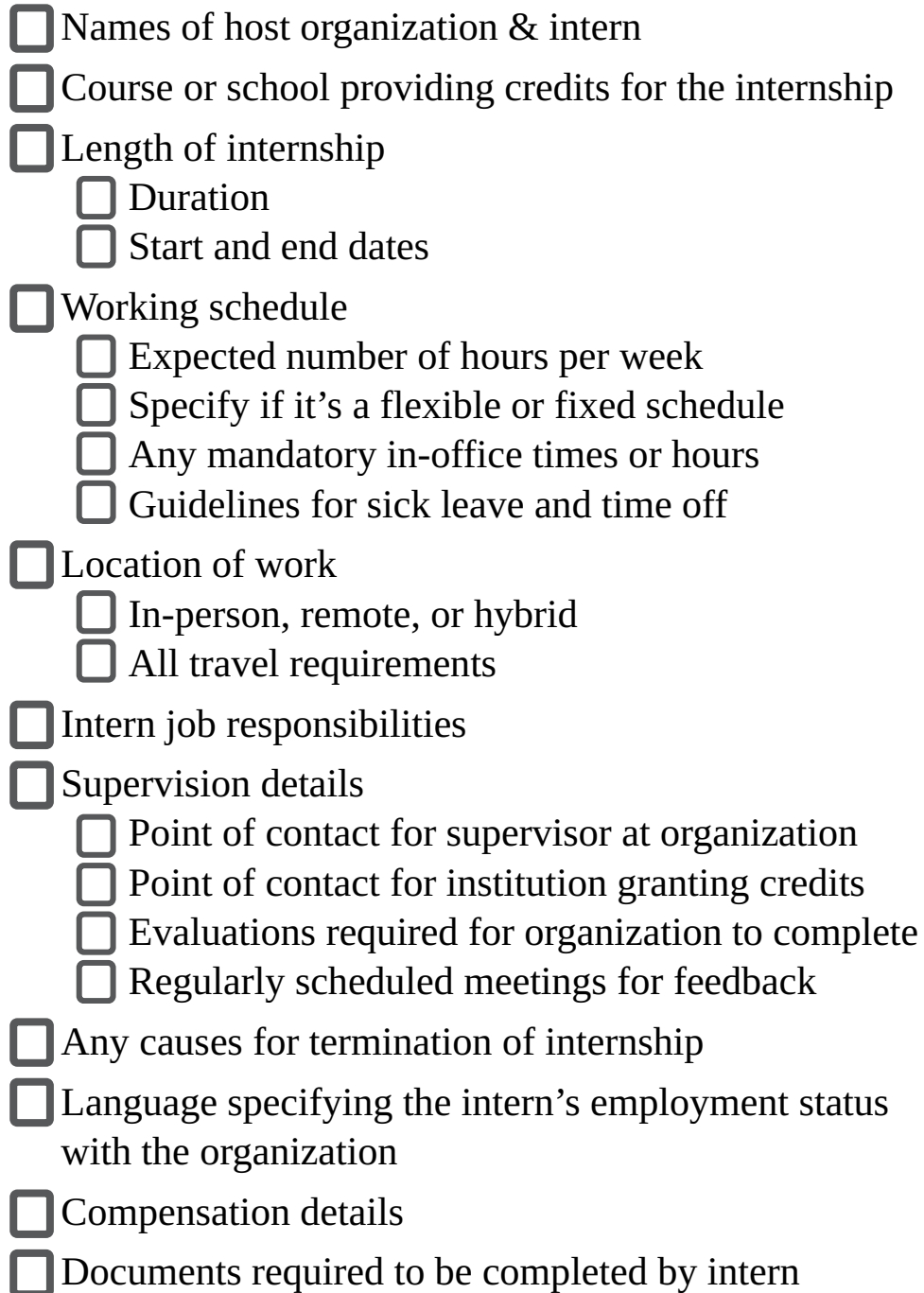
Compensate interns, if possible, to be competitive. If you cannot pay, offer other benefits, and always consider that interns work for low/no pay when asking them to participate in events or complete tasks.

Recognize interns for their accomplishments and contributions. Be a part of their growth, and help them feel valued. Also, give them time to socialize and interact with employees and other interns.

**\*\*FOR INTERNS\*\*:** Save non-confidential documents or portfolio items to help you draft any post-internship assignments, and include them as appendices, if appropriate. **DON'T** take anything without express permission.

# Think Before You Sign

Below is a list of suggested items that can be used to draft an internship agreement. You can also refer to it to ensure all necessary items are included before you sign. Some may not be applicable—only use this as a starting place.

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- ☐ Names of host organization & intern
  - ☐ Course or school providing credits for the internship
  - ☐ Length of internship
    - ☐ Duration
    - ☐ Start and end dates
  - ☐ Working schedule
    - ☐ Expected number of hours per week
    - ☐ Specify if it's a flexible or fixed schedule
    - ☐ Any mandatory in-office times or hours
    - ☐ Guidelines for sick leave and time off
  - ☐ Location of work
    - ☐ In-person, remote, or hybrid
    - ☐ All travel requirements
  - ☐ Intern job responsibilities
  - ☐ Supervision details
    - ☐ Point of contact for supervisor at organization
    - ☐ Point of contact for institution granting credits
    - ☐ Evaluations required for organization to complete
    - ☐ Regularly scheduled meetings for feedback
  - ☐ Any causes for termination of internship
  - ☐ Language specifying the intern's employment status with the organization
  - ☐ Compensation details
  - ☐ Documents required to be completed by intern

# Preparations and On-Boarding

These are considerations and metrics for an intern to think about as they select and progress through their internship. Organizations can take note of what contributes to a productive internship and the practical steps to get there

## A GOOD INTERNSHIP SHOULD PROVIDE:

<b>Practical work experience</b>	<b>Relevant educational experience</b>	<b>Academic credit</b>	<b>Opportunity for career exploration</b>
<b>Development of human relations skills</b>	<b>Responsibility in a work environment</b>	<b>Contacts and networking with professionals in the field</b>	<b>Opportunities to apply skills and knowledge from coursework</b>

## INTERN ON-BOARDING & SUPERVISION TO-DOS

<b>1</b> <b>Draft an intern job description, including responsibilities and desired skills</b>	<b>2</b> <b>Introduce and orient the intern to the organization</b>	<b>3</b> <b>Outline and explain to the intern their responsibilities</b>	<b>4</b> <b>Document objectives and explain methods of evaluation</b>
<b>5</b> <b>Provide resources and instruction</b>	<b>6</b> <b>Provide encouragement and guidance</b>	<b>7</b> <b>Maintain communication with the academic institution</b>	<b>8</b> <b>Complete all evaluations and any other required forms</b>

# Evaluation Questions

Evaluations are a crucial part of an internship. If a formal questionnaire isn't provided by the institution granting credit, below are some guiding questions for interns and organizations to draft their own.

## For the Organization

Has the intern accomplished their objectives during the internship?

What are the intern's main strengths?

Where did the intern improve the most during the internship?

What can the intern work on to improve after the internship?

Did the intern listen to instruction, complete jobs correctly, and ask questions for clarification?

How are the intern's communication skills (including phone and writing)?

Do you find the intern reliable?  
Did the intern complete assigned tasks on time?

Is the intern trustworthy? Does the intern keep company business confidential?

## For the Intern

Did you achieve, or are you on track to achieve, your internship goals?

What significant tasks did you perform?

What concepts did you learn that you didn't know before?

Did your mentor or supervisor meet with you regularly?

Did you receive the support you needed to accomplish your tasks?

Did you understand how to navigate the office and the internal systems?

Were you assigned challenging tasks that taught you new skills or concepts?

Were expectations and quality standards clear and achievable?