



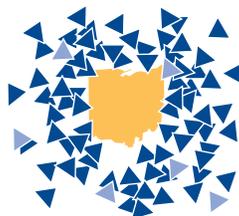
# INTERNSHIP GUIDE FOR EMPLOYERS

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**MAGNET**  
Manufacturing Advocacy & Growth Network



## PART I WHAT IS AN INTERNSHIP?

### DEFINITIONS

#### INTERNSHIP

An employer-based learning experience for a student that offers supervised practical application of academic content in a professional setting related to a student's career goals. Internships can occur during the academic year or the summer.

#### COOPERATIVE EDUCATION (CO-OP)

Typically longer than an internship lasting between one and two academic years. Co-ops provide students with a greater breadth and depth than an internship.

**Alternating:** The student works full time for an employer and returns to school on a full time basis the following term.

**Parallel:** The student works part time for an employer and attends college at the same time often on a part time basis.

AN INTERN IS...	AN INTERN IS NOT...
A professional in training	A messenger person or clerical support
Capable of contributing to large tasks and projects and working on teams	Solely responsible for copying, filing, or performing other mundane office tasks
A student gaining the skills needed to succeed in his or her career field through practical experience	Cheap labor for a company
A student first during the academic year	A replacement for a member of your staff

Interns have talents that can be used in a variety of different ways, depending on your organization's vision or industry. The most important thing to keep in mind is that students are enthusiastic about opportunities that allow them to put their knowledge into practice.

### COMPENSATION OPTIONS

**Hourly pay:** Most paid internships are compensated with an hourly rate depending on the industry and educational level of the intern. When determining the hourly pay for interns, it is also important to consider the type of work the student will be involved in.

Education level	Hourly rate
Undergraduate	\$10.00 – \$20.00
Graduate	\$15.00 – \$25.00

\*Hourly rates are typically higher for science, technology or engineering students

**Stipend:** An established monetary sum offered to students through an internship experience. Stipends can be issued upon completion of the internship, or spread throughout the experience in smaller sums. Stipend amounts can range anywhere from \$500 – \$2500 on average.

**Course Credit:** Collaboration with the college or university's career center is required if students are to receive academic credit for their internship experience. Students who are not compensated must be granted course credit.

Students who receive compensation might also receive academic credit for the experience. They must check with their career services department or academic office for details and verification.

Additional incentives can include paid parking, housing arrangements, travel reimbursement, etc.



## **PART II WHY PARTICIPATE IN AN INTERNSHIP PROGRAM?**

### **PURPOSE**

**Companies often develop student internship programs in response to anticipated hiring needs. Companies can avoid the higher costs of training entering employees with a well designed internship program. A successful internship program is a major commitment of time and resources. It is crucial to have support at all levels of the company.**

### **BENEFITS**

- Develop stronger leadership and management skills of staff who serve as mentors/supervisors.
- Reduce costly recruitment activities and improve personnel selection.
- Minimize related personnel and training costs.
- Bring in fresh perspectives.
- Increase talent retention as interns are exposed to the company and job expectations.
- Develop skill sets and observe potential employees.
- Increase company productivity during periods of high activity by providing additional support to your existing staff.
- Establish and strengthen education partnerships and help companies influence educational and workforce development programs.
- Increase your company's positive visibility on a college campus or with a training program when your interns talk about the program.
- Keep highly skilled, educated talent in the region.



## PART III HOW TO PARTICIPATE IN AN INTERNSHIP PROGRAM

### PREPARATION

- Determine a measurable project or scope of work that could benefit from some additional staff and new perspective.
- Identify the skills that are required to perform the work.
- Set clear expectations/goals for the intern.
- Identify a supervisor/mentor who is a good communicator and is able to provide guidance.
- Create a job description.
- Develop a budget and identify an internal funding source.

### EXTERNAL FUNDING SOURCES

- Educational institutions: Some colleges and universities have access to funding for stipends to employers to offer internships, usually through private foundations or grants.
- State of Ohio: Variety of grants such as Third Frontier.

### RECRUITMENT

- Register your company and internship opportunities at [www.neointern.net](http://www.neointern.net).
- Contact your local career center directly.
- Screen applicants and select a small number to interview.

### INTERVIEW

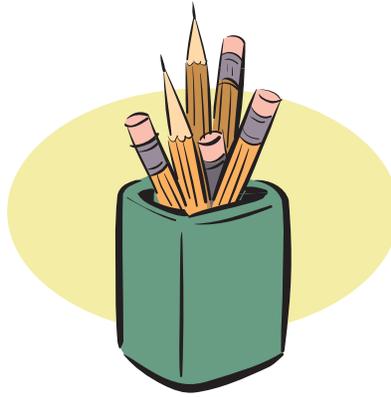
- Process should include interview with at least two staff, i.e. (H.R., supervisor, VP).
- Use questions adapted from company's typical interview protocol.
- Clarify the job description and work expectations.
- Allow candidate to ask any questions.

### IMPLEMENTATION

- Complete all necessary paperwork required by the educational institution.
- Conduct an internship orientation: Orientation can be anything from a planned program or seminar to a conversation over lunch. However you choose to design your internship orientation make sure to address any topics you feel may be of concern to students.
  - Office Logistics (where to park, how to use the copier, dress code, etc.).
  - Policies and Procedures (reporting structure, calling in sick, length of lunch break, etc.).
  - Internship Experience (expectations and goals, outline of project, deadlines, evaluation, etc.).
- It is recommended that specific expectations for conduct and performance be written out and signed by student and supervisor.
- Identify objectives for internship experience that will be included as part of the follow-up/evaluation following the internship.

### EVALUATION

- Feedback is important for everyone, especially an intern who is gaining valuable experience in the workforce. As with any new program, a successful internship program is characterized by continuous evaluation and improvement.
- The intern's supervisor should conduct two evaluations (one in the middle of the internship and one at the end).
- Be prepared to write a letter of recommendation if the student performed well.



## **PART IV FORMS AND ADDITIONAL RESOURCES**

### **SAMPLE JOB DESCRIPTION OUTLINE**

**Company Description:**

**Job Title/General Description of the Job:**

**Purpose of Internship:**

**Minimum Requirements:**

**Essential Duties:**

**Duration:**

**Salary:**

## SAMPLE MID-TERM EVALUATION FORM

Intern Name:

Supervisor/Title:

Company/Department:

Date:

1. Please provide a brief description of the intern's responsibilities up to this point.

2. Do you feel that the intern is successfully achieving the goals set?

3. How would you rate the intern's performance? Please include strengths or weaknesses that you noticed.

4. What suggestions do you have for the intern's further professional development?

# SAMPLE END OF THE YEAR EVALUATION FORM

Intern name:

Supervisor/Title:

Company/Department:

Date:

For each performance factor, rate the level of achievement by the intern.

5 = Outstanding

4 = Highly effective

3 = Effective

2 = Improvement needed

1 = Unacceptable

N/A = Not applicable

LEVEL OF  
ACHIEVEMENT

PERFORMANCE FACTORS

- \_\_\_\_\_ **Initiative:** Seeks work, responsibility and independent development; generates ideas, asks questions and expresses opinion willingly.
- \_\_\_\_\_ **Quality of Work:** Completes work that is thorough, accurate and presentable.
- \_\_\_\_\_ **Quantity of Work:** Completes the volume of work required by the job.
- \_\_\_\_\_ **Alertness:** Quickly grasps new concepts, systems, approaches; processes quantities of information easily, asks thoughtful questions, responds in a crisp, organized and analytical manner.
- \_\_\_\_\_ **Enthusiasm:** Pursues goals with energy and takes pride in accomplishments; expresses personal and organizational needs in a positive and constructive manner.
- \_\_\_\_\_ **Motivation:** Enthusiasm and effort.
- \_\_\_\_\_ **Decision Making/Problem Solving:** Efficiently evaluates alternatives and makes logical decisions quickly; perceives impact of recommendation in other parts of the organization.
- \_\_\_\_\_ **Leadership:** Makes effective contributions when expected; creates an environment in which accomplishments can be made; provides innovation and direction; demonstrates abilities to influence individuals or groups toward a set goal.
- \_\_\_\_\_ **Communication:** Uses proper language both written and spoken; actively listens to others' points of view; makes efforts to seek others' input; encourages the expression of constructive criticism and contrary viewpoints.
- \_\_\_\_\_ **Interpersonal Skills:** Displays team orientation; understands the importance of courtesy to fellow employees; sees and understands the importance of teamwork and open communication.
- \_\_\_\_\_ **Planning and Organization:** Identified projects and creates plans for completion; prioritizes by level of importance; assigns tasks; finds support and provides structure for a plan.
- \_\_\_\_\_ **Professionalism:** Demonstrates high level of professionalism both internal and external customers/clients; presents self well through mannerisms and appropriate dress.
- \_\_\_\_\_ **Technical Development:** Utilizes background and knowledge to tackle technical issues; adapts well to technology within the company.

**Additional Comments:**