

Internship Guidelines

As adapted from University of Portland Career Center, Virtual Internship Guidelines
& California State Fullerton, Proposed Remote/Virtual Internship Guidelines

As employers are exploring options for bringing interns into the workplace, there are six identified areas outlined below that lead to a successful intern experience and will help market the employer's company through positive experiences and talent pipeline generation. When exploring the development of an internship, there are a variety of internship options ranging from a short, 8-hour project-based experience to 16 weeks or beyond. **Employers can work with their local Talent Connection Manager** to determine which internship option is the right fit for their company.

The following guideline is meant to assist an employer when developing an internship experience.

1. Defined Learning Goals & Expectations.

- a. Employer & Student identify 2 Technical (Occupational) Skills and 3-5 Employability (Career Readiness Competencies *listed below*) Skills to be completed during the course of the internship.
- b. Employer shares project and the weekly goals and tasks necessary to accomplish.
- c. Employer provides resources the student can research or contact to assist with weekly completions.
- d. Document the employer and student defined learning goals to use during weekly check-ins.

2. Thorough Onboarding & Orientation.

- a. Host onboarding meeting with other team and staff members:
 - share organization information, culture, and org chart
 - review organization-wide communication standards
 - share workplace expectations
 - provide and explain required training, along with how-to guides to accomplish
 - allow the student to share defined learning goals with the team- allows team to engage with student and understand why learning goals are important to the student
 - engage the intern during the onboarding experience; allowing the intern a chance to connect and ask clarifying questions- may be first professional work environment

3. Organizational Involvement & Connection.

- a. Supervisor should integrate the intern into the organization's work culture. After initial onboarding orientation, this may include attendance at select team meetings, use of company tools and resources, and any other forms of access to other staff members.

4. Timely Feedback & Consistent Communication.

- a. Supervisors should schedule Weekly Feedback Meetings for a minimum of 30 minutes each week to engage in direct mentorship with the student regarding their progress towards assigned project tasks, areas of desired learning goals, and professional development.
- b. Summative feedback should be provided consistently at least once a week, prior to Weekly Feedback Meeting: update on expected work activities for the week, outcomes from prior work submissions, and other relevant announcements pertaining to the organization. This is recommended in-person, but could be done via email depending on company logistics.
- c. Supervisors should review intern deliverables and provide timely feedback to students on a regular basis or as needed: email, phone, or during Weekly Feedback Meetings, etc.

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5. Pre-arranged Schedules- know the assigned work.

- a. Supervisor should define with the student agreed upon hours per week and per day for internship activities.
- b. Shift Work caps – define the amount of accrued time allotted for any given task – is strongly recommended to avoid unreasonable work demands on the student and any conflict with reported internship hours. If a defined work schedule and/or shift cap is not established, disputes may result as to how long tasks took the student to perform. Recommended in Weekly Feedback Meetings

6. Expenses.

- a. Any costs, including office equipment and hardware for the purposes of the internship, should be covered by the internship host site.

Additional notes for employers

Student interns benefit from tasks being contextualized...rather than just assigning “to do” deliverables.

1. Communicate why the work is important.
2. What is the task or project contributing towards or connected to?
3. How will this task contribute to the greater good of the project/department/organization?

Employer Guideline Summary:

1. **Orient the student** to the company and key contacts
2. **Identify student learning goals**
3. **Outline employer project goals** – goal importance to the department and weekly expectations for accomplishment
4. **Schedule weekly meetings:** work status update (should be documented), check-ins, department meetings: in-person 1:1, email, and/or phone
5. **Over communicate and involve** – not only work-related projects and tasks, but also creative interaction amongst other interns and staff (scavenger hunt; homerooms - connect and get to know others)
6. **Provide necessary equipment and resources** for the intern to accomplish assigned project

Employer expectations to validate the internship experience:

1. Indicate whether the student was hired for the internship experience
2. Complete the student learning agreement alongside the student
3. Complete the mid- and final evaluation of the student internship experience
4. Share if the student was hired for part-time or full-time employment

Employability (Career Readiness Competencies) Skills:

- | | | |
|---------------------|-------------------|-----------------------------|
| • Critical Thinking | • Technology | • Career & Self-Development |
| • Communication | • Leadership | • Equity & Inclusion |
| • Teamwork | • Professionalism | |

For more information, please contact your campus career staff. For a listing of contacts, visit <https://www.ivytech.edu/CareerLink/>.

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