

Employers: How to Develop an Internship

An internship is a valuable educational and professional opportunity for a student to gain outside of the classroom experience that relates to their major and ideal career path and coincide with what they've learned in the classroom. It is an opportunity for an employer to have someone with fresh outlook and innovation and access to motivated individuals who may be prospective candidates for a future opportunity with your organization. Also, consider it a way to expand the visibility of your company or organization.

The Internship Description: *The better your job description, the better your candidate pool*

- Name and location of the business
- Company description/Mission
- Position title
- Knowledge, skills, and experience required
- Major/Degree required
- Work hours and days
- Description of duties and responsibilities
- Duration of the internship experience
- Compensation, academic credit, or both
- Required documents to apply: resume, cover letter, writing samples, transcripts, letters of recommendation, etc....
- Company representative with contact information
- Application procedure and deadline

Have a Plan:

- Do you need someone for a specific project?
- Is support needed around the workplace that will apply to a specific major(s)? (e.g., Business, Public Relations, Creative & Professional Writing)
- Do you want the intern to get a taste of everything your organization does?
- Will you pay the intern?
- Where will you put the intern?
- What academic background and experience will the intern need?
- Who will have primary supervisory responsibility for the intern?
- What will the intern be doing day-to-day?
- Will there be special events for the intern beyond the day-to-day work?

When Hiring an Intern:

- Hiring should be a good fit for the employer and the student. When you are ready to make your final selection, notify candidates with any of the following information:
 - ✓ Offer letter/email
 - ✓ Contract (if applicable)
 - ✓ Placement details, including start and end dates
 - ✓ Contact information for workplace supervisors
 - ✓ Orientation location and details
 - ✓ What are the expected outcomes? How might they be evaluated?
 - ✓ Dress code and work schedule
 - ✓ Parking and logistics
 - ✓ Review any paperwork needing signed by the employer and any the student may need completed (if doing the internship for academic credit, there will be a required form from the University)

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- **Internships Under the Fair Labor Standards Act:**
<https://www.dol.gov/whd/regs/compliance/whdfs71.pdf>
 - **University of Pittsburgh Greensburg job posting system:**
www.collegecentral.com/pitt-greensburg

**For questions & to finalize internship for distribution, contact Internship Coordinator:
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