**Guidelines for Internship Providers**

**What is an internship?**

The ETSU Honors College subscribes to the definition provided by the National Association of Colleges and Employers (NACE). According to NACE, an internship:

* Must be a learning experience that applies knowledge gained in the classroom.
* Teaches skills or knowledge that can be transferred to other employment settings.
* Has a defined beginning and end, and a job description with desired qualifications.
* Has clearly defined learning goals related to the professional goals of the student’s academic coursework.
* Provides supervision by and routine feedback from a professional with expertise in the field.
* Includes resources, equipment, and facilities provided by the internship provider to support learning goals.

Additionally, the Honors College provides a staff liaison, the Manager for Student & Alumni Programs, who works with both the student intern and the internship site supervisor to address any problems that may arise and to ensure that the internship experience is mutually beneficial.

**Are you ready for an intern?**

These are some questions to consider when determining whether hosting an ETSU intern is right for you:

* Can you provide meaningful and substantive work assignments? Ideally, an intern’s work should consist of at least 75% substantive work. Interns should **not** be used primarily for routine clerical tasks.
* Are you prepared and able to invest time in interns? While we want the experience to be advantageous for both you and the student intern, we want to be sure you’re aware that it takes some time to train and to provide mentorship and feedback to an intern.
* Do you have adequate office space and equipment for your intern (computer, telephone, email account, and desk)?
* Or, if the intern will work remotely, how will you offer guidance and support and ensure accountability?

**Finding Your Intern**

This can happen one of two ways.

1. If you have an opportunity ready to go, we can help you find a student who’s a good fit.
2. If you’re open to it, we’d love to include you in our Internship Database so that we can connect ETSU students looking for internship opportunities to providers willing to host interns.

**Hosting your Intern**

We would like you to commit to the following best practices for hosting student interns:

* Work with the ETSU Honors College Student & Alumni Programs Manager and the student on the development of learning objectives, resulting in an Internship Learning Agreement.
* Assign your intern duties that are progressive, challenging, and related to the student’s area of interest.
* Designate a professional staff person to serve as a supervisor and mentor for your intern. He or she should help orient the student to the organization and its culture and meet regularly (ideally once a week) with the student to monitor progress.
* Make available the equipment, supplies, and space necessary for the student to perform his or her duties.
* Provide an evaluation of the student’s performance at the end of the internship.

Please be aware that you may not use an intern to do work that would displace that done by a regular, paid employee. The intern may do similar work as a regular employee (again, the experience should be meaningful and substantive, as noted above), but you **cannot** replace an employee with an intern.

Also, while you are not required to, you can pay an intern if you choose to do so. ETSU Honors College interns register for an internship course and receive academic credit for their participation in an internship, making it **primarily** an academic training experience, but this does not preclude payment.

However, we do recommend that your intern **not** incur substantial direct costs as a result of participation. For example, parking costs should be waived or reimbursed, and interns should not be expected to attend functions at which they might incur significant costs, unless these are covered by the internship provider.

**Scheduling your Intern**

Your intern will receive academic credit, granted by the ETSU Honors College, for this experience. Credits earned are related to hours worked as follows:

* One credit: 40 hours
* Two credits: 80 hours
* Three credits: 120 hours
* Four credits: 160 hours

Student interns participating during the regular fall and spring semester who are enrolled in other courses as well should, of course, not be expected to work full-time at the internship site. You and your intern, in consultation with the Student & Alumni Programs Manager, will determine the appropriate number of credits hours for the experience based on the projects you have in mind, the student’s needs, and his or her availability.

Since internships are attached to course registration that occurs during a semester or summer term, keep in mind the following:

* Fall semester begins in late August and ends in early December, so all Fall internship hours should be completed within this time frame.
* Spring semester begins in late January and ends in early May, so all Spring internship hours should be completed within this time frame.
* Summer term begins in the middle of May and ends in the middle of August, so all Summer internship hours should be completed within this time frame.

Generally, we do not recommend Winter term internships because the term is too short to allow for meaningful workplace participation. However, on a case by case basis and in consultation with the Student & Alumni Programs Manager, this can be considered for certain opportunities.

**Tips for a Smooth Start**

* Notify everyone on your team that an intern is starting and explain what the intern’s role will be and what it will not be.
* Set up the intern’s workspace including a computer, phone, mailbox, and email.
* Provide regular feedback to your intern, as noted above. Address any problems promptly.

**Midway Review**

* Consider a more formal mid-point check-in at which the student completes a self-assessment and the supervisor/mentor provides written feedback.
* Keep an eye on your intern and, if possible, offer the opportunity for interns who are excelling to complete aspirational or stretch projects.
* Assist your intern is setting up informational interviews with other departments, if applicable.

**Wrapping Up**

* As the internship comes to an end, ask your intern to reflect on the experience through a presentation, poster project, or final report.
* Plan a celebration for the intern’s contributions.
* Offer to write recommendations for the intern, if appropriate, and encourage him or her to apply to any job openings that might be a good fit, depending on where your intern is in his or her academic journey.
* The Student & Alumni Programs Manager will provide you a form for assessing the intern’s performance at the end of the experience. Part I of the form provides the opportunity to rate the intern on several core competencies that signify career readiness. In Part II, you’ll assess the intern’s starting and ending points (growth) during the experience and provide qualitative feedback.
* The Student & Alumni Programs Manager will assign the student’s final grade for the internship course.

**Ready to Get Started?**

We’d love to work with you!

Contact Karla Leybold, Student & Alumni Programs Manager, at leybold@etsu.edu or 423.439.6075.