Providing personal and professional development through experiential learning and career planning

Internship Guide for Employers

UNK College of Business and Technology students may choose to supplement their education with an internship experience. The internship may take place during the fall, spring, or summer semesters, and the purpose is to provide students with professional and applied learning experiences in the industry. Students will log work hours at your company while completing academic course requirements. Typically, students seek academic internships when they have one or two semesters of coursework remaining and have taken course prerequisites in their major subject area.

Elements of a High Quality Internship

1. **Diverse learning experience**
   The experience is an extension of the classroom, providing exposure to many facets of the business. Learning objectives related to the student's degree program are clearly defined.

2. **Defined start and end date**
   Students work 12 weeks within the academic semester. Each semester there are designated start dates based upon when the semester starts (students begin the first, second or third Monday of a semester, finishing in 12 weeks).

3. **Value to the business**
   Through projects and meaningful work, internships are mutually beneficial.

4. **Culture of Mentoring**
   The internship supervisor provides guidance, evaluation, and feedback to facilitate the learning process while also challenging the student.

Benefits of an Internship

**Employer**
- Expose business to talented young people
- Work with students eager to learn and apply their skills
- Preview skills and work performances of potential full-time hires (a semester-long interview)

**Intern**
- Apply classroom knowledge to real world experiences
- Evaluate areas of interest for full-time employment
- Network with experienced professionals

**University**
- Develop and strengthen partnerships with business and industry
- Gain feedback from industry for program development and enhancement
Begin an Internship Program

1. Develop an Overview of Internship Experience.
   o Utilize the templates on the website.

2. Post the position on Handshake and notify the Career Center.

3. Attend UNK Career Events.


5. Make a selection and notify the student. Provide the student with the Overview of Internship Experience.

6. Student provides business with the Internship Agreement for review and signature, which includes supervisor contact information.

Employer Responsibilities during Internship

Training Plan – Work with intern to develop goals for experience, due end of week 2.

Supervisor Evaluations - Complete midterm evaluation at the end of week 6 and final evaluation at the end of week 12. The student will provide these forms.

Site Visit / Conference Call – Student coordinates with their supervisor and schedules a time with the instructor. This purpose includes appraising progress of internship goals and gaining feedback on skills and development.

Student Responsibilities during Internship

Reflective Journal – completed weekly

Training Plan – submitted end of week 2

Project – depends on major, identified by end of week 4

Onsite Photos – submitted end of 12 weeks

Summary Report – submitted end of 12 weeks
Recommendations

Orientation and onboarding - Introduce the intern to members of your organization during their first day. Make sure others within your company recognize the valuable contribution they are making to the career development of a young professional. Follow-up with training or guidance during the first weeks.

Engaged supervisor – Individual is committed to and capable of developing people. The supervisor should meet with the intern to discuss progress at least once each week. Some companies provide the intern with a mentor in addition to their direct supervisor.

Timeline for the 12 weeks – Assists both the supervisor and the intern to reach the goals set for the experience.

Exposure to company culture – Include in meetings, company outings, trainings, and other activities unique to the organization.

Meaningful work - Provide the intern with a well-rounded experience that exposes the student to the many aspects of the business. Assigned work activities and projects are pertinent to their professional development and expose intern to many positions in the organization. Limit menial tasks as much as possible to provide a focus on experiential learning.

Questions

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