

UGA CAREER CENTER

INTERNSHIP GUIDE



UNIVERSITY OF
GEORGIA
Career Center

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What is an Internship?

An internship is a temporary position for the student or recent graduate with an emphasis on providing intentional learning objectives tied to the student's career goals or field of study. A majority of internships take place in the summer but many are available throughout the year. Internship programs can be found at private corporations, government offices, and nonprofit organizations. They can be paid or unpaid positions and sometimes include academic credit for the student.

How do Students Benefit from Internships?

Internships are very important in a student's career development. Through these assignments, students can:

- Determine if this is an appropriate career path.
- Find out how to prepare for a career in a specific field.
- Develop a network of professional contacts for future opportunities and references.
- Learn about the workplace skills they need to develop in order to build a strong resume.
- Find out what to expect when they transition into a full-time job.

How Many Hours do Students Work?

- During the academic year, when students are attending classes, they usually work 10-20 hours each week.
- During the summer, or if students are committed to a full-time internship position, they usually work full-time, 40 hours.

What is Appropriate Compensation?

- The UGA Career Center recommends a pro-rated salary for the intern comparable to an entry level employee at your organization. If a full-time entry-level position receives \$40,000, consider pro-rating payment of that amount over the 2-3 month (or semester) period they will work for you.
- Compensation varies widely and is dependent on the organization's needs, budget, and the student's job function.
- A stipend is also an acceptable form of payment. Stipends are usually lower than what would be expected as a permanent salary for similar work.
- Organizations that cannot afford to pay a salary, please review the section Legal Considerations About Compensation.

Legal Considerations About Compensation

When an employer will pay the intern for his or her work relates to the Fair Labor Standards Act and operates within an analysis of the on-the-job experience the intern will have in relation to the standards set forth by that act. Pursuant to that law, the U.S. Department of Labor (DOL) has six criteria for identifying an intern who may be unpaid. The DOL criteria are:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

How Your Organization Can Benefit

Discover Motivated Students Early

- Internships are a great way to bring in talented students to contribute to the organization through their work, ideas and new energy. They provide additional support and increase your workforce, helping you accomplish the goals and mission of the organization.
- Hiring students for these programs gives you the opportunity to show them the advantages of working for your organization.
- Your organization will have access to a qualified and talented pool of candidates.

Pre-screen Potential Candidates

- Internships provide an effective, low-risk evaluation and training ground for prospective full-time employees. The organization's investment is limited and during the internship you can evaluate the intern's skills, work ethic and assimilation into the culture.
- As the student prepares to graduate, you have an opportunity to convert interns to entry-level hires.
- You can increase your organization's visibility on The University of Georgia campus. Students returning from an experience with your organization will tell their friends and classmates about the positive experiences in your organization, effectively promoting your organization as a great place to work.

Influence the Education of Future Professionals

- You will have the opportunity to positively influence the education of new professionals in your field and transform them into excellent future employees.
- By suggesting elective courses to your student employees, discussing curricula with faculty, and providing real problems for classroom projects, you will help produce a more competent graduate and future professional.

Getting Started: How to Create an Internship

Assess Your Needs and Resources

- Can you provide a meaningful work/learning opportunity?
- Is this an ongoing opportunity or a special project of limited duration?
- Are you prepared and able to invest time in training the student?
- Is there a staff person to supervise the student?
- Do you have adequate office space and equipment for the student to work effectively?

Plan a Challenging Work Experience

- Develop specific projects or assignments that allow the student to gain work experience related to their academic studies.
- Students may perform some routine office work, but these duties should not be the primary focus of the experience.

Develop a Detailed Position Description

Outline the expectations, assignments and learning objectives.

Orient and Supervise the Student

1. Provide the student with a tour of the facilities and information on policies and procedures, formal and informal.
2. Meet with the student on a regular basis and consider developing a mentorship program to provide additional guidance to assist with the on-boarding process.
3. Provide the student with information about the organization's mission, goals, structure and decision-making process. Indicate how the internship tasks fit in with the rest of the office.
4. Introduce the student to all staff they will be working with during the internship.
5. Arrange for training, as necessary, with computer programs, telephone systems, copy and facsimile machines or other equipment the student will be using.
6. Offer directions on the specifics of work assignments.
7. Give broad exposure to the organization, including participation in staff meetings, staff training and informational interviews with key staff members.

Meet with the Student on a Regular Basis

- Meet regularly, especially in the beginning.
- Give the student feedback about his or her performance. Discuss new and past projects.
- If students are treated with respect, trusted with responsibilities, and given proper training and supervision, they will work harder and achieve more.

Create a Safe, Respectful Environment

A student should be treated as a regular employee by his or her co-workers. It is important that other staff members are aware of the expectations and responsibilities assigned to the student.

Complete a Performance Evaluation

Halfway through the internship, discuss the student's experience with your organization and give the student information he or she can put into practice during the experience. Be honest. If the student is not meeting expectations, offer suggestions for improvement.

Tips for Writing and Posting Your Internship

Many times, the student's first impression and knowledge of a company is through the internship or job posted online. Therefore, a well written job posting will make a good first impression on students looking for an internship and ultimately increase your candidate pool. Some tips to consider for posting:

Position Title

Many students are unfamiliar with particular job titles in specialized fields; therefore, titles that actually describe the position or its tasks are most helpful.

Company Description

Include general background information about your organization: history, objectives, size, and type of customer you serve. Provide your organization's website address.

Sample Company Description

Stone Bark Homes has been developing and building in some of Jacksonville's finest new home communities since 1992. Over the years, as one of Jacksonville's premier home builders, Stone Bark Homes has built new homes in Orange, Bloom, Riverside, Birchwood, Henry, and Winchester Counties. Our experienced new home builders and on-site professionals are well versed in assisting home buyers throughout the entire home building process to ensure all your expectations are met. Stone Bark Homes has received numerous Professionalism Awards from the Greater Jacksonville Home Builders Association and the company has earned the coveted Certified Professional Home Builder designation. Please visit our website at _____

Job Qualifications

The most effective listing of qualifications focuses on the skills, experiences, or interests that you are seeking in a student. Remember that the University's student population is very diverse. Be sure to explicitly indicate the minimum qualifications necessary for the position and whether training is provided.

Sample Job Qualifications

Ideal candidate will be a Junior or Senior majoring in Marketing or Communications preferably. Must be a U.S. Citizen and have a working knowledge of Marketing, Public Relations, and Promotions Industry. Intern will be outgoing, responsible, hard-working, and above all a team player; must have proficient knowledge of Microsoft Word, Excel, PowerPoint as well as additional web publishing software; must have excellent writing, editing/proofreading skills; must be detailed oriented, professional, and have an eagerness to learn. Marketing Director will provide comprehensive marketing training along with PR skills training. The position will begin April 1, 2007 and will be approximately 20 hours per week with an opportunity for more hours.

Job Description

Briefly describe the tasks, responsibilities, and expectations you have of a student. These may include, but are not limited to, routine work duties, staff relationships, travel, and equipment to be used. This is where students look to size up the experience. Your description should emphasize the educational experience that the student will receive in exchange for their work.

Sample Job Description

Student will be responsible for the execution of various public relations tactics including, but not limited to: industry and media research, media relations outreach, event planning and onsite support, writing press materials and client communications. Internship provides various opportunities to support major corporate brands on various programs and events. Student may also have the opportunity to cultivate relationships with various local PR firms through a series of joint projects and partnerships. Some travel required.

Work Schedule

Indicate the number of hours per week you expect a student to work. Indicate how flexible the scheduling may be and whether or not there are fixed times the student must be available.

Length of Experience

Indicate the duration of the position and whether this is a fixed period (e.g. September 1 - December 31), recurring, (e.g. available every three months on a regular schedule), or ongoing (e.g. something is available for the right person at almost any time).

The University of Georgia operates on a semester system. Your position need not conform to that system, but many of our students will seek opportunities compatible with their academic schedule. Fall semester begins in mid-August and spring semester begins in mid-January. The academic year concludes in mid-May. Plan early and allow time for students to view your listed position.

Compensation

Compensation options vary. The UGA Career Center recommends a pro-rated salary for the intern comparable to an entry level employee at your organization. If a full-time entry-level position receives \$40,000, consider pro-rating payment of that amount over the 2-3 month (or semester) period they will work for you. Some organizations offer strictly volunteer positions, others offer a wide-range of hourly salaries. Some organizations offer stipends, travel expenses, tuition reimbursement, scholarships, studio privileges, tickets, or meals as compensation. For more information regarding compensation please reference our Internship Survey and Career Outcomes Survey below:

Career Outcomes – Salary Information Internship Survey

Application Procedure

Indicate the method students should use to contact you if they are interested in applying for the position. Examples may include emailing their resume, applying online via your organization's website, and filling out an application and mailing it.

How the UGA Career Center Can Help

Post the Internship on HireUGA.com

Use the Career Center's free job posting service to help fill your organization's internship opportunities. The HireUGA.com system allows 24/7 access to our students and alumni and helps you effectively manage the campus recruiting process.

To post an internship, please go to HireUGA.com and click on "Post Jobs and Internships" to get started. If you are a first time user, you will need to follow the instructions to request a new account.

Participate in Career Fairs

Fall and Spring Career Fairs kick off our recruiting seasons and provide you with an outstanding opportunity to connect with nearly 2,000 students and alumni at each event. We also offer the following targeted career fairs: Alumni Career Fair; College of Education Career Fair; Financial Planning, Housing & Consumer Economics Internship and Career Fair; Food Agricultural and Environmental Sciences Career Fair; Journalism and Mass Communication Career Fair; Student Employment Fair; and Summer Employment Fair.

Host Information Sessions and On-Campus Interviews

Employers are encouraged to host information sessions on-campus prior to their campus interview date. These sessions allow you to highlight your organization and result in well-informed candidates.

Although the Career Center does not handle the logistics for employers' information sessions, following the steps below will help ensure your sessions success!

- Contact and make arrangements with any one of the [Information Session Facilities linked here](#).
- Once you have the details of your event confirmed, please enter the details into our system via your account. Once you have logged in, look for the quick link labeled "Information Session Details Notification". You must finalize your session arrangements prior to submitting this form. This form is not a request form, it is only to notify us of your confirmed plans. You may also email the details of your event to Debi Grayson at DebiG@uga.edu.

The Career Center provides a professional atmosphere with 14 private interview rooms for you to meet individually with students to discuss full-time and internship positions. The prime recruiting season typically runs September through November and February through April.

Connect with Faculty and Staff

The University of Georgia's Career Center is dedicated to helping students and employers connect! We serve as the corporate gateway to the University by helping employers meet key faculty/staff, understand our culture and curriculum, and successfully recruit our students and alumni.

Whether connecting with a specific department, faculty member, or student organization, our office can help you connect throughout campus.

Academic Credit and Legal Issues

Academic Credit for Internships

One of the questions organizations most frequently ask is, "How do I arrange academic credit for an internship or cooperative education?" The simple answer is... you don't.

Arranging for academic credit is the student's responsibility, an arrangement that he or she makes with an advisor or faculty member in his or her academic department. You can choose to require the acquisition of credit as a necessary condition of the position. However, not all academic departments at UGA offer academic credit for internships.

Non-Discrimination Policy

Employment professionals will maintain equal employment opportunity (EEO) compliance and follow affirmative action principles in recruiting activities in a manner that includes:

- Recruiting, interviewing, and hiring individuals without regard to race, color, national origin, religion, age, gender, sexual orientation, veteran status, or disability, and providing reasonable accommodations upon request;
- Reviewing selection criteria for adverse impact based upon the student's race, color, national origin, religion, age, gender, sexual orientation, veteran status, or disability;
- Avoiding questions that are considered unacceptable by EEO guidelines for fair employment practices during the recruiting process;
- Developing a sensitivity to, and awareness of, cultural differences and the diversity of the work force;
- Informing campus constituencies of special activities that have been developed to achieve the employer's affirmative action goals;
- Investigating complaints forwarded by the career services office regarding EEO noncompliance and seeking resolution of such complaints.

Legal Consideration

In setting up an internship experience, do not overlook any potential legal concerns. The Fair Labor Standards Act requires employers to pay at least minimum wage to employees. For organizations offering an unpaid position or a stipend, it becomes important to meet with your legal counsel to make sure that your arrangements meet the requirements of the law. In addition, you should meet with your legal counsel to discuss any potential liability issues. If you have questions regarding compensation, please reference the Legal Considerations About Compensation section.