



UGA Internship Guide

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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 \$30,000, 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 may reimburse the student for transportation to and from work or provide housing.

Legal Consideration 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 a learner/trainee who may be unpaid. (Note: Neither the law nor the regulatory guidance uses the term "intern.")

The DOL criteria are:

- The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a vocational school.
- The training is for the benefit of the student.
- The students do not displace regular employees, but work under close observation of a regular employee.
- The employer that provides the training derives no immediate advantage from the activities of the student, and on occasion the employer's operations may actually be impeded by the training.
- The interns are not necessarily entitled to a job at the conclusion of the training period.
- The employer and the student understand that they are not entitled to wages for the time spent in training or the internship. Interpretation of these factors in any given situation requires careful, individualized analysis.



How Your Organization Can Benefit From Having Interns

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 hire a full-time, pre-screened employee who fits your needs and is already familiar with the expectations of the organization.
- 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?



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- 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 students' expectations, assignments and learning objectives.

Orient and Supervise the Student

- Provide the student with a tour of the facilities and information on policies and procedures, formal and informal.
- 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.
- Introduce the student to all staff they will be working with.
- Arrange for training, as necessary, with computer programs, telephone systems, copy and facsimile machines or other equipment the student will be using.
- Offer directions on the specifics of work assignments.
- 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. From the time you select your new home and make all your selections in our design center to the day you move into your new home - we're with you every step of the way. 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.



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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 detail 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



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position receives \$30,000, 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. College Work-Study is available to students working at some nonprofit and governmental agencies. Some organizations offer stipends, travel expenses, tuition reimbursement, scholarships, studio privileges, tickets, or meals as compensation.

Application Procedure

Indicate the method students should use to contact you if they are interested in applying for your 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 Your Organization Recruit Interns

Establish Relationships with Employers, Students, and Academic Departments

- There are many challenges to networking with an organization the size of The University of Georgia. The UGA Career Center acts as a central point of contact for employers, students, and departments.
- The UGA Career Center establishes relationships and provides outreach to large corporations, government agencies, nonprofit organizations, educational institutions, and small businesses, both nationally and locally, on an ongoing basis.
- The office encourages, guides and facilitates organizations interested in providing career-related experiences to UGA students.

Advertise Positions

Through the use of [DAWGlink](#), a free web-based job-listing service, the UGA Career Center maintains comprehensive listings of internship opportunities. Posting to multiple schools requires a fee.

Offer Networking Events

UGA Career Center sponsors career fairs, facilitates campus interviewing and works closely with academic departments to promote opportunities for students.

Student Outreach

The UGA Career Center conducts ongoing outreach efforts, informing students of the importance of career-related experience to their future careers.

Student Preparation

The UGA Career Center assists students in selecting and preparing for an internship. The career



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services we provide include helping students with career decision-making, resume and letter writing, job search strategies, interview skills, and job shadowing experiences.

Class and Student Organization Presentations

The UGA Career Center conducts major and college-specific class presentations about internships upon the request of faculty, campus units or student organizations.

Evaluation

The UGA Career Center conducts evaluations aimed at gaining feedback from students and organizations regarding programs offered.

Career Center Library and Computer Lab

The UGA Career Center maintains a Career Center Library and Computer Lab with outstanding resources for students including:

- Books on majors, various career fields, and job search help.
- A state-of-the-art computer lab with access to career and employment information.

Campus Events

- [Career Fairs](#) that take place in the [Fall](#) and [Spring](#) semesters bring employers to campus to actively recruit interns and full-time positions within their organizations.
- *Careers In Series* offers a group of employers the chance to inform students about opportunities within organizations related to various major types usually in a panel discussion format such as Careers in Science, Music Business, Sports, and Art.

Campus Interviewing

Organizations can schedule on campus interviews through [DAWGlink](#) and conduct on-campus interviews with students through this service.

Resume Drops

A "Resume Drop" is an online electronic resume collection. This service mirrors our campus interviewing process by allowing you to post your position and requires interested students & alumni to respond by submitting their resume by a deadline date. This allows you to review their resumes online **WITHOUT** visiting campus! You may contact the students and conduct interviews at your office or schedule interviews on campus.



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UGA Career Center Internship Contact and Posting Instructions

Contact Aaron Brown at The University of Georgia Career Center (706) 583-5475 or via

e-mail at agb@uga.edu.

Posting a Position on DAWGlink

To post a position on The University of Georgia's DAWGlink system please go to hireUGA.com. If you are a first time user you will need to follow the instructions to request a new account.

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, there are very few academic departments at UGA that 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, religion, national origin, sex, sexual orientation, age, veteran status, or disability, and providing reasonable accommodations upon request.
- Reviewing selection criteria for adverse impact based upon the student's race, color, religion, national origin, sex, sexual orientation, age, veteran status, or disability.
- Avoiding use of inquiries that are considered unacceptable by EEO standards during the recruiting process.
- Developing sensitivity to, and awareness of, cultural differences and the diversity of the work force.
- Informing campus constituencies of special activities which have been developed to achieve the employer's affirmative action goals.
- Investigating complaints forwarded by the Career Center office regarding EEO noncompliance and seeking resolution of such complaints.



GET CONNECTED

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Legal Issues

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.