Internship Guide for Employers
What is an Internship?

An internship is a monitored work experience that has intentional learning outcomes and goals for students.

- The student is learning directly from a supervisor in their intended career field
- The employer provides educationally enriching projects with quality training, learning objectives, mentoring, evaluation, and supervision

The following scenarios are NOT internships:

The student is the only person in-charge of a certain business aspect or operation.

**EXAMPLE:** a communication student who is the only person in-charge of an organization's social media presence.

**WHY IS IT NOT AN INTERNSHIP?** Supervision and guidance from a professional with social media expertise is needed. This is a part-time job.

The student is supervised by someone with limited knowledge in the student's intended career field.

**EXAMPLE:** a computer science student supervised by someone with limited knowledge of coding.

**WHY IS IT NOT AN INTERNSHIP?** Supervision and guidance from a professional with coding skills is needed. This is a part-time job.

The student has no interest in pursuing the field professionally.

**EXAMPLE:** an engineering student volunteering with a tutoring program just to help out the local community.

**WHY IS IT NOT AN INTERNSHIP?** The student does not intend on pursuing teaching, education or another related field. This is a part-time job or volunteer experience.
Creating an Internship

To start planning an internship program, answer the following questions:

- What will the student intern do? What projects will they work on?
- Who will lead the hiring process and who will take part in the hiring?
- What academic background and skills are we seeking?
- Who will supervise the student intern?
- Do we have the ability to pay the intern? Keep in mind the Department of Labor Fair Labor Standards Act.
- Where will the intern be located on-site?

Drafting a Position Description

Remember to include the following:

INFO ABOUT YOUR ORGANIZATION
- Overview & strengths of your organization
- Geographic location
- Why should the student be interested in interning with you?

INFO ABOUT THE EXPERIENCE YOU WILL PROVIDE
- Clear description of what the student will learn
- Listing of sample projects the student will work on
- Start/end dates & expected hours per week. Generally students will intern 10-20 hours per week in the fall & spring semesters; 20-40 hours per week in the summer
- Compensation information, including if it is unpaid

INFO ABOUT HOW TO APPLY
- Preferred method for students to submit application materials
- What application materials to submit (resume, cover letter, unofficial transcript, writing sample)
- Deadline to apply for best consideration
Paid vs. Unpaid

Many students hold part-time jobs to help pay for tuition and living expenses. Some students put these part-time jobs on hold in order to obtain career-relevant experiences through internships, so compensation is highly appreciated and often times needed.

If your organization is unable to offer a regular wage, consider providing the student with a stipend for internship-related expenses including parking fees, Metro transportation costs, mileage, meals, and more.

For-profit organizations should review and adhere to the Department of Labor Fair Labor Standards Act which helps determine whether interns and students working for for-profit employers are entitled to minimum wages and overtime pay. More information can be found at https://www.dol.gov/whd/regs/compliance/whdfs71.pdf

Academic Credit for Internships

Credit is not a requirement for most programs at UMD, but many employers and students find that being enrolled in an academic internship course will make the experience even more educationally enriching.

Employers are unable to "offer" credit. Students work directly with their academic department to determine if credit is an option for the internship. The University Career Center can also help the student navigate the process of enrolling in an internship course.

Students can find more information about receiving academic credit for an internship here: https://careers.umd.edu/students/internships/how-receive-academic-credit-internship

Academic credit is not a substitute for payment. Students receiving academic credit for an internship can still be paid.
Recruiting UMD Students

Careers4Terps is our free, online job and internship database for all University of Maryland, College Park students and alumni. You can register and post your internship(s) by going to Careers.umd.edu/employers/hire-students-alumni/post-jobs-internships

More information about our Career & Internship Fairs and other networking events can be found on Careers.umd.edu/employers/recruit-campus

Smith School of Business Career Center: rhsmith.umd.edu/career
Clark School of Engineering Career Services: eng.umd.edu/careers

International Students & Internships

Hiring international students for internships is not as complicated as some employers assume. You do not pay towards a student's visa for an internship experience. International students can be paid for internship experiences.

International students on F-1 visa require the following:

- University approval for enrollment in an academic course or independent study for the internship.
- An offer letter from their employer that states certain key information about the experience.
- Curricular Practical Training (CPT) Authorization through UMD's International Students & Scholar Services Office. The student completely handles this process.

Beyond the needed offer letter from the employer, the student handles all enrollment and work authorization requirements with the university.
Virtual Internships
Remote or virtual internships are becoming more popular with employers and students. Virtual internships can be done well and provide a great opportunity for the student -- or they can be done poorly with limited supervisory oversight and guidance.

Good practices for virtual internships:

- Schedule weekly virtual meetings with video chat and screen sharing for personalized feedback.
- Use online document-sharing tools (Google Docs, etc) and project management software to allow instant updates and easier communication between the student and the supervisor.
- If the supervisor is in the local area, the supervisor should meet with the student in a public place weekly or bi-weekly in addition to virtual meetings. This face-to-face meeting can be a great time for mentoring, feedback, and additional project planning.

Some academic departments on UMD's campus will allow virtual internships for credit with certain agreements in place, others will not. The student will need to work with his/her department to determine next steps.
Tips for Success During the Internship

**ESTABLISH LEARNING OBJECTIVES**
Discuss, determine, and agree on three or more learning outcomes with the student intern that (s)he can expect to learn as a result of the internship.

**PLAN AN ORIENTATION**
Plan an orientation that is effective for both interns and supervisors. Provide an overview of your organizational mission, values, and structure. Consider setting up one-on-one meetings with staff members the intern will interact with most.

**SET EXPECTATIONS**
Be sure everyone involved is clear on expectations, including: work hours, appropriate office attire, specific internship responsibilities, organizational policies, and more.

**PROVIDE GUIDANCE & FEEDBACK**
Schedule weekly one-on-one meetings with your student intern and provide candid and helpful feedback on projects. Suggest improvements and how to best make those improvements. Celebrate their victories.
Still want to talk through creating an internship program with someone in the University Career Center?

Reach out!

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