Internship Program Overview for Employers

Effective Internships

- Provide a clear project or description of the work
- Orient the intern to the organization, its culture and work assignments
- Help a student develop and achieve learning goals
- Offer feedback to the intern regularly (mid-semester and final evaluations available on the Career Center website)

Benefits to Employers

- Capture the energy and enthusiasm, and apply the latest theory, via current students
- Increase productivity; complete "back burner" projects
- Observe prospective hires before offering a contract or longer-term employment

Expectations of Employers

- Provide career-related and significant, professional work experience that sufficiently challenges college students (Note: academic departments determine if a student may earn credit)
- Develop projects and assignments that contribute to your organization's mission and, at the same time, maximize an intern's skills and complement the academic experience and learning goals
- Assign a supervisor/mentor with expertise in the student's field of study who supports the student's professional development

General Guidelines

- Offer internships in a professional setting
- Develop a job description that limits work that is clerical in nature – no more than 20%
- Expect interns to work between 100 – 150 hours per semester, depending on the student's major and course requirements
- Determine if you can offer compensation (always a plus!) or help students defray costs of tuition for internship credits, commuting costs, etc.
- Abide by Towson University's Employer Standards of Ethical Conduct and Career Center policies
- Adhere to the National Association of College and Employer (NACE) position statement on internships based on criteria outlined by the U.S. Department of Labor: http://naceweb.org/connections/advocacy/internship_position_paper/

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