

CREATING AN INTERNSHIP PROGRAM FOR

Dartmouth

WHAT IS AN INTERNSHIP PROGRAM?



The National Association of Colleges and Employers considers an internship as

"a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent."

INTERNSHIPS BENEFIT YOUR ORGANIZATION IN MANY WAYS:

- Training students to support and contribute to the mission and goals of your organization;
- Having the opportunity to vet talent for an extended "interview" period;
- Developing a consistent pipeline of hireable entry-level candidates;
- Building your organization's image and brand on campus.



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dartmouth.edu/cpd/employers

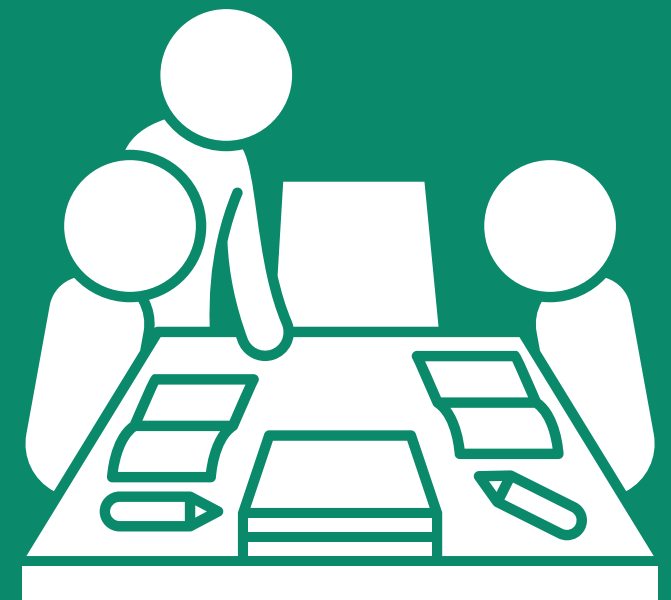


HOW TO CREATE AN INTERNSHIP PROGRAM

Successful internship programs have support from the top-down within an organization, not just a commitment by a few employees.

Define your goals & purpose:

- Do you want to **convert** graduating interns to full-time employees?
- Do you want to create an **ambassador for my organization** as interns return to campus after their internship?
- Do you need more staff for a **specific project**?
- Is there an **area of expertise** interns could bring to your organization that you do not currently have?
- Do you want to use the internship program as a **focus group** for products and services?



Aspects of an internship to consider:

- Substance of work, project goals, duties & responsibilities, paid vs. unpaid (be sure to **check state & federal labor laws**), full-time/part-time, location (in-person vs. remote), start and end dates, supervision & evaluation; all should be included in your job posting.
- Additional offerings - **assigned mentors**, lunch & learn with management, program outings (baseball games, tours, dinners, museums, etc.);
- Liability coverage - Comprehensive General Liability (CGL) policies typically cover student interns, but you should **confirm with your insurance company**.



Onboarding & program completion considerations:

- Hiring process - what will it look like, who will be involved, and what is the **timeline**?
- Onboarding, training, and assignments should be planned to reflect your goals;
- End of the internship - you may want to have the program end with a presentation or final report, along with **evaluations** (supervisors evaluating the students and students evaluating the program, click [here](#) for a sample). Additionally, your ability to provide return offers should be addressed in the planning stages.



Resources for hiring a Dartmouth intern:

- **Connect with us on Handshake:** Post internships, connect with our students through events and the platform's messaging system. By connecting with us, you also join our mailing list for recruiting opportunities.
- Participate in our **recruiting program**, designed to provide additional marketing, student outreach and support.
- Keep an eye out for upcoming in-person or virtual **job & internship fairs** (invitations sent via Handshake).
- Schedule a time to meet with our team to discuss your goals and recruiting strategy.

**START YOUR
TALENT
PIPELINE
TODAY!**

Email us to find out more!

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