

## INTERNSHIPS: Sample intern projects

ARE YOU INTERESTED IN HIRING AN INTERN, but not quite sure how to determine projects that are challenging, yet developmentally appropriate...or meaty but not overwhelming? We've compiled a list of some sample internship projects that will help you meaningfully engage an intern in the work of your organization while also supporting intern learning and development. The list is not exhaustive but we hope it helps you get started!

### COMMUNICATIONS & MARKETING

- > Coordinate with internal or external creative partners to create print, online and other collateral.
- > Plan, develop and implement strategic social media and public relations initiatives.
- > Create, organize and execute email campaigns in MailChimp.
- > Plan and coordinate an event or meeting.

### DATA, STATISTICS, RESEARCH & ANALYTICS

- > Research economic data from multiple sources and create visual aids to display pertinent key findings and information to constituents.
- > Transcribe and/or write summaries for a collection of oral histories.
- > Collect data related to customer sales and inventory information; assist in data analysis and development of action plans to improve inventory position.
- > Evaluate and apply metadata schemas to provide description and access to digital projects.

### ENGINEERING & TECHNOLOGY

- > Work with product designers to define the user experience for a product and test prototypes.
- > Test and implement appropriate security methods and control techniques such as firewalls, intrusion detection software, data encryption, data backup and recovery.
- > Support Database Administration and Engineering in the architecture, design, development, deployment, and management of Microsoft SQL database environments.
- > Check, mark and prepare engineering drawings using AutoCAD.
- > Conduct site visits and generate site observation reports.

### ENTERTAINMENT & CREATIVE ARTS

- > Schedule actors, respond to phone calls and emails from actors/agents, take notes during auditions.
- > Develop special effects prototypes & update/enhance documentation for audio animatronics team.
- > Conduct background research on identity and create mood boards for projects.
- > Organize and maintain artist video library and show archive.

### FINANCE & ACCOUNTING

- > Prepare, examine and analyze accounting records, financial statements and other financial reports to assess accuracy, completeness and conformance to reporting and procedural standards.
- > Collect and analyze health care claims and utilization data including cost projections & evaluations.

## JOURNALISM & PUBLISHING

- > Produce original online content and write headlines to SEO standards under editor's guidance.
- > Review and evaluate literary submissions including query letters, proposals and manuscripts.
- > Research, fact-check and copy-edit material.
- > Call NGOs to verify information, conduct online research, and enter data.

## NON-PROFIT

- > Coordinate donation drive for needed items to support organizational mission and clients.
- > Revise, pilot test and finalize the organization's scholarship application process.
- > Organize and digitize the organization's historical records for future fundraising purposes.
- > Identify grant opportunities and manage the application process.
- > Research potential sponsorship, draft donation procurement letters, and follow up on donation procurement inquiries via phone and email.

## SALES & ACCOUNT MANAGEMENT

- > Research and consult sales professionals to outline incremental revenue strategies.
- > Partner with sales team to execute sales plans in various locations.
- > Establish metrics and benchmarks to determine optimal promotional placement for a product.

## SCIENCES & THE ENVIRONMENT

- > Survey insect and local plant populations to understand quantity and life cycle of beneficial insects.
- > Enter and analyze wildlife monitoring data to include using ArcGIS to produce maps.
- > Soil sampling, mapping and implementing variable rate fertility programs.
- > Utilize drones to collect imagery and data on natural areas and recreation sites to be used in outreach, education, mapping and the establishment of baselines for vegetation patterns.

### **POSSIBLE NEXT STEPS:**

#### **Things to ponder....**

- > Are there elements or pieces of larger organizational projects you could delegate?
- > Are there projects you believe strongly in but don't have the time to pursue?
- > Was there a project a few years ago that could use a refresh?
- > What could an intern accomplish in about 100 hours (10 hrs for 10 weeks)?

#### **Things to try....**

- > Check with other staff members and content area experts to ask for their insights on options.
- > Do a web search for internships in relevant industries to look for inspiration and best practices.
- > Check out our Writing Internship Position Descriptions resource and other helpful tools at [careers.uw.edu/employers/create-an-internship/](http://careers.uw.edu/employers/create-an-internship/)