

INTERNSHIPS: How to create them

EMPLOYERS CREATE INTERNSHIP PROGRAMS for a variety of reasons – to build a talent pipeline, to inspire young professionals, and to get help with projects from energetic innovative interns. Regardless of your intention, being thoughtful in your planning from the beginning will help ensure the long-term success of your internship program. The steps and resources below will help you create internships that are truly a win-win!

EXPLORE

INTERNSHIPS:

- > Are **experiential learning** opportunities that **differ from jobs** in that they:
 - Have a significant and intentional **focus on student learning**
 - Have a **defined beginning and end**
 - Often center around defined **projects with clear objectives**
- > Usually require **10-20 hours** a week during the academic term, or up to 40 during summer
- > Typically last about **10 weeks**
- > Should be monetarily **compensated** whenever possible, regardless of whether interns choose to initiate and earn academic credit for the demonstrated learning associated with their internships

ESTABLISH

IDENTIFY:

- > Your overall **goals** for an internship program and how much **support** an internship program would receive from various levels within your organization
- > A meaningful **project**, important to your organization, that can reasonably be done by an intern
- > A **manager** willing to devote time to **support intern learning**
 - Help with onboarding, facilitate training, and meet with intern to establish learning goals
 - Weekly project update check-ins
 - Mid-internship performance meeting
 - Final performance evaluation
- > Intern work space, pay rate, and other **logistics**

KEY RESOURCES:

Downloadable Internship Handouts & FAQs
careers.uw.edu/create-an-internship/

Ideas for Connecting with UW Talent
careers.uw.edu/employers/

ENGAGE

DEVELOP:

- > **Hiring timeline** (8-12 weeks is ideal) with milestone dates and key players who can help
- > **Position description** including a section on what interns can expect to learn; approximate start and end dates; number of hours per week desired; location of internship site; and compensation
- > **Recruiting plan** with varied strategies to help ensure a robust diverse candidate pool
- > **Onboarding plan** including org. introductions, task-specific trainings, and written expectations
- > **A high-impact experience** by exposing interns to different teams, tasks, meetings, leaders, etc.