**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!

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**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

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**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

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**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.

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**KEY RESOURCES:**
- Downloadable Internship Handouts & FAQs: [careers.uw.edu/create-an-internship/](careers.uw.edu/create-an-internship/)
- Ideas for Connecting with UW Talent: [careers.uw.edu/employers/](careers.uw.edu/employers/)