

WVU Campus Internship Program Manual

*A Supervisor's Guide to Creating Meaningful Internship
Experiences*



Prepared in partnership by the Student
Employment Team at the WVU Career Center
and Talent Acquisition & Recruitment

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WELCOME TO THE WVU CAMPUS INTERNSHIP PROGRAM

The WVU Campus Internship Program is designed to provide students with professional work experience that complements their academic studies while providing departments with high-quality project support.

By hosting an intern, your department advances the University's Strategic Compass priorities by improving career readiness, expanding experiential learning, and building long-term workforce resilience.

Program Goals

The program aims to expand meaningful experiential learning opportunities while strengthening students' career readiness by:

- Increasing access to internship opportunities for WVU students.
- Helping students develop, recognize, and articulate career-ready skills gained through their experiences.
- Creating a consistent, high-quality campus internship experience across the University.
- Preparing students for professional life by incorporating workplace practices such as competitive recruitment and interviewing, clear performance expectations, regular feedback and evaluations, mentoring, and professional development.



WHAT MAKES A POSITION A CAMPUS INTERNSHIP?

A campus internship is a structured, supervised work experience intentionally designed to help students apply classroom learning, develop career-ready competencies and explore a professional field.

Unlike traditional student employment, internships emphasize learning outcomes, mentorship, professional growth and progressively challenging responsibilities alongside meaningful work contributions.

STUDENT EMPLOYMENT VS. CAMPUS INTERNSHIP

Student Employment	Campus Internship
Primary purpose is to support departmental operations.	Primary purpose is to provide a structured educational experience that develops career-ready skills.
Focuses on completing assigned work.	Combines meaningful work with learning, reflection and professional growth.
Supervision emphasizes task completion and job performance.	Mentorship emphasizes coaching, feedback and skill development.
Duties may remain consistent throughout employment.	Responsibilities increase as the student's skills, confidence and independence develop.
May not directly relate to academic or career goals.	Intentionally connects the experience to the student's interests and career aspirations whenever possible.
Success is primarily measured by reliability and work completed.	Success includes both work completed and progress toward learning outcomes and career readiness competencies.

WHY HOST A CAMPUS INTERN?

Develop Future Talent

Create a pipeline of students who understand your department, University culture, and professional expectations.

Increase Department Capacity

Interns contribute to meaningful projects while gaining experience and helping teams advance departmental priorities.

Enhance Student Learning

Students apply classroom knowledge, develop career-ready competencies, and receive mentoring that prepares them for future careers.

Expand Access to Career Experiences

Campus internships allow students to gain professional experience without barriers such as relocation and transportation while building professional networks and exploring career interests.

Advance WVU's Mission

Campus internships expand experiential learning, strengthen career readiness and invest in WVU's future workforce.

CAREER READINESS & LEARNING OUTCOMES

Career Readiness

Every campus internship should intentionally provide opportunities for students to develop career readiness competencies:

Career & Self Development- Students demonstrate curiosity, self-awareness, and a commitment to continuous learning by seeking opportunities to develop skills and explore career interests.

Communication- Students communicate ideas clearly and professionally through meetings, emails, presentations, and interactions with supervisors, colleagues, and stakeholders.

Critical Thinking- Students apply analysis, problem-solving skills, and sound judgment to evaluate situations, make decisions, and develop effective solutions.

Leadership- Students demonstrate initiative, take ownership of responsibilities, and contribute to positive outcomes through their actions and influence.

Professionalism- Students demonstrate accountability, reliability, preparedness, and a commitment to producing high-quality work while adapting to workplace expectations.

Teamwork- Students build positive working relationships, collaborate effectively with supervisors and colleagues, and contribute to shared team goals.

Technology- Students effectively use technology relevant to their role, adapt to changing tools and processes, and remain open to learning new technologies.

Interested in using NACE Ready + Suitable for Supervisors? Contact Erica LaRue, elarue@mail.wvu.edu for more information and to request access.

Learning Outcomes

Every internship should include 2–4 learning outcomes that describe what the student will know or be able to do by the end of the experience.

Learning outcomes should be:

Measurable • Relevant • Appropriate to the student's skill level • Connected to internship responsibilities and career goals

Examples:

- Develop professional communication skills through regular interaction with colleagues and stakeholders.
- Apply classroom knowledge to real-world projects and workplace challenges.
- Demonstrate effective project management and organizational skills.
- Build proficiency with industry-specific software, tools, or technologies.

SUPERVISOR & MENTOR CHECKLIST

What You Are Committing To

Serving as an internship supervisor or mentor involves more than assigning work. Supervisors are responsible for creating an intentional professional learning experience that supports both student development and departmental goals.

As a supervisor or mentor, you will:

- ☐ Provide meaningful, skill-building work and clearly defined learning outcomes.
- ☐ Complete required supervisor training and provide intentional onboarding.
- ☐ Establish clear workplace expectations and performance standards.
- ☐ Meet regularly with the intern and provide ongoing coaching and feedback.
- ☐ Connect the intern's responsibilities to career-ready skills and professional development.
- ☐ Increase responsibilities as the intern's skills, confidence and independence develop.
- ☐ Provide opportunities for professional interaction, networking and career exploration.
- ☐ Complete midpoint and final evaluations and encourage reflection on learning.

PLANNING, RECRUITING & HIRING

Plan the Internship

- ☐ Identify a departmental need that can provide meaningful learning and project experience.
- ☐ Determine whether the internship will be paid or unpaid and identify funding, if applicable.
- ☐ Select a supervisor/mentor.
- ☐ Develop 2–4 learning outcomes.
- ☐ Develop the internship job description.
- ☐ Determine schedule, hours and appointment length.
- ☐ Confirm that responsibilities will become progressively more challenging as the student's skills and confidence develop.

Recruit & Select

- ☐ Submit the [Student Employment Job Posting Request Form](#).
- ☐ Recruit broadly through established hiring processes.
- ☐ Review applications.
- ☐ Interview qualified candidates.
- ☐ Select the candidate who best aligns with the responsibilities and learning outcomes.
- ☐ Extend an offer.
- ☐ Submit the [Student and Other NBE New Hire Form](#) after acceptance.

Before the Intern Starts

- ☐ Complete required supervisor training.
- ☐ Prepare workspace, technology and system/building access.
- ☐ Establish the work schedule.
- ☐ Schedule recurring one-on-one meetings.
- ☐ Prepare an onboarding plan.
- ☐ Review internship expectations with the student.

COMPENSATION & FUNDING

Campus internships may be paid or unpaid. Paid internships are strongly encouraged whenever funding is available to promote equitable access to experiential learning opportunities.

Unpaid internships may be appropriate when they provide a substantive educational experience centered on learning, mentorship, career development, and meaningful professional experience.

For paid internships, compensation should reflect the responsibilities of the position, required skills and experience, and complexity of the work.

Suggested Hourly Rates

- \$12–\$15/hour — Non-Technical internships
- \$15–\$19/hour — Technical or specialized internships

Compensation should reflect the responsibilities of the position, required skills and experience, and complexity of the work.

Federal Work-Study

Federal Work-Study (FWS) may be used to support eligible paid campus internships. **FWS funding cannot be used when academic course credit is required as a condition of the internship.**



SUPERVISOR & MENTOR TOOLKIT

The success of an internship program depends on engaged, intentional supervision. Supervisors and mentors play a critical role in creating a structured, meaningful, and development-focused experience that supports both student learning and organizational goals.

- Define meaningful work assignments, deliverables, and learning outcomes aligned with the internship role.
- Provide comprehensive onboarding, including organizational context, tools, expectations, and role-specific guidance.
- Meet with interns regularly (recommended: 20–30 minutes weekly) to monitor progress, answer questions, and provide support.
- Ask reflective questions, explain the purpose behind projects, and encourage critical thinking and problem-solving.
- Provide ongoing coaching and timely, constructive feedback throughout the internship.
- Gradually increase responsibilities as interns build skills, confidence, and independence.
- Introduce interns to colleagues and facilitate networking opportunities to help them understand the organization and build professional relationships.
- Conduct midpoint and final evaluations, including assessments through Suitable when applicable, to measure progress toward learning outcomes and identify areas for continued growth.
- Recognize and celebrate accomplishments while evaluating performance consistently and fairly based on established expectations and learning outcomes.

SEMESTER - LONG FRAMEWORK

Sample Timeline

Use this semester-long framework to guide interns from onboarding through increasingly independent and meaningful work. While designed for a 15-week semester, the timeline may be adjusted based on the internship, department, and academic calendar.

Prior to their first day:

- Prepare workspace and equipment.
- Arrange computer, system, and building access.
- Establish the work schedule.
- Develop an onboarding plan.
- Schedule recurring one-on-one meetings.

Week 1: Orientation & Onboarding

- Introduce the intern to the team and provide an office/workspace tour.
- Explain the department's mission and how the intern's work contributes to it.
- Review internship responsibilities, learning outcomes, and career readiness competencies.
- Review workplace expectations, policies, and procedures.
- Complete required training.
- Introduce the intern's first project or assignment.

Weeks 2–4: Skill Building

- Provide opportunities to shadow team members and learn department processes.
- Introduce relevant tools, systems, and resources.
- Assign guided tasks that build confidence and foundational skills.
- Provide frequent coaching and feedback.
- Continue regular one-on-one meetings.

Weeks 5–7: Guided Contribution

- Assign increasingly challenging responsibilities.
- Encourage problem-solving and independent decision-making.
- Connect assignments to learning outcomes and career readiness competencies.
- Provide timely, specific feedback on performance and progress.
- Identify opportunities for additional skill development or professional exposure.

Weeks 8: Midpoint Evaluation & Reflection

Conduct a formal midpoint evaluation to assess progress, recognize accomplishments, and identify goals for the remainder of the internship.

Discuss:

- What have you learned so far?
- What accomplishments are you most proud of?
- Which career readiness competencies have you strengthened?
- What challenges have you encountered?
- What would you like more experience doing?
- What goals should we establish for the remainder of the internship?

Adjust responsibilities or learning goals as appropriate.

Weeks 9-12: Increase Independence & Project Ownership

- Transition ownership of a meaningful project or area of responsibility.
- Encourage the intern to propose ideas and solutions.
- Continue to increase responsibility as skills and confidence develop.
- Provide opportunities to collaborate with colleagues and stakeholders.
- Facilitate networking and professional development opportunities.
- Continue regular check-ins and feedback while allowing greater autonomy.

Weeks 13–14: Project Completion & Career Connection

- Finalize major projects and deliverables.
- Provide opportunities to present or share accomplishments with the team when appropriate.
- Discuss how the experience and skills developed can be communicated on a resume and in future interviews.
- Discuss career interests, next steps, and professional development opportunities.
- Begin preparing for internship wrap-up and transition of responsibilities.

Week 15: Evaluation, Reflection & Offboarding

Conclude the internship with intentional reflection, feedback, and recognition.

- Conduct the final performance evaluation.
- Review progress toward learning outcomes and career readiness competencies.
- Conduct an exit conversation.
- Complete required program assessments and offboarding.
- Recognize and celebrate the intern's contributions.
- Encourage the intern to reflect on the experience.

Suggested Reflection Questions

- What accomplishments are you most proud of?
- Which skills developed the most during your internship?
- How has this experience influenced your career goals?
- What did you learn about yourself as a professional?
- What advice would you give to a future intern?

INTERNSHIP JOB DESCRIPTION TEMPLATE

For efficiency and consistency, use this standardized template when creating role descriptions:

Position Information:

- Position Title: Intern
- Department:
- Supervisor/Mentor:
- Location:
- Duration:
- Hours Per Week:
- Compensation:

Internship Summary:

Briefly describe the role, its purpose and how it contributes to the department.

Primary Responsibilities & Projects:

List 3–5 meaningful responsibilities or projects.

Learning Outcomes:

Identify 2–4 things the intern should know or be able to do by the end of the experience.

Qualifications:

List required and preferred skills, experience or academic background.

Application Requirements:

Resume + Cover Letter + Work Availability

RESOURCES & CONTACT INFORMATION

Every campus internship is an investment in a student's future and WVU's future workforce. Through meaningful work, intentional mentoring and opportunities for reflection, supervisors help students build confidence, develop career-ready skills and prepare for what comes next.

QUESTIONS?

WVU Career Center

studentemployment@mail.wvu.edu

or your designated HR representative.