﻿﻿﻿**FAQs About the Internship Process**

**Q: What are my options for developing internships?**

A: There are several ways MSU departments can create internships:

1. Converting current student employee positions into internships

* Review duties to see if they already meet internship requirements listed above
* Add other duties, experiences, or responsibilities to an existing student role

1. Developing new intern positions

* Where do you need extra help?
* What upcoming projects or events need more attention?

1. Responding to student requests

* students looking for specific internship experiences may reach out directly to departments
* Career Services may suggest that a posting for a part-time job may make a great internship!

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**Q: Are there internship experience guidelines for participating MSU Departments/Supervisors?**

A: Best practices for providing a high-impact internship experience include:

* Plan up front to provide a meaningful experience
* Plan for extra time to provide proper supervision and coaching
* Define the internship early with a **Learning Agreement** document
* Hold mid- and final evaluation discussions to support coaching and student reflection
* Strive for on-going communication with intern regarding task instructions and their performance

**Q: Do I need to register an Intern with MSU Human Resources?**

A: Interns should be hired with the position title “Intern” in the EBS HR employment system, even if they are not being paid:

* By adding the student as in Intern in EBS, it is officially recorded that the student is spending time with employees in an MSU department in an internship capacity
* Interns fall under the same policies and procedures as any student employee
* Current student employees can be hired as an Intern in EBS via the “Student Additional Assignment” process (consult with your department’s personnel administrator)
* HR provides the title “Intern” for an employment verification request only if the student is hired with position title “Intern”

**Q: What if the student wants to do an “internship for credit” with our department?**

A: It is the student’s responsibility to discuss enrolling in an internship class with their academic advisor:

* Only an MSU academic department can issue the college credit, not the department hiring the intern!
* Even if a student is getting credit for their internship, it’s best to hire the student in the EBS employment system as an “Intern” (which allows for hourly, project or unpaid status)
* With an “internships for credit,” the I@S evaluations may be repetitive to internship course requirements. It’s up to the student to inform their supervisor about any class requirements, including evaluations

﻿﻿﻿**Q: What are some good ways to find qualified internship candidates?**

A: If you’re not converting a current student employee to an “Intern”

* MSU departments should promote their internship opportunities on [**Handshake**](https://app.joinhandshake.com/employer_registrations/new?_ga=2.217227664.764518611.1581350795-580543797.1581350795&user_type=Employers), online student job listings for part-time, summer, internship, and full-time positions. Contact Bill Morgan at [morganw6@msu.edu](mailto:morganw6@msu.edu) for additional assistance with Handshake.
* Career Fairs can be a good way to meet a lot of students in one day. Departments can sign up for a table at these career fairs on Handshake. To learn more or for help, email [events@csp.msu.edu](mailto:events@csp.msu.edu) .
* Networking on campus with faculty, staff and students is a great way to find intern candidates. Spread the word throughout your department and the MSU community!

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