**Internships@State Guide for MSU Departments**

**The new Internships@State (I@S) framework** supports MSU departments who provide MSU students with internship opportunities. Supervisors can use the I@S Learning Agreement to help post internship experiences to the [My Spartan Story platform](https://mystory.msu.edu/for-faculty-staff/) for recognizing MSU student learning activities outside of the classroom.

Contact morganw6@msu.edu for help identifying opportunities in your area, locating candidates for an internship, or assistance with the I@S internship management framework. Thank you!

﻿﻿﻿**What is an internship?**

An internship is “a carefully monitored work or volunteer experience in which an individual has intentional learning goals and reflects actively on what the student is learning through the experience” [National Society for Experiential Education]. Internships are an important piece of the experiential learning process - “learning by doing." Internships provide MSU students with:

1. Practical experience outside of the classroom

2. Professional mentoring, training, and networks

3. Enhanced [critical skills](https://www.naceweb.org/career-readiness/competencies/employers-identify-four-must-have-career-readiness-competencies-for-college-graduates/) needed for after graduation

**Best practice requirements** for a student employment position to be considered an internship include:

1. Must be an MSU student (Interns are subject to same policies and procedures as all student employees)

2. Internship should be a minimum of 6 weeks in length (offer meaningful learning experiences)

3. Position offers student professional development AND adds value to the department (a win-win)

﻿﻿﻿**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**](https://msucareertools.campuscareerinnovations.com/resources/internshipsstate-internship-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 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 .
* 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!

﻿﻿**Internships@State Framework Forms**

A high quality, high impact internship is defined as “an intentional learning experience that includes regular feedback and coaching from a supervisor along with reflective learning by the intern.” The I@S framework provides a Do-It-Yourself collection of documents that help supervisors support their interns.

[**Learning Agreement**](https://msucareertools.campuscareerinnovations.com/resources/internshipsstate-internship-learning-agreement/) is the foundation document that should be completed by the student and supervisor within the first few weeks of the internship start date.

**My Spartan Story platform:** Information and language in the completed Learning Agreement form aligns with information required when creating an internship experience record in the [My Spartan Story platform](https://mystory.msu.edu/for-faculty-staff/) .

[**Mid-Evaluation Supervisor**](https://msucareertools.campuscareerinnovations.com/resources/internships-state-mid-evaluation-supervisor/) and [**Mid-Evaluation Student**](https://msucareertools.campuscareerinnovations.com/resources/internshipsstate-final-evaluation-student/) forms are completed individually and then used in an “evaluation meeting” to help foster a constructive discussion around the mid-point of the internship experience.

[**Final Evaluation Supervisor**](https://msucareertools.campuscareerinnovations.com/resources/internshipsstate-final-evaluation-supervisor/) and [**Final Evaluation Student**](https://msucareertools.campuscareerinnovations.com/resources/internshipsstate-final-evaluation-student/) forms are completed individually and then used in an “evaluation meeting” to help foster a constructive discussion that helps the student reflect on what they learned (and helps the supervisor plan for future internships).

**For help with the Internships@State framework forms, mail Bill Morgan at** **morganw6@msu.edu** **.**

**Internship Checklist**

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| 1) Identify internship opportunities in department | 7) Complete Learning Agreement with new intern |
| 2) Develop internship “job description” | 8) Conduct regularly scheduled supervisory meetings |
| 3) Post position on Handshake | 9) Hold mid-evaluation discussion at midpoint |
| 4) Interview candidates to find best fit | 10) Hold final evaluation discussion near end |
| 5) Hire intern in EBS with position title “Intern” | 11) Review any adjustments for future internships |
| 6) Provide dept. orientation and necessary training | 12) Repeat the process for your next student intern! |