

St. Catherine University

# **INTERNSHIP PROGRAM**

Guide for  
Internship Supervisors

Questions?

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Career Development Center  
CdC 210

[www.stkate.edu/career](http://www.stkate.edu/career)

## The Internship Program

The internship program at St. Catherine University is one component of an extensive career planning process available to students through the Career Development Center. The program is designed to extend students' learning opportunities beyond the traditional classroom setting into professional work environments. A student intern is offered the opportunity to undertake a professionally supervised and planned work experience, related to her on-campus academic program and career interests. It also provides her with the opportunity to apply textbook knowledge and gain on-the-job experience.

## Employer Benefits

Sponsoring an intern can be a positive experience for you and your organization. Some of the benefits an employer may receive from participating in the internship program include:

- The services mature, academically qualified students who approach projects with fresh insight and a high level of enthusiasm and motivation
- An opportunity to observe potential employees
- The perspective of current academic knowledge in specialized fields
- The chance to undertake special projects for short-term assignments
- An opportunity for future managers to practice their supervisory skills
- The opportunity to share in the preparation of future members of a profession

## Time Frame

Fall Semester Internship.....September – December  
January Term Internship.....January  
Spring Semester Internship.....February – May  
Summer Internship.....June – August

It is important to arrange regular workday hours with the student intern. We recommend that blocks of time are utilized whenever possible to get the most out of the time spent on-site. The number of hours per week a student works depends on the number of credits for which the student registers. Generally, four semester credits is 150-160 total hours of work (10-12 hours per week) and two or zero semester credits is 75-80 total hours of work (5-6 hours per week).

## Role of Participants

### **Student Intern**

A student intern brings skills and fresh insights to an organization. She can Make valuable contributions to the daily operations of your organization and undertake special projects that otherwise might not be accomplished.

### **Site Supervisor**

Student interns are supervised on-site by a staff person employed by the site organization. He/she is responsible for providing the intern with an orientation to the organization, training the intern in her required duties, and assigning, supervising, directing, and evaluating the student intern's work. The site supervisor is provided with a mid-semester and final evaluation form to complete on the intern's job performance.

### **Faculty Intern Advisor (FIA)**

The Faculty Intern Advisor is responsible for helping the student integrate the internship into her total academic experience. She/he evaluates the learning derived from the internship and provides academic direction.

### **Internship Director**

The Internship Director acts as a resource person and problem solver for the intern, FIA, and site supervisor, and promotes communication between them. The internship director is the initial contact for employers interested in promoting an internship.

### **Contact**

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## Dollars & Sense

Depending on the resources of the sponsoring organizations, some internships are paid and some are not. Compensation can take a variety of forms.

- Hourly wage and salary
- Reimbursement for mileage or other expenses incurred as part of the internship experience
- Provide discounts on services/products
- Offer an opportunity to participate in service training provided for full time employees

## Five Steps to Provide a Meaningful & Effective Internship

### 1. **Think Long Range**

- Plan an internship a semester ahead
- Develop an internship job description
- Consult with the Internship Director at St. Catherine University if you have questions

### 2. **Assign Specific Projects for the Intern to Undertake**

- You will motivate the intern more and get better results if you assign one or two specific projects rather than a list of tedious jobs

### 3. **Provide Trainings**

- Focus on results. If interns are trusted with responsibility and are coached carefully, they work harder and achieve more
- Treat them as professionals and they will respond accordingly

### 4. **Keep in Close Contact with the Student Intern, Especially for the First Few Weeks**

- It is critical for an intern to know what is expected from them, guaranteed feedback, and your interest in their abilities as an individual

### 5. **Be Honest with the Student Intern**

- Praise the intern if they are doing a great job

Let them know how they can improve if the intern is not meeting your expectations