



Supervising Interns

An internship is:

- An on-site work experience directly related to career goals and/or fields of interest
- Supervised, emphasizing learning and professional development
- Evaluative - provides system for feedback and communication
- Can be either paid or unpaid,
- Can be either for-credit or not-for-credit

An internship is *not*:

- Routine, repetitive tasks unrelated to identified learning goals
- A job that does not offer career-related learning experiences
- Unsupervised, non-evaluated work experiences

An internship is more than doing assigned tasks in a workplace,
an internship is about learning and growing professionally.

Getting Started

- Things to consider:
 - What are the learning opportunities of the internship?
 - Identify meaningful task and responsibilities for the intern
 - Do you have commitment at all department levels for an intern?
 - Wages for the intern
 - Who will be the direct supervisor (mentor)?
 - Orientation of intern upon arrival
- Develop the job description
 - Day to day duties
 - Special assigned projects
 - Equipment used (computer, workplace, phone, supplies, etc)
 - Work environment description
 - People/concepts they will be exposed to
 - Specific requirements (must attend conferences, trainings, etc)
 - Qualifications sought: equipment, software, language skills, interpersonal skills, prior experience, coursework, class level, major

NOTE: Interns are held to the same policies as student employees. If any issues should arise please refer to the MSU Student Employment Manual at:

<http://www.hr.msu.edu/documents/studenthandbooks/stuempmanual.htm>

Getting Started (cont'd)

- Duration/timing of internship
 - I@S requires minimum 6 weeks (other options available for less than 6 weeks-Contact Bill Morgan to discuss)
 - Multiple stage internship can be developed (extend beyond 1 year)
 - When will intern start/stop? (beginning semester/summer, etc)
 - Internship through the I@S program can begin/end at anytime during the year. They do not need to be tied to the semester.

Once Hired

Before an intern starts their first day make sure they know:

- **When** they start (date, time, hours per week, duration of internship, etc)
- **Pay** rate (hourly pay, project pay or unpaid)
- **Where** do they report
- **Whom** will they report to on the first day
- **What** is the dress code
- **What** should they bring the first day (identification, paperwork, etc)
- **Where** should they park

Meet with the student intern to develop the **I@S Learning Agreement** and determine the agreed upon objectives to be accomplished during the internship. The Learning Agreement must be completed within the first two weeks of the internship:

- Learning objectives must be concrete and measurable
- Must include details about the internship including responsibilities of student/supervisor, internship start AND end dates, policies, duties, etc.
- Must be signed by both the intern and the supervisor

Per MSU Risk Management: "It is very important for liability insurance purposes that the Internships@State Learning Agreement is accurately completed and signed by the student and supervisor. There must be a written record for each internship which establishes the scope of the duties to be performed by the student in their capacity as an intern under the supervision and direction of the MSU Department."

Learning Agreement example:

- Position: Internships@State Marketing Intern
 - Goal: Learn how to market a new program
 - Objective: Increase student awareness of the Internships@State program
 - ◆ Task:
 - Create advertising on Facebook
 - Develop material for new web page
 - Assist in developing presentation to student organization during fall semester

Once Hired (cont'd)

- Determine training needed (can also be in learning agreement)
- Orientate intern with the department
 - Information about organization
 - Structure
 - Introductions to staff
 - Inform intern of staff meetings, work-related events, etc
 - Where do they go for help or if there is a problem
 - Calling in sick, etc.
- Supervision
 - Determine how often you will meet with the intern (recommend or bi-weekly)
 - Must be regular
 - Must be reciprocal
- Encourage good work habits from the intern (make clear expectations)
- Continue to identify training needs
- Revisit learning agreement as needed

Successful Internships

Discuss the following with your intern while completing the learning agreement:

- What will the specific duties/responsibilities of the intern be
- What are your (supervisors) responsibilities during the internship
- How will you provide the intern with regular feedback, guidance and support
- What training will the intern receive (if applicable)
- How (and When) will the intern be evaluated
- What will the intern need to do if they will be absent from work
 - If they are sick who do they need to notify, how and when

During the regular student/supervisor meetings, as well as with the mid and final evaluations, you should discuss with the intern:

- How well they are meeting the goals/responsibilities agreed upon in the learning agreement
- How are they doing developing professional skills related to the field
- Areas they need to improve on
- Suggestions for ways to improve (further training, specific courses, etc.)
- Overall performance
- Other issues that may need to be addressed

Evaluations

Evaluations are an essential part of any internship and are a required component of the I@S program. Evaluations are important so students know if they are following the learning agreement as well as help identify any areas for further development. For supervisors evaluations are helpful in evaluating the internship as well as identify areas where there could be improvement or modification.

- Mid and Final internship evaluations
 - Forms provided by I@S team via email
 - Completed forms reviewed between student/supervisor
 - Bilateral feedback
 - Student evaluation documents
 - Supervisor evaluation documents
 - Will be used to collect data on internship program & identify areas for improvement, etc
 - Will also be used for student portfolios
 - Show evaluations during job interview

Before student leaves

Before the internship is complete there are a few things you will need to go over with your intern:

- Finish any evaluation required
- Make sure the intern returns any department property
- Have intern leave contact information (if you think they may be someone you'd want to contact about upcoming positions)
- Make sure intern keeps up the momentum (they shouldn't slack off the last couple of weeks)
- Say "Thank you"
- Write a letter of recommendation (if their work warranted it!)

Students and supervisors are encouraged to contact Bill Morgan at any time during an internship to discuss any issues that may arise.

Internships@State Contacts:

Bill Morgan On-Campus Internship Coordinator
 Office: Spartan Stadium Office Tower, room 290
 Phone: (517) **884-1347**
 E-mail: **Morganw6@msu.edu**
 Fax: (517) 353-2597

Internship Resources:

Handshake account login for Employers -- MSU departments

<http://careernetwork.msu.edu/resources-tools/faculty-staff/faculty-staff-hiring-students.html>

Online information about the Internships@State program:

<http://careernetwork.msu.edu/resources-tools/faculty-staff/internships-at-state/index.html>

Help with using EBS HR system for hiring students (including unpaid interns):

<https://www.hr.msu.edu/hiring/studentemployment/index.htm>

Internship Checklist:

- Identify internship opportunities
- Develop internship “job description”
- Post position on Handshake job posting system for students at <http://careernetwork.msu.edu/resources-tools/faculty-staff/faculty-staff-hiring-students.html>
- Interview students/hire intern
- Register intern (both paid *AND* unpaid) on EBS HR Payroll System
See your department administrator for help on the EBS system – here’s information about hiring students, including interns:
<https://www.hr.msu.edu/hiring/studentemployment/index.htm>
- Meet with intern to establish the I@S Learning Agreement
(sent from I@S team via email once intern is registered in EBS system)
- Provide orientation and training for intern
- Establish and conduct regularly scheduled supervision meetings
- Provide mid- and final of internship evaluations
(supplied via email by the Internships@State team)
- Provide letter of recommendation *(or post a recommendation LinkedIn!)*
Information from MSU HR regarding reference checks can be found here:
https://www.hr.msu.edu/news_feeds/Reference-Checks.htm
- Review any future changes that may need to be made to the internship
- Repeat process for your next

