

# Internship Development Guidelines

The Career Center, Haworth College of Business

## Description and Method of Application

Describe the general product or service that your organization provides. Your contact information and company URL will be provided to the students. You may choose to receive resumes by email and/or direct the students to apply through your website.

## Position Title

Titles that describe the position or its tasks are most helpful to students.

## Position Description

Briefly describe the role, responsibilities and expectations you have for an intern. These may include, but are not limited to, routine work duties, special projects, staff relationships, travel, and equipment/software to be used. This is where students look to size up the internship; it is the quality experience in addition to income that the student is seeking. Please indicate knowledge & skills that are required and training that will be provided.

## Preferred Qualifications

The most effective listings of qualifications focus on the skills, experience, or interests that you are seeking in an intern. Generally it is advisable to target the major(s) that would be desirable candidates. Explicitly indicate the qualifications needed to do the work will help us assist you in attracting suitable candidates.

## Hours/Week

Indicate the number of hours per week you expect an intern to work. Indicate how flexible the scheduling may be and whether or not there are fixed times the intern must be available (i.e. 15-20 hours per week including Mondays 8:00 – 11:00 am). Discuss hours during non-enrolled versus academic year.

## Length of Internship

Indicate the duration of the position. WMU students are typically available for full-time work May 1 – August 30. Local employers employ students on a part-time basis during the academic year.

## Compensation

Major/Program	Hourly Range
Accountancy	\$16 - 20
Computer Info Systems (IT)	\$12 - 16
Integrated Supply Management	\$12 - 18
Human Resources Management, Marketing, Food Marketing, Sales, Advertising	\$10 - 14 \$12 - 14
Finance	\$12 - 16

Source: Job Offers submitted by employers during 2009-10

Additionally, some organizations offer a sign-on bonus, relocation or mileage reimbursement, tuition reimbursement, commission, or a housing stipend to interns.

## Compensation Options

- 1) Hourly rate of pay; no benefit package
- 2) Weekly Salary
- 3) Flat rate stipend or scholarship paid upon completion of project.
- 4) Integrate a project into a course. You'll need to provide a mentor to define the scope of project and offer guidance and feedback throughout the project. We will refer you to the right faculty member.



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# Steps in Developing a Successful Internship Program

## 1 Assess your readiness for an intern.

- Can you provide meaningful work assignments?
- Are you prepared and able to invest time in interns?
- Can you pay the interns?
- Do you have adequate office space and equipment for interns (computer, telephone, desk)?

## 2 Select the intern mentor/supervisor.

- Is this person committed to and capable of developing student interns?
- Does this person have time to supervise interns?

## 3 Develop a position description.

- Provide an accurate overview of the position responsibilities, work assignments, and time frame.
- Clearly outline project and learning outcomes.

## 4 Contact the Career Center to promote to qualified candidates.

- Career Center will promote position directly to qualified candidates and assist in scheduling on-campus interviews, if desired. You may present to a student organization, at a career event or in a class. The Career Center will assist you in lining this up.

## 5 Review applications/resumes and interview prospective interns.

- Select desired candidates from applicant pool.
- Conduct screening interview (phone or face-to-face) to assess qualifications and fit with position and culture of organization.
- Check references
- Discuss start and end dates and work schedule for the internship position.
- Offer position in writing

## 6 Orient and supervise the interns.

- Notify other employees when an intern will be starting and provide background information about the projects on which the intern will be working.
- Arrange for appropriate workspace for the intern.
- Share your organization's mission statement and goals with the intern. Provide them with a tour of the facilities and information on company policies and procedures, formal and informal. Introduce the intern to all staff who will be a resource.
- Arrange for training, as necessary, with computer programs, telephone systems, copy and fax machines or other equipment the intern will be using.
- Provide information regarding appropriate work attire and behavior.
- Offer direction on specifics of work assignments.
- Include the intern in meetings when appropriate.
- Assist the intern in arranging informational interviews with colleagues in other departments.
- Meet with the intern regularly to answer questions and provide feedback.

## 7 Seek and provide feedback.

- Ask the supervisor to write a recommendation for the intern if appropriate.
- Take the intern to lunch on their last day. Ask for feedback about the experience with your organization.
- Complete an evaluation of the intern; review and provide a copy to the intern.
- Assess your internship program. Make adjustments as necessary.

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