

Guide to Hosting an Intern

Brought to you by the Academic and Career Advising Center
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What is an Internship?

- ★ Temporary.
- ★ Part-time or full-time.
- ★ Support for your organization *and* mentorship towards skill-building, often in the student's target sector of the economy.
- ★ [State](#) and [federal](#) labor laws are still applicable; the U.S. Department of Labor also offers this [Fact Sheet](#) about employing interns.
- ★ Interested in hiring part-time college students instead of offering professional internships? [Quest](#) is the tool to utilize!



Timeline

- ★ Each field is different, but most students would like to secure an internship 3-6 months before it would actually begin.
- ★ Our academic semesters run January-May (Spring), June-August (Summer), and September-December (Fall). Start and end dates of internships often align with an academic semester, but do not need to.

BEST PRACTICES: BEFORE THE INTERNSHIP BEGINS

- ★ **New to having an employee?** The processes for putting payroll and necessary insurance in place can be overwhelming. Utilize the [Small Business Development Center](#) at UW-Stevens Point for support. You can [email](#) requests and questions.
- ★ **Small business (10 or fewer employees), not-for-profit, or government agency?** You qualify for wage reimbursement when you host an intern through the [Pointers Connect Internship Program](#).
- ★ **Develop an internship description** including duties, qualifications, hours, location, pay rate, duration of internship, and how to apply. Offering remote or hybrid work options? Articulate these details in the job posting.
- ★ **Post job on Handshake.** New to Handshake? [This article](#) describes creating a profile and [this article](#) describes posting your internship.

Tip: Handshake uses AI to promote relevant jobs to students and recent alumni and prioritizes jobs with upcoming deadlines. Take time to indicate qualifications and other details using provided fields so as to fully leverage the AI, and post with a deadline 3-5 weeks in the future to help relevant students see your listing. Not getting the applications you were hoping for? The [Academic and Career Advising Center](#) is happy to recommend additional promotion methods.
- ★ **Conduct interviews** and other relevant screening following legal and [inclusive](#) practices.

Tip: Students of all races, sexual orientations, gender identities, abilities, ages, and personalities attend UW-Stevens Point. Each has a unique combination of talents and career goals. Thank you for being inclusive and ethical in your recruitment practices. Read more about successfully recruiting and working with Gen Z [here](#) or check out [this video](#) about the fastest growing generation at work. [Here](#) is an article about hiring for cultural fit and potential stumbling blocks.
- ★ **Make a job offer** and secure a commitment.
- ★ **Not sure how much to pay interns at your organization?** There isn't great data out there about a competitive rate! The folks in the Academic and Career Advising Center and the [Internship Coordinators](#) in our academic disciplines are happy to consult.



BEST PRACTICES: DURING THE INTERNSHIP

- ★ **Make plans to orient and train the intern.** Best practices include:
 - Communicate expectations about the intern's first day in advance – where should they report to? When? What should they wear or bring with them? What accommodations do they need in place to fully engage at work?
 - Create an onboarding plan, before the intern's first day, to include requisite HR paperwork, hardware and security access that aligns with their role, a tour, meeting other staff, and reviewing job role and related expectations. If the intern is seeking to satisfy a degree requirement through this experience, talk openly about those criteria. Have questions about this? [Here](#) is the list of academic internship coordinators by discipline.
 - Ask another team member, other than the intern's supervisor, to serve as a mentor at your organization. This will help the intern build relationships and give them another person to bounce ideas off of as they learn and do their work.
 - Ask them what their goals are and task them with work that would help them meet their goals.
 - Schedule regular meetings to ask them what support they need, how they are feeling about their experience so far, and to give them feedback about what they can improve on. Be thoughtful about tracking tasks and communication methods. Talk openly if misunderstandings are occurring and consider different approaches to staying on the same page.
 - Help them understand what their tasks contribute to in terms of the broad organization.
 - Assign them tasks that are challenging, but possible, and support them in completing those tasks successfully.
 - When possible, include them in some meetings or other professional development opportunities for their education, even if specific work tasks don't come out of that experience for them.



BEST PRACTICES: AFTER THE INTERNSHIP

- ★ **As their time at your organization wraps up**, be purposeful about thanking them for their service, explaining any wrap-up tasks, and discuss whether or not you would be willing to serve as a professional reference for them in the future. They may need you to complete an evaluation or sign off on hours worked if their internship is a degree requirement. Make yourself available to complete those required documents in a timely fashion.
- ★ **Support them beyond the internship period**, if you are willing, by sending jobs their way, connecting with them on LinkedIn, offering to review job application materials as they pursue next opportunities, and inviting them to networking opportunities that you think they would benefit from.



Pointers today are our region and organizational leaders tomorrow. Help them discover their purpose through support and mentorship. Whether they end up employed in professional positions at your organization or determine that this field isn't for them, you will have made a difference in their journey.

Need additional support? Have questions?

Contact the Academic and Career Advising Center
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