

## What to Include in an Internship Posting

- Name and brief description of Company/Organization
- Title of Intern Position
- Wages or Stipend - if appropriate, or academic credit possibilities
- Location
- Duration - beginning and ending dates (if known)
- Hours (total per week)
- Description of duties/tasks, responsibilities and basic expectations
- Qualifications and required skills
- Application process - e.g., resume and cover letter, and where to submit application
- Application Deadline
- Optional - contact information for questions, e-mail, telephone number, fax number

## Recruiting on Willamette's Campus

If you have an interest in recruiting at Willamette University, you may schedule your visit through The Willamette Career Center by calling Connie Ralph at 503-370-6413, or email your request to [cs-job-postings@willamette.edu](mailto:cs-job-postings@willamette.edu).

The following recruiting options may be available:

**Information table:** A table may be arranged by Career Services outside the Willamette Store, near Liberal Arts student mailboxes. This is probably the highest traffic area on campus, especially between the hours of 10:00 am and 2:00 pm. Recruiters must comply with the University Vendor Policy and are requested to leave two copies of any materials distributed with the Willamette Career Center.

**Information session:** A meeting room may be scheduled by The Willamette Career Center for a more formal presentation.

You can view the complete Recruiting Policy at <http://www.willamette.edu/dept/careers/recruiters/index.html>

## Willamette University Internship Qualifications (for academic credit)

A one-credit internship generally means a commitment of 10-12 hours per week. Assignment of tasks/responsibilities will include orientation to the various activities of the sponsoring agency or business, which may include some routine work assignments, but should also provide opportunity for student interns to engage in creative analysis and critical thinking. Ideally, the internship experiences will include preparation of a research or project report, or a number of smaller reports. Willamette allows for three types of "credit" internship opportunities:

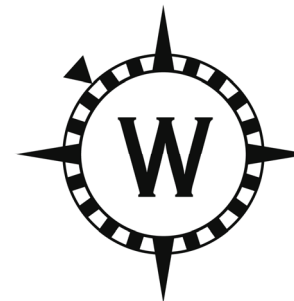
- **Insight Internship** (1/2 credit): Open to second-semester freshmen and sophomores, the Insight Internship provides students with the opportunity to acquaint themselves with fields of career interest.
- **Major Program Internship** (1 or 2 credits): Open to juniors and seniors, designed to widen the students' knowledge of their major fields by working in offices, agencies and institutions related to the major.
- **Professional Internship** (1 or 2 credits): Open to a limited number of seniors who are well-prepared and highly motivated, professional standing internships provide on-the-job experience with paraprofessional standing.

All for-credit internships are supervised and evaluated by on-campus and off-campus supervisors and must be approved by the Associate Dean of the College of Liberal Arts.

Not-for-credit internships are also expected to be "project oriented" and must meet the same time and responsibilities requirements identified above, but need not have departmental approval.

## WILLAMETTE UNIVERSITY

*Willamette Career Center*



## Your Partner in Internships

### WILLAMETTE UNIVERSITY

Willamette Career Center  
900 State Street  
Salem, OR 97301

Phone: 503-370-6413

Fax: 503-370-6819

E-mail: [cs-job-postings@willamette.edu](mailto:cs-job-postings@willamette.edu)



WILLAMETTE  
THE FIRST UNIVERSITY IN THE WEST

# Internships at Willamette

*The National Society For Experiential Education defines an internship as "a carefully monitored work or volunteer experience in which an individual has intentional learning goals and reflects actively on what he or she is learning throughout the experience."*

Internships can be a win-win experience for all involved. For the student, a positive internship provides an opportunity to apply in-class learning skills and experiences to the workplace, and a chance to "test drive" a career possibility. Employers receive enthusiastic, motivated and high-achieving workers who will bring new perspectives and ideas to their organizations.

When considering whether or not to sponsor an internship position within your organization, ask the following three questions:

- Can I provide a meaningful experience that helps students explore their career choices?
- How will the intern be compensated? (The answer may be as simple as gaining valuable and/or useful experience, an hourly wage or stipend, and/or academic credit)
- Who will supervise the intern?

Internships vary in duration and can take place in any work or service setting in a part-time or full-time capacity. The important element that distinguishes an internship from a short-term job or community service is the "*intentional learning agenda*" that is part of the experience - an internship is simply a project oriented learning experience consisting of a beginning, middle and end.

## Internship Benefits to Employers

- Enthusiastic and motivated workers
- Assistance with special projects
- Access to students with special skills and knowledge
- A fresh perspective for your organization
- The development of supervisory skills of staff
- The opportunity to develop a pool of potential employees

In a NACE (National Association of Colleges & Employers) March 2008 survey "employers reported that 30.7% of their new college hires come from an internship program."

## Willamette Students and Internships

Academic credit for a Willamette student internship means that less than 1/3 of their time will be spent on general clerical responsibilities. Academic credit internships require the student to find an advisor (usually a professor) and together work out goals, objectives and reporting expectations for the internship. This process may include some input from the intern supervisor. Each department on campus has specific requirements which must be met in order for the student to gain academic credit.

With a Liberal Arts background, Willamette students are creative, analytical and computer literate, and possess problem solving, leadership, teamwork and written and oral communication skills. In most cases, a student will bring "intentional learning goals" to an internship that support their academic and career interests. These goals, along with a learning agreement with the employer and the need to reflect on their experience, usually mean that interns will have more questions than a typical employee - before, during and after the internship!

The highest demand for internships typically follows the Willamette academic schedule, with students available at the beginning of each semester (September and mid-January) or during the summer (May through August).

## Check List for Developing an Internship Program/Position

- Long Range Planning - consider in advance the workload and availability of intern projects, office space, financial resources (if necessary), and staff support
- Determine Supervision - who will provide sufficient and effective supervision - as a "training experience," weekly meetings are suggested to keep up with the interns' progress
- Develop Specific Opportunities - challenging and stimulating projects and tasks are anticipated by students during an internship
- Plan on Evaluations - as a "learning experience" an internship is most effective when constructive feedback is provided in a consistent manner
- Develop Internship Position Description (see back)
- Post an Internship on Willamette's new online job board *JobCat* at : [www.willamette-csm.symplicity.com/](http://www.willamette-csm.symplicity.com/)
- Interview candidates/hire
- Meet with intern to establish goals
- Regular follow-up meetings

It is important to an intern's development to have regularly scheduled evaluations as a learning opportunity with both sides having input/feedback (e.g., progress toward goals and objectives, skill development and job knowledge, contributions, responsibility, etc.). Internships also provide valuable mentoring opportunities as mentors can help guide students through their experience with encouragement, tutoring and coaching.

It is also important that an intern has the opportunity to develop new skills, participate in activities and meetings, learn and understand the culture of the organization, and have assistance in knowing when to speak and how, or what questions to ask.