

# Employer Internship Guide

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Willamette Career Development  
Fall 2018

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# What is an Internship?

An internship is a learning experience that typically involves collaboration between students, employers, and universities. To address the role of each party involved, The National Association of Colleges and Employers (NACE) provides the following as a definition of internships:

**"An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent."**

NACE provides further explanation of internships by listing the following as criteria for an internship experience:

- The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
- The skills or knowledge learned must be transferable to other employment settings.
- The experience has a defined beginning and end, and a job description with desired qualifications.
- There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
- There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
- There is routine feedback by the experienced supervisor.
- There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

# Pay

It is a common misconception that interns can either be paid *or* receive academic credit. The truth is that **interns can be paid *and* receive academic credit for an internship experience.**

**Career Development encourages employers to offer paid internships.**

For "for-profit" employers considering offering an unpaid internship, the U.S. Department of Labor (DOL) has released its "primary beneficiary" test to determine if an individual can be classified as an unpaid intern.

"The primary beneficiary test does not include a rigid set of requirements; instead, it is a non-exhaustive list of factors to determine who is the primary beneficiary of the internship. These factors include:

- the extent to which the intern and the employer clearly understand that there is no expectation of compensation;  
the extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by an educational institution;
- the extent to which the internship is tied to the intern's formal education program by integrated coursework or the receipt of academic credit;
- the extent to which the internship accommodates the intern's academic commitments by corresponding to the academic calendar;
- the extent to which the internship's duration is limited to the period in which the internship provides the intern with beneficial learning;
- the extent to which the intern's work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern; and
- the extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship."

# Academic Credit for Internships

Willamette Career Development offers academic credit for internships for students who enroll in our course. Employers can promote this opportunity to their interns. If you have employed a student who is receiving academic credit for an internship, the following chart displays the roles and responsibilities of each party:

Employer	Career Development	Student
Creates job description and hires student		Applies and agrees to job description
	Creates syllabus and assignments	Submits assignments as outlined by syllabus
Signs internship agreement	Signs internship agreement	Signs internship agreement
	Sends signed Internship Agreement form to Registrar	
Provides ongoing supervision of intern at work site	Maintains contact with internship site and students	Completes assignments, uploads journals to WISE, and is attentive to course communication
Conducts exit interview with job performance evaluation		Receives supervisor performance evaluation and uploads a copy to WISE
	Grades assignments and submits final grades	

For additional information: contact Francesca Scotese, Internship Coordinator  
 Fscotese@willamette.edu | 503-370-6413

# Recruiting at Willamette

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## Hiring Process

Once your job description is ready, you can post the description on Handshake. Handshake is our database for jobs and internships. Here, students will be able to view your posting and apply within the database. Using Handshake, you will be able to review students' applications to your posting.

If you have never used Handshake before, you will be asked to create an account. Once you have an account, you will be able to use that account for any future postings you want to post.

For the link to access Handshake, Handshake tutorials, and additional recruiting information, you can visit [willamette.edu/offices/careers/recruiters](http://willamette.edu/offices/careers/recruiters)

If you are creating an internship description and would like an example, a description template is provided on page 7.

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## Events

If you are looking for additional ways to connect with students, the following are some of the events that Career Development hosts throughout the academic year:

- Job Shadow Day
- Opportunity Fair
- Part-Time Job Fair

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If you have any questions about recruiting at Willamette, using Handshake, or our events, please contact the Willamette University Career Development Office  
503-370-6413 | [career-development@willamette.edu](mailto:career-development@willamette.edu)

# Job Description Template

**Position Title:**

**Appointment:** *(Desired start date- desired end date)*

**Supervisor:**

**Compensation:** *(If the position is unpaid, clearly state that it is unpaid in this section)*

## Organization Description

This section is used to describe your organization's values, mission, and culture to potential candidates.

*Example: Willamette University, founded in 1842, is a nationally recognized liberal arts school with graduate programs in business and law. WU has earned a national reputation for its academic standards and exemplary citizenship, values that have defined the culture of this campus for more than 160 years.*

## Job Summary/ Intern Responsibilities

This section is used to describe the position to potential candidates.

*Example: Peer Advisors assist students with resume writing, job search resources, Handshake, and deliver workshops to students and student groups on campus. Interns will work collaboratively and independently on projects and will report to the Director of Career Development.*

## Minimum Qualifications

This section is used to describe the minimum qualifications that an applicant would need to be successful in the position. The more minimum qualifications listed, the fewer qualified candidates will apply. Because of this, Career Development encouraged employers to use open language when listing minimum qualifications.

*Example:*

- Willamette Student with sophomore, junior, or senior standing as of Fall 2018*
- Displays ability to facilitate group discussions, workshops, activities, presentations, and reflections (and/or express willingness to learn)*
- Openness to new and different perspectives, willing to learn*
- Exhibits self motivation, initiative, and resourcefulness*
- Able to work both collaboratively and independently*

## Preferred Qualifications

This section is used to list additional qualities that are not needed to successfully perform the job, but would enhance a candidate's ability to perform it.

*Example:*

- Indicates fluency with Google Docs, Forms, Calendar, Drive, Word and Excel*
- Familiarity with social media a plus- Canva or other image software a plus as well*
- Program management experience a plus*

# References

National Association of Colleges and Employers. *Position Statement: U.S. Internships*. August 2018. Retrieved From: <http://www.nacweb.org/about-us/advocacy/position-statements/position-statement-us-internships/>