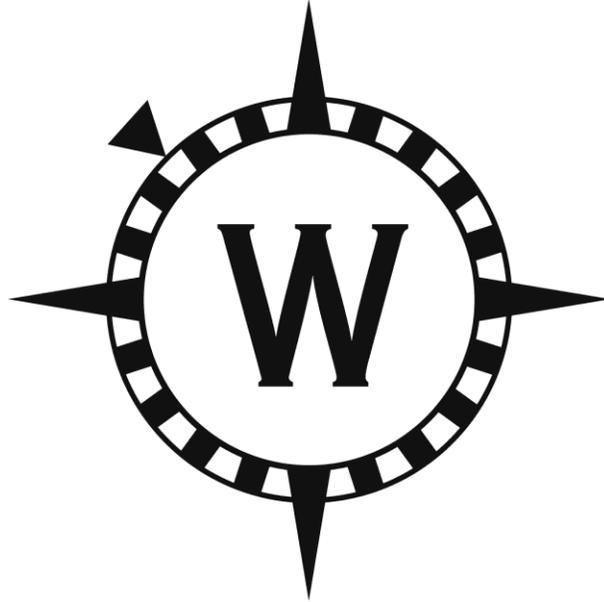


WILLAMETTE UNIVERSITY



Employers:
We are Your Partner in
Internships

WILLAMETTE UNIVERSITY

Willamette Career Development

University Center, 3rd floor

Salem, OR 97301

Phone: 503-370-6413

Fax: 503-370-6819

E-mail: career-services@willamette.edu

To Post an Internship:

<http://willamette.edu/go/recruiter-handshake>

Internships at Willamette

What is an “Internship?”

Students complete tasks, projects and programs for organizations while completing reflection assignments that give them a chance to "test drive" their skills and classroom knowledge.

In short, internships have a significant **learning component**.



Considering developing an internship

Ask yourself these questions:

- *Can I provide a meaningful experience that helps students explore their career choices?*
- *Who will supervise the intern?*

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

Employers reported that 50% of their new college hires come from an internship program.

Things to consider while developing an internship

Timing

The best times to post an internship are at the beginning of September and mid-January or during the summer May-August.

What about compensation?

Frankly, paid internships are the best. We encourage you to find some sort of remuneration equivalent to minimum wage for the best pool of interns.

For-profit companies that do not pay their interns, must follow the labor laws mandating that students earn academic credit. We can provide forms and templates to help with that.

Non-profit organizations can hire interns as volunteers. Many interns still seek credit for their internship in a non-profit organization

We are your partner in internships

Internship development workshops: In August and in April we will offer workshops to assist you in developing your internships (content scope, job description, different types).

Your Passport to Professionalism: We have online professional development modules available for training interns that are free for you to use and are a standard part of internships for credit. To have more information about the Passport or to have your intern use the program, go to: goo.gl/qnMblv

Check List for Developing an Internship Program/Position

1. Design the job description. What are the goals of the internship? We have samples to help you complete that process.
2. Post your internship in the Career Center on Handshake at <http://willamette.edu/go/recruiter-handshake>
3. Interview, hire and supervise your interns.
4. Provide a professional performance evaluation at the end of the internship. We have some samples if you don't already have a form.
5. For more information on developing an internship see our helpful Guidelines: <http://www.willamette.edu/office/careers/pdf/Employer%20Internship%20Guidelines.pdf>

If your internship can help students learn and prepare for their career, and you have someone who will supervise, mentor, and evaluate the intern, then you have a winning combination.

Recruiting on Willamette's Campus

If you have an interest in recruiting at Willamette University, you may schedule a visit through The Willamette Career Center by calling Connie Ralph at 503-370-6413, or email your request to career-services@willamette.edu

Other methods for recruiting

- 1) **Posting a job online:** <http://www.willamette.edu/office/careers/recruiters/index.html>
- 2) **Opportunity fair:** In the Spring come to our campus and join the student lead internship and opportunity fair to recruit students for internships, jobs and community service opportunities.
- 3) **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.
- 4) **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/office/careers/recruiters/index.html>



Willamette University Internship Qualifications (for academic credit)

A for-credit internship generally means a commitment of 6–10 hours per week. Assignment of tasks and responsibilities typically include some routine work assignments, but should also provide ample opportunities for student interns to engage in creativity and critical thinking. Ideally, the internship experience will include training, project work, journals, meetings, and/or readings.

All for-credit internships are supervised and evaluated by on-campus and off-campus supervisors and must be approved by the Associated Dean/Director of Career Services. Not-for-credit internships do not have university oversight or required learning contracts. However, we recommend talking with Career Services about any internship which you want to offer. Essentially, all for-profit companies hiring interns without pay must require students to get academic credit in order to comply with federal labor laws.

Can a non-profit company hire interns without paying them or giving them academic credit?

The short and long answer is **YES**. It is perfectly legal for non-profit organizations to enlist volunteers. Creating an “internship” in your volunteer staff is a popular way to give students greater opportunities to learn and grow. Non-profit volunteer interns do not need to receive academic credit, but if it works out with the student’s schedule, academic credit may be an added benefit. We will coach the student about academic credit but we don’t recommend that a non-profit *require* that interns receive credit.

Can a for-profit company hire interns without paying them?

The short answer is **YES**. The way to accomplish this is to have interns receive academic credit for the internship. Although the media has hyped some recent court cases, the only reason the companies had

problems was because they flagrantly disregarded the federal guidelines. The Willamette Career Center can walk you through the guidelines to be sure you are following the standards appropriately.

Federal Labor laws require that all for-profit organizations must either pay their interns at least minimum wage, OR the intern must receive academic credit by the university for their internship. A non-paid internship in a for-profit company must meet all six of the federal guideline criteria below:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment.
2. The internship experience is for the benefit of the intern.
3. The intern does not displace regular employees, but works under close supervision of existing staff.
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded.
5. The intern is not necessarily entitled to a job at the conclusion of the internship.
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship

If you have questions or concerns, please call us. We utilize a Learning Outcomes Contract that guarantees that the intern, supervisor, and a university professor all agree on the internship outcomes. Of course, there are strong benefits in paying interns, but we understand the challenges many companies face.

