



Employer Guide to Developing an Internship

Interested in adding value to your business or organization while providing an opportunity to help a college student learn skills and gain valuable experience? Consider offering an internship.

What is an Internship?

Internships are designed by the employer to meet their organizational needs, while providing for the educational and training needs of the Intern. SRJC defines internships as any job that provides the student opportunity to learn new skills directly tied to their college major. Internships offer students an opportunity to expand their education by putting classroom theory into practice, test tentative career choices, and build their professional experience in preparation for graduation. Interns make a short-term commitment to work for an employer to gain valuable experience to the work environment as it relates to their academic major.

The employer, in turn, commits to providing a learning experience and specific work assignments related to a student's studies. An internship can be part-time or full-time and must be paid if the position is with a "for-profit" business. Non-profit organizations can be unpaid based on the FLSA (Federal Labor Standards Act), though the applicant pool will be stronger with paid positions. Academic credit is given to students upon successful completion of an internship.

How to Interns Contribute to the Business?

Interns are a valuable resource. They may:

- Assist with special projects (tackle a "wish list"), organize research projects, plan special events, and develop special promotional campaign.
- Provide additional help during peak business periods.
- Offer fresh, creative perspectives and energy.
- Contribute experience with research techniques, computer skills, and current theoretical knowledge.
- Serve as additional staff at minimal cost without making a long-term commitment.
- Provide an organization with low-risk opportunity to try out a possible new employee for a future job opening.

Organizational Support

When hosting an intern at your employment site, consider the following:

- Who will supervise and guide the intern?
- Where will the intern's work area be located? Do they need equipment?
- What kind of orientation and training will the intern need?
- What hours will the intern work?
- How much will the intern be paid?
- Inform other staff members regarding the intern's schedule and duties

Internship Job Description

The first step is to write the internship position description as if you were seeking a new part-time employee. Include the following:

- A brief description of the organization and its mission
- Position title
- Roles and responsibilities of the intern
- Skills and qualifications required or preferred
- Hourly pay rate and other compensation/benefits
- Start/end dates of the internship
- How to apply for the internship including attaching a resume and cover letter

Recruiting

List the internship electronically on the SRJC Student Employment Job/Intern Web Site, Jobspeakr: <https://srjc.jobspeakr.com/#/students>

- Intern program will notify appropriate faculty
- Intern program will refer students seeking an internship
- Students will view positions online
- Employers will interview each applicant for appropriate fit (not required/expected to hire all interested students/applicants)

Employer Role for Students Earning Intern Credit

- Supervision and support for the intern
- Active involvement in reviewing four specific learning objectives that the intern has written
- One meeting with the SRJC instructor, student and employer/supervisor (end of semester)
- Evaluation of the student's learning objectives and verification of hours worked

See our website regarding internships:

<https://careerdevelopmentservices.santarosa.edu/internships>

Questions? Feel free to contact the Internship Coordinator

Lauralyn Larsen
Faculty/Intern Coordinator
Work Experience Department
Santa Rosa Junior College
1501 Mendocino Avenue
Santa Rosa, CA 95401
(707) 527-4604
llarsen@santarosa.edu

WORKEXPERIENCE
Learn. Earn. Achieve.