University of Southern Indiana INTERNSHIP PROGRAM

Employer Guide

UNIVERSITY OF SOUTHERN INDIANA®

Career Services and Internships

CAREER LAUNCH

■ symplicity®

ENHANCE YOUR WORKFORCE WITH UNIVERSITY OF SOUTHERN INDIANA INTERNS!

Anything done well takes time to develop. Much thought and vision are needed from many contributors. This is a general plan to help you get started. Each employer will have special things they should incorporate into their own unique plan. If you would like additional assistance or have specific planning questions, please don't hesitate to contact us.

Our University uses a CSM software platform powered by **Symplicity** for job and internship postings which we call Career Launch. Employers can post jobs and internships to connect with USI students and graduates through this system at no charge.

Request your account online at

usi-csm.symplicity.com

Internship and co-op opportunities provide students with valuable experiences to learn new skills and apply classroom knowledge. Interns can be an immediate asset to your company and a prospect for future career positions. We welcome you to consider hiring a University of Southern Indiana intern.

Hosting a student intern can be a rewarding experience for all parties involved when the program is created and executed well. A rich internship program provides opportunities for your employees to enhance their leadership and training skills, share new perspectives and ideas, and gain pride in giving a student direction toward a bright future.

Employers can benefit from an intern's ingenuity, knowledge of technology and desire to learn more about real life work experiences. Interns can contribute to your productivity during busy times of the year or with special one-time projects.

*An **internship** is a professional learning experience that offers meaningful, practical work-related experience in a student's field of study or career interest.*

PLANNING

- What do you want to achieve by hosting one or more interns?

- Will the internship be paid or unpaid? Please note, there are strict federal guidelines that must be met if an internship is unpaid. Please consult your company's human resources officer or learn more on the Department of Labor website. Dol.gov

- Establish the number of students you are willing to accept each semester or summer.

- What major, grade level or qualifications will the intern need to do the work?

- What tasks will the interns' daily work consist of? Will they have one big project to work towards over the semester or smaller projects?

- Will the intern work at your office or remotely from home? Where will they sit, what equipment or supplies will they need?

- What special things, unique to your setting, should be incorporated? Safety training, HIPAA, confidentiality agreements?

- What type of onboarding process will you implement to train the intern? Many companies incorporate an orientation process much like that of a new hire to give the student important background information.

- Who else from your company needs to be involved in the process? Who will the intern report to? Who will recruit interns?

Developing an Internship Program

MENTORS SHAPE FUTURE LEADERS

Separate from their direct supervisor, we suggest that the student have a mentor within the company. This should be someone who can talk candidly with them about the industry. This can be an employee who has been there 1-2 years and may relate well to being new in the workforce. They should chat often in person and be available to the intern via email.

LEARNING THROUGH WORKING

How will you implement learning into the internship to help the student become a well-rounded employee and individual? Some companies invite the students to lunch, include them in staff meetings, do lunch and learns, offer them webinars, end of internship student presentations, etc.

TIME FRAMES

- POST the position on Career Launch 1-2 months before the start date
- COLLECT resumes or applications for a 2-3 week time period
- CONSIDER the fact that students have classes and tests, so give them 1-2 weeks notice before an interview.
- ALLOW students at least 1 week to make the decision as they may need to coordinate housing for the summer or make other adjustments to their next semester schedule.

Most internships last 1 semester or summer. Students can work part-time or full-time based on your needs, their course schedule and internship credit requirements. Many employers will extend an internship to another semester if a student performs well.

Harding, Shymanski & Company

EXECUTION OF THE PLAN

1. Prepare a detailed job description that outlines what the intern will be doing, hours per week, pay, qualifications, desired majors, etc. How do you want applicants to apply? Resume submission through USI Career Launch, online portal through your website, resume collection at a USI career fair?

2. Log into your Symplicity (Career Launch) employer account to post the job. Or if you prefer, email the job description to career@usi.edu and we can post it for you.

3. Identify the internship supervisor(s) for each participating department. Ensure the supervisors are well prepared to support the student experience.

4. Interview students in your office, via video software, or book an interview room on-campus through USI Career Services and Internships.

5. Be clear with the student about their rate of pay or if they will be unpaid. We highly recommend you type up an offer letter that outlines how often they will work, their job title, their pay rate and how long the internship will last.

6. Notify USI Career Services and Internships of who you plan to hire each term by emailing career@usi.edu. Students will also need to self-report their internship on their personal Career Launch account.

7. If a student wishes to receive college credit for the internship, they will need to contact USI Career Services prior to beginning work to sign up for credit. They may need to work a certain number of hours during the work term to meet internship credit requirements. Both the student and their supervisor may also need to complete mid-term and final evaluations of the internships. Contact us for specific details.

8. Students are expected to develop learning goals related to the work the department or company does. These are measurable learning components the student and their supervisor form together. Students receiving credit will be required to submit these goals to their University faculty or USI Career Services Coordinator.

9. Please help us teach students that following up and not "Ghosting" an employer or applicant is professional protocol. We ask that you contact all applicants even if you don't plan to interview them. Thank them for applying and wish them well. If a student does "Ghost" you and not respond, please let us know.

Developing an Internship Program

What to include in your job description

- JOB TITLE: Include the word "internship"

- LOCATION: List the city and state. Also note if the student will work in your office, their home, online or another location

- ABOUT US: A brief description of your company

- RESPONSIBILITIES: Brief description of day to day tasks or one main project

- QUALIFICATIONS: List the required grade level, GPA, certifications, software knowledge, physical requirements, etc.

- SCHEDULE AND DURATION: Share the number of hours or range of hours you expect them to work each week. How long will the internship last? Any specific start date. Many employers will include the option to extend the internship if mutually beneficial

- BENEFITS OF INTERNSHIP: Will they be paid and if so how much

- HOW TO APPLY: Determine if students will apply by submitting a resume, on your website, or other means

www.USI.edu/career-services
www.usi-csm.symplicity.com

Sample Job Description

Job Title: [Job Title]
Company: [Company Name]
Location: [Location]
Job Type: [Full-Time/Part-Time/Contract]

About Us: [Company Name] is a [brief description of the company's mission, values, and industry presence].

Job Description: As a [Job Title] at [Company Name], you will play a vital role in [briefly describe the primary responsibilities and purpose of the role]. This position requires [mention any specific skills, qualities, or qualifications].

Responsibilities:
1. [Responsibility 1]
   - [Detailed description of responsibility 1]
   - [Any specific tasks or projects related to this responsibility]
2. [Responsibility 2]
   - [Detailed description of responsibility 2]
   - [Any specific tasks or projects related to this responsibility]

Qualifications:
1. [Qualification 1]
   - [Detailed description of qualification 1]
   - [Any preferred certifications or relevant experience]
2. [Qualification 2]
   - [Detailed description of qualification 2]
   - [Any preferred certifications or relevant experience]

Skills and Competencies:
- [Skill 1]
- [Skill 2]
- [Skill 3]

Additional Requirements:
- [Any specific requirements such as physical abilities, travel, or availability]

Why Join Us:
- [Highlight any unique benefits, growth opportunities, or values of the company]

Application Instructions:
To apply for the [Job Title] position, please submit your resume and a cover letter detailing your relevant experience and qualifications. Applications should be sent to [Application Email/Website] no later than [Application Deadline].
[Company Name] is an equal opportunity employer. We welcome and encourage applications from individuals of all backgrounds and experiences.
Application Deadline: [Date]

Remember to customize this template by filling in the placeholders with specific details related to your company and the job position you're describing.

Developing an Internship Program

EVALUATE AND REFINE

- Clearly define desired outcomes of student performance and internal satisfaction. What are the overall objectives? How will you give them feedback regarding their work on a regular basis? Seek and build an opportunity for student questions and reflection. Debrief 5 minutes at the end of the day to review what took place and what is coming. Expect the student to articulate what they LEARNED, not just the tasks they conducted.

- Any program or product is only as good as it can be proven to be. Students should meet with their assigned supervisor at the beginning of the experience to develop learning objectives. These are concepts, skills, techniques, technology, knowledge, etc. of the hosting company and its services the students should learn or apply during the experience.

- We may provide standard digital evaluations that can be completed through Career Launch or other evaluation software for the mid-term and end of term evaluations. These are to be completed by the intern's direct supervisor. Evaluations will be required if a student is earning college credit for their experience. We encourage a formal evaluation even if it is not required for a students internship course. We can assist if you don't have your own evaluation tools.

- Think about the company's expectations and if they were met. Review and refine the program as needed.

- Communicate regularly with the intern and our staff about any issues or changes to the internship. Supervisors should communicate concerns and achievements with the student, the faculty advisor or Career Services as needed.

- Some companies choose to extend an internship an additional semester OR offer a part-time job or a full-time job if the student is graduating. If you plan to do this, make sure to communicate this to the student near the end of the internship term. Many students look for a job or internship months in advance. Please let us know if you plan to extend or hire the student.
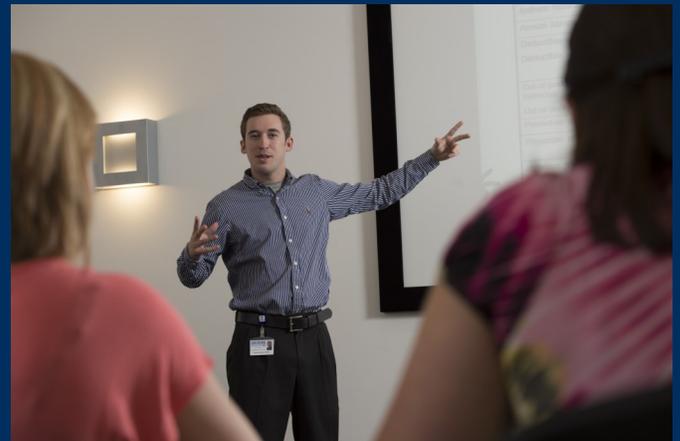
Recruiting options at the University of Southern Indiana

Help Launch an Eagle! USI Career Services and Internships offers a wide range of services for employers seeking to recruit students and graduates for employment and internship opportunities.

Internship and Career Fair—Held each spring and fall, the Internship and Career Fair provides an opportunity to recruit USI students from all majors who are interested in part-time and full-time jobs or internships.

On-Campus Interviews—Reserve space in our Career Center to conveniently interview students. We will discuss the logistics with you. Finally, you'll post your internships and jobs on Career Launch, select candidates to interview and we will coordinate the scheduling for you.

Employer Information Sessions—Career Services can help reserve space on campus for you to meet students in a more informal atmosphere. Employers can host an information session or on-campus open house. We will invite students to meet you during your event.

Employer Information Tables –We will reserve a table for you in high traffic designated areas on campus to promote your organization's internships and job opportunities.

Virtual Recruiting—Out-of-town employers can choose to host a virtual event. Career Services can help facilitate the logistics.

Networking Events—Meet students at a fun event on campus. These events are planned by Career Services and employers are invited to participate. Availability varies by semester.

USI Career Services and Internships

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Evansville, IN 47712

812-464-1865
career@usi.edu

www.USI.edu/career-services

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