



ISU and

Internships:

Starting
and
Maintaining
an
Internship

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ISU and Internships


ISU is always attempting to grow the number of opportunities for students and improve the quality of the experiences. The ISU Career Center generally focuses on opportunities that do not fall within the parameters of colleges or departments that have their own internship programs. However, the Career Center is always willing to help any department.

Students from many areas of the university that do not have internships that are not required by their individual colleges are increasingly looking for new opportunities to gain related experiences. Other students in areas such as business, engineering, English, social sciences are becoming more aware of the advantages of internships and are looking for additional experiences. The ISU Career Center provides internships that are deemed as valuable learning experiences to the students.

The ISU Career Center understands the needs of both small and large businesses and is ready to help with their employment needs. Internships can benefit any business's recruitment needs by providing an environment where the student and employer get to know one another and make better long-term employment decisions while using an intern's knowledge, ideas, and expertise. Finally, using interns is a great way for businesses to help develop a strong local workforce.

The word "internship" is often used quite liberally. The ISU Career Center treats most academically related experiences as fairly equal and important regardless of the actual title. There are several different types of internships or related experiences that can be any combination of paid or unpaid with credit or no credit. Each experience is treated very individually since very few are the same. Students are encouraged to take part in all experiences whether or not they receive pay or credit.

Students or Employers that are interested in exploring internships can contact Troy Kase in the Career Center for help at kasetroy@isu.edu or 282-2380. The Career Center lists internships along with part-time or temporary positions that often can work as an internship.



ISU Internship FAQ's

What is an internship? Internships provide students with experience related to their chosen career where they can expand on what they have learned through their coursework.

What is expected of me if I want an intern? You should be willing to provide a meaningful work experience that falls within your expertise. Your intern(s) may also request to be involved in specific activities to meet their instructors needs and their own learning goals.

Are interns paid or unpaid and do they receive credit? There are several different types of internships or related experiences that can be any combination of paid or unpaid with credit or no credit. Each experience is treated very individually since very few are the same. Students are encouraged to take part in all experiences whether or not they have pay or credit.

Why should my organization use an intern? Internships can benefit any business's recruitment needs by providing an environment where the student and employer get to know one another and make better long-term employment decisions. Interns provide knowledge, ideas, and expertise. Finally, using interns is a great way for businesses to help develop a strong local workforce.

Who do I contact if I want to set up an internship? Employers that are interested in exploring internships can contact Troy Kase in the Career Center for help at kasetroy@isu.edu or 282-2380. The Career Center lists internships along with part-time or temporary positions that often can work as an internship. Some University programs handle their own internships and in that case we will put you in contact with the appropriate person.

How many hours does an intern work? Some internships are set up to be as little as 3 hours per week and others may work 40 or more hours per week. Every internship can be as unique as the people involved.

What is the duration of an internship? Internships usually last at least one semester and others may last for 2 or more years. Some employers feel that they benefit by having interns with them for a long time so that they become a very productive member of their work force.

What paperwork do I need to complete? Usually all you need to get started is a thorough job description including job title, duties, qualifications, duration, hours per week, and contact information.

I would like to help college students, but I do not have an opening? Internships are not necessarily job openings. Many times interns are used to complete projects that your company may not have the available staff to do the work. Make sure you have staff that can supervise the students work.

How do I advertise my Internship? Bengal Jobs system, faculty/staff, career fairs.

Keys to a Successful Internship

A quality internship is more than a simple job listing. It requires thorough planning and thought about what will be a meaningful work experience that combines new information and experience incorporating what the student has learned in class. An internship differs from a student employment position when the primary purpose of the position is to complete needed tasks and aid students with living expenses.

- Consider the best time of year to have an intern. There are certain times of the year that are best to obtain interns in different areas of study. Try to make this coincide with when it works the best for you to have an intern.
 - Establish specific goals about what the student will achieve and a plan on how they will reach those goals.
 - Pair interns with a mentor. This will provide you with a way to track a student's work habits, ethics, and productivity while providing a meaningful learning relationship for the student. Make sure the mentor is someone who has the desire to have an intern.
 - Have interns work through projects from start to end.
 - Encourage the intern to present project results to managers through oral and/or written presentations.
 - Provide the intern with the appropriate workplace and equipment. Help the intern feel that they are welcome into the workplace and that they have the resources to complete their tasks.
 - Plan how you will provide:
 - ★ Academic Learning – Applying what student has learned through college coursework.
 - ★ Personal Development – Give intern opportunities to build on skills such as decision making, teamwork, and communication.
 - ★ Professional Development – Helping students build on industry specific skills that will help them succeed in their professional career.
 - ★ Career Development – Give students an accurate example of what a career would be like with your organization in a professional full-time position and how they would be a successful employee.
 - Have the intern assess the internship. This will help your organization build upon successful experiences.
 - Consider the work hours that are best to complete the internship or tasks. It is helpful if you have hours that would be flexible with a student's varied schedule while providing structure that simulates a post-graduation position.
 - Think about the length of time that you wish to have an intern with your organization. What would be the minimum amount of time for the intern to have a good learning experience? How much time until an intern is a productive member of your workforce? Would you like them to remain for an extended internship?
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10 Things Students Want from the Internship/Co-op Site

(Technology Council of Pennsylvania)

- 1. Give us real work.** Interns want to work and learn. If a company brings on an intern as a part of a recruitment strategy, then they need to utilize the student well so they can assess the student's abilities.
 - 2. Do what you say and say what you do.** Be honest with the interns about what they can expect during their internship. If the job will require stuffing envelopes, then make that clear from the beginning. But if an intern is told they will be researching a project, and they spend 90% of their time doing "grunt work," bad feelings will develop. Honesty builds respect.
 - 3. Give us feedback.** Employers need to remember that interns are students and they may not have the business skills and experience that an employer takes for granted. If an intern makes an oversight, he or she wants instruction and guidance on how to handle the situation in the future.
 - 4. We want to be included.** Interns appreciate being able to attend staff meetings, to be allowed to tag along to a project meeting, to be included in the daily life of the workplace. An intern with a better, wider prospective will produce a better product.
 - 5. Provide us with detailed explanations and instructions.** When work is assigned, interns want detailed explanations. Work or steps that seem trivial or obvious to company staff may not be obvious to someone who's never done it before. Patience and a few extra minutes at the beginning of an assignment will pay off later when the intern can produce good work independently.
 - 6. I want a mentor.** Interns work best in an atmosphere where he/she has a mentor or supervisor to provide guidance. It needs to be someone who truly likes to teach.
 - 7. Please give us some of your time.** The best mentor in the world is useless if he or she can't or won't spend the necessary time with an intern. As newcomers, interns may not speak up if they are feeling ignored. Regular times scheduled to meet with an intern really pays off.
 - 8. Be prepared for us.** That wonderful day has arrived and the intern goes to start their internship only to learn that no one knew they are coming, and there is no place for them to work.
 - 9. Supply us with the tools we need for the job.** It is amazing how many employers hire an intern or co-op and don't think about the fact they will need a desk, a chair, a phone, and a computer in order to do the task assigned.
 - 10. Show us the money.** While each internship is different, and each industry has its own personality, remember that interns have expenses. An organization may not be in a position to pay much, but anything can help. Maybe an internship site can pay for the intern's parking, take them to lunch once in a while, or develop some other creative ways to assist the student.
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Internship Announcements

The ISU Career Center posts internship announcements with an electronic job posting service. The Career Center often forwards announcements to individual departments for increased awareness of open positions.

Employers can gain access to the Bengal Jobs system if they wish to manage their openings by contacting Troy Kase at 282-2380. Some employers prefer the flexibility of using this system to post their own positions.

The preferred method to send these positions to the Career Center is by e-mail (kasetroy@isu.edu). You may also fax (282-4611) or mail (ISU, Box 8108, Pocatello, ID 83209) any openings and we will advertise them with students. When you submit an opening, please include the below information. Once a position is submitted, the Career Center will review it to see if it is appropriate to list as an internship.

Position Title: Title of Internship.

Duties/Job Description: Describe what the intern will be doing. Many students have additional questions about details of an internship so be specific as possible.

Requirements: Explain the class level, specific completed classes, experience, and major(s) desired.


Location: Where the intern will be reporting to work.

Compensation: How much you will be paying the intern. Compensation is not required but can be helpful in obtaining an intern.

Application Instructions: How the student should apply for the position. You may want students to stop by your place of business, mail or e-mail cover letter and resume, or call you first.

Application Deadline: State the last day that you are willing to accept applications. You may want to indicate the date when you will begin reviewing applications.

Information Contact: How the student should contact someone if they require additional information about the internship.



Hiring International Student Interns On F-1 Visas

1) Economic Hardship--must be approved by the INS. Costs \$120 to apply. **Must have been in status for nine months before one can apply.** In some cases, students who have been in status for at least seven months can apply due to the length of time it takes to process the application. **This work permission is for students who have had a *substantial change in their economic situation and need to work off campus to supplement their income.*** Things such as medical bills, loss of a scholarship, or economic unrest/devaluation of your country's currency are examples of a substantial change in one's economic situation. This does not affect CPT or OPT. The same restrictions apply: you can only work 20 hours during the school year and up to 40 hours during official breaks.

2) Curricular Practical Training (CPT)--approved by the DSO. No cost to apply. For those students who must complete an internship or externship to graduate. ISU majors are: Clinical Biology, Counseling, Dietetics, Education (including all DA programs), HRTD, Journalism, Nursing, Pharmacy, Public Administration, Radiographic Science, and Social Work. Other programs might qualify. Check the appropriate catalogue for your major. Remember, the internship/externship **must** be a requirement to graduate. **For students who have been in status for nine months. There is one exception to that rule for graduate students.** Students who are granted *12 months of full-time* CPT are not eligible for OPT.

3) Optional Practical Training (OPT)--must be approved by the INS. Costs \$120 to apply. This is the 12 month work permission for students who have graduated. **Must apply at minimum two weeks before graduation date!!!** The earliest a student can apply is 120 days before graduation, the latest is two weeks before the graduation date to allow for processing time in the DSO's office. Students who pursue another degree are eligible for another round of OPT, but students cannot "bank" their OPT months (a student who completes a bachelor's degree, then moves right into a master's degree cannot apply for 24 consecutive months of OPT).

These benefits are for F-1 students in **good standing**. Students who have been enrolled for part-time credits without permission from the DSO, students who have worked illegally in the past, students whose I-20 and/or passport have expired are considered to be out of status and do not qualify for these benefits. If you are out of status, you must apply for a reinstatement before you can apply for one or all of these benefits. Reinstatements cost \$102 and are very hard to obtain under the new laws.
