



Ball State
University



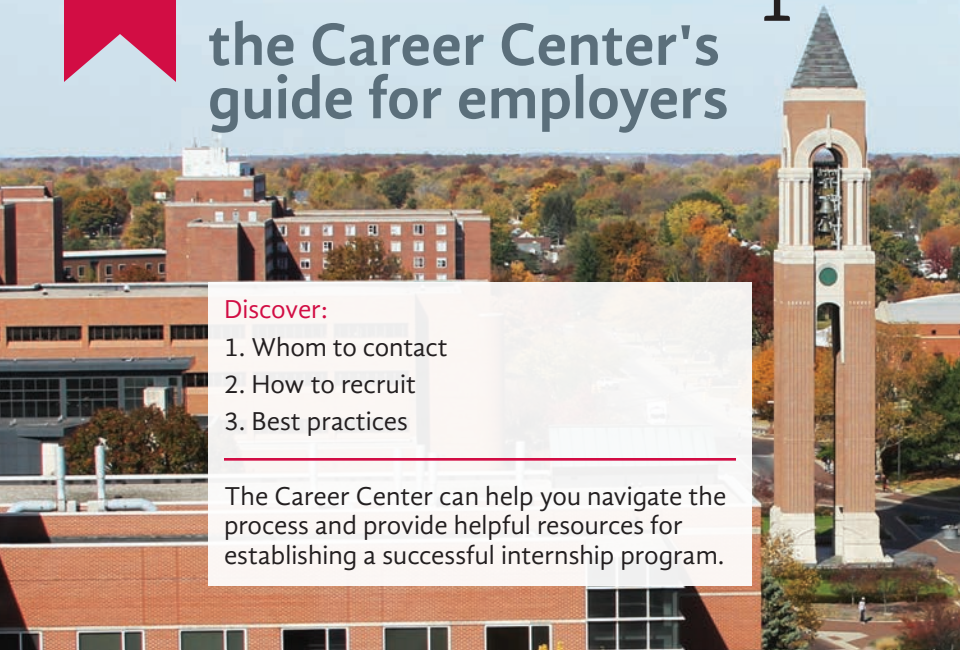
i nternships

the Career Center's
guide for employers

Discover:

1. Whom to contact
2. How to recruit
3. Best practices

The Career Center can help you navigate the process and provide helpful resources for establishing a successful internship program.



The Ball State Career Center

The Career Center services and programs support our mission of **connecting** all our partners for the purpose of helping students **integrate** their education, self-awareness, and experiences to **empower** a lifetime of career achievement and personal satisfaction.

Our team serves as partners to our many constituents, creating industry-best practices through connecting and preparing students, employers, faculty, and alumni in their quests to reach their goals.

The Career Center is located at Lucina Hall 220 in Muncie, Indiana. To connect with us or for more information, contact the Career Center at **765-285-1522** or careercenter@bsu.edu.



BALL STATE
UNIVERSITY.

Getting Started



Whom to contact

If you would like assistance in connecting to the right academic area(s), please contact the Employer Relations and Recruiting Team at **765-285-1522**, and we can help connect you to the right faculty and student groups.

The Career Center works with employers, whether they offer for-credit or non-credit internships. Internships for academic credit are decentralized at Ball State,

meaning that each academic department manages its own program requirements. Internships may be open to diverse pools of majors, but the Career Center serves as a point of connection to all of the academic areas which may be a fit for an internship.

What is an internship?



An internship is a carefully monitored work experience in which students have intentional personal and career-related learning goals. The student reflects on learning throughout the internship experience.

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with

practical application and skill development in a professional setting. Internships give employers the opportunity to guide and evaluate talent, while students gain valuable applied experience and make connections in professional fields they are considering for career paths.

Source: National Association of Colleges and Employers at naceweb.org.

Options at Ball State

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Credit and non-credit

Some students can receive academic credit for their internship experiences. Students are responsible for contacting their academic departments and advisors to determine whether an internship is eligible for credit.

Employers are unable to “offer” credit. Credit must be arranged in advance directly through the student’s academic department. Credit should not be confused for compensation as students pay tuition dollars to obtain credit. Not all academic departments require for-credit internships.

Paid and unpaid

The Ball State University Career Center strongly recommends compensating interns for their work. Compensation most commonly comes in the form of an hourly wage, however, other compensation options include a stipend upon satisfactory completion of the internship or a structured, commission-based compensation model, among others.

Each internship experience is unique, and many times companies determine to pay or not pay based on industry, company size, and other factors. The relatively small amount of money employers spend on

intern wages and benefits is a good investment because it often produces future, long-term employees.

Most students cannot afford to accept unpaid internships without taking a second paid position elsewhere. If you decide your internship must be unpaid, it is important that the position meets all of the Department of Labor standards under the Fair Labor Standards Act. These standards were created to help determine whether workers are to be considered “trainees” or “employees.”

Please refer to the Fair Labor Standards Act on page 13 for more information.

Are You Building a New Internship or Enhancing a Current Program?

The quality of the internship experience often depends on the organization and its handling of the student as much as on the talent and effort of that individual. Clearly, an intern who is challenged by the work, is learning new skills, and feels valued by the organization will be a more engaged and productive contributor. Therefore, it is in everyone's best interests to create a situation that fosters a successful working and learning relationship.



Set goals for the internship program

Prior to hiring an intern, a business must understand how interns will fit within the company's goals and culture. A clear understanding of your company's needs and goals will help maximize the benefits for your organization and make the internship most valuable for the student.

- Speak with key people in your organization, making clear decisions about what you want to accomplish from having an intern and what you want an intern to get from working with your company, non-profit organization, or agency.
- List the internship duties and any projects on which you may want intern participation; be sure to consider your expectations of an intern.

Understanding your organization's intern needs

As varied as organizations are in size, industry, age, and product, so too are internship activities.

The following are questions that may determine what kind of program will work best for you.

- What does your organization hope to achieve from the intern program?
- If your organization is searching for management potential, how will you frame your internship(s) to determine and develop management talents?
- Who would you like them to work with or meet?
- Is your organization looking to fulfill a need on a specific project? Will the(se) internship(s) encompass one major project or entail a variety of small projects?
- If your organization is having difficulty finding new employees, how would providing an internship help convert successful interns into full-time employees?

Additional Questions & Comments

- Where will you place your intern(s)? Do you have adequate workspace for them? Do you plan to help them with moving and living arrangements?
- What academic background, talents, or experience do you want in your intern(s)? Decide on standards of quality early on to help you select the best candidate. Develop a job description for the internship position.
- Who will be primarily responsible for the intern(s)? Will that person be a mentor, supervisor, or both?
- What projects or activities will the intern(s) work on? Be as specific as possible. Interns desire structure and meaningful work.

A careful discussion with your organization's leadership can create a consensus on program goals. The program and internship can then be designed to best meet those expectations. For the program to be successful, it will require the commitment of leadership.

It is important to set goals for the internship up front and to evaluate the goals once completed. Did the internship meet or exceed your organizational goals? If not, how can the program be revamped to ensure a productive internship in the future?

Internship Timeline

How long does it take to create an internship program?

Creating an internship program at your organization can range from several weeks to several months, based on a number of factors, including the following.

- Size and needs of the organization
- Number of interns needed
- Resource allocation (whether human or fiscal)
- Whether the internship is for-

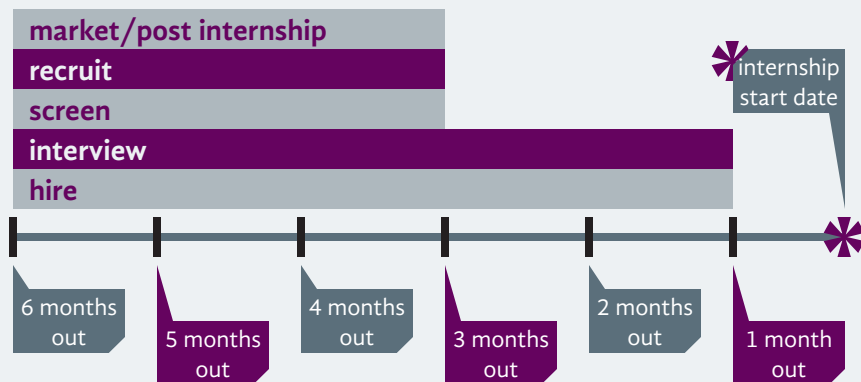
credit or not-for credit

- Whether the intern's hours will count towards licensing requirements (for specific disciplines/degrees)

With a bit of pre-planning, the internship will be more successful for you and the intern. Make the internship count for your agency and the intern by finding meaningful projects the intern can do.

Ideal recruiting timeline

As a general rule, employers should begin recruiting for an internship between four and six months ahead of a start date to allow for the largest possible candidate pool. Employers should select all interns at least one month before an internship start date, allowing time for interns to receive and review pre-internship materials.



Information from Intern Today, Employee Tomorrow by Indiana INTERNnet

Internship Characteristics

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A defined duration ranging, usually ranging from 10 to 16 weeks, during which the intern is closely mentored and supervised.



The internship should have three or four measurable learning objectives that support the student's current career goals.



The employer provides resources to support the intern's learning objectives.



Can be part-time, full-time, paid, or unpaid. We recommend that unpaid interns do not work more than 15 hours per week. Unpaid internships must also meet the Department of Labor criteria (refer to the Fair Labor Standards Act on page 13).



Internships may be part of an educational program—during which the work is carefully monitored and evaluated for academic credit awarded by Ball State University—or this can be a non-credit bearing experience.

Creating a successful internship program

Ideally, a successful internship program should meet the organization's needs, while providing a student with relevant career experiences. An internship is a supervised work experience in which a student has intentional learning goals and

reflects actively on what is being learned throughout the experience.

Common practices of evaluating successful internship programs include establishment and measurement of student learning objectives, observation

of day-to-day work by the intern, ongoing assessment for the purpose of improving the internship, and performance evaluation of the intern as well as having the intern evaluate own experience with the organization.

Tips for a successful

Set expectations.

- Teach the intern about the organization and the particular area of focus.
- Set clear expectations for behavior, dress, attendance, communication, and any other pertinent information. Remember, your intern may be new to a professional work setting.
- Discuss company culture, office policies and procedures, and problem solving.
- Integrate the student into the organization and help your intern feel like part of the team.

Conduct ongoing supervision and feedback.

- Set regularly scheduled meetings (weekly is great, but bi-weekly at a minimum) to provide feedback and instruction as well as provide chances for an intern to ask questions.
- Periodically review the progress of the intern towards the learning objectives in the agreement.

Give training for the job.

- Provide job-specific training.
- Help the intern develop specific skills necessary to the job (e.g., research, writing, technical skills, leadership, communication, making presentations).
- Plan professional development opportunities such as attending workshops, brown bag lunch seminars, presentations by upper-management, conducting informational interviews, providing access to company and professional publications, and the like.

Complete a mid-term evaluation or other forms.

(if applicable)

Reviewing this with the intern is a great way to provide feedback on progress to-date, assess how the situation is working from both perspectives, and negotiate what will happen for the balance of the term. Return this information to the Career Center or appropriate faculty.

experience

Complete any final evaluations and forms.

(if applicable)

Your feedback is absolutely vital to the growth and development of the intern, so be clear, direct, honest, and constructive. Interns will appreciate this; keep in mind, you do them no favors by avoiding feedback that is needed to help them succeed in the future. Return this information to the Career Center or appropriate faculty.



What is the average length of an internship?

Typically, the length of an internship is 10 to 16 weeks. However, the length of an internship can vary based on your needs, whether the internship is being offered on a for-credit or not-for-credit basis, and the

discipline. The important thing to remember when thinking about recruiting an intern is that the search and application process for students should happen three to four months before a student would start an internship.

Prepare to Recruit

Develop an internship job description

The position description outlines the intern's primary work, role, responsibilities, qualifications, reporting relationship, hours required to do the job, and more. Internships need to be substantial, progressive, and challenging.

The following are key components of an effective internship position description.

- Organizational overview
- Weekly internship hours required
- Internship title
- Required or preferred skills
- Minimum GPA (if applicable)
- Internship responsibilities
- Desired majors
- How to apply
- Start and end dates

Contact the Career Center if you need assistance creating your internship job description.



Post your internship on Cardinal Career Link

In Cardinal Career Link, you can post internships for students to access. This posting is free for you to connect with Ball State-affiliated users. You can create an account at bsu-csm.symplicity.com/employers.

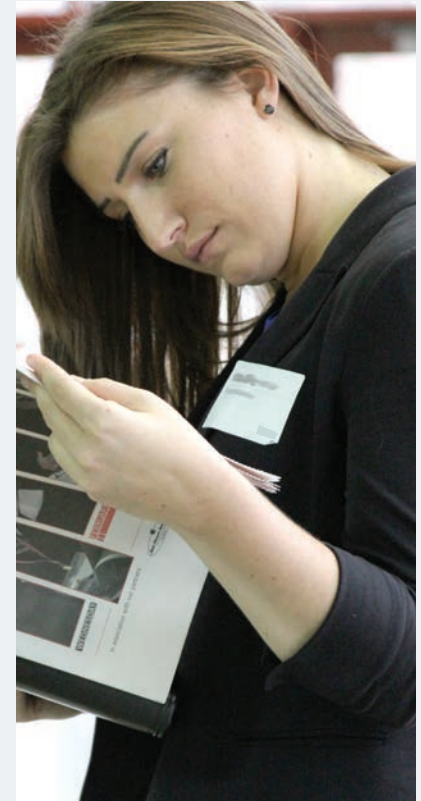
After submitting your profile, a password will be sent to your email account. To post a position from your homepage, log in to the online system using your email address for the username and the new password you received.

Navigate to "jobs," then complete and submit the posting request for approval on Cardinal Career Link. The position(s) will go live for students' review within a few business days. For assistance, please call **765-285-1522**.

Recruiting Ball State Students

We can help create an individualized recruitment plan to meet your specific needs.

Contact the Career Center. Begin recruitment early (three to four months before you need the intern) to ensure you get a great candidate pool. It is important to have a fully developed internship program prior to posting the position and commencing the recruitment process in order to optimize your efforts. If you have any questions on best practices or would like to schedule a meeting to discuss the recruiting process in greater detail, please contact the Career Center at **765-285-1522**.



Details about Cardinals

Ball State enrolls about 21,000 students, with more than 17,800 attending on campus. Students come from 48 states, two U.S. territories, about 43 countries, and every Indiana County. Out-of-state students make up about 13 percent of on-campus enrollment, and ethnic minorities comprise about 12 percent. The university enrolls more than 675 international students. Ball State offers 7 associate's, 178 bachelor's, 99 master's, two specialist, and 16 doctoral degrees in seven academic colleges. Several degrees and certificates are available through online and distance education. *Source:* cms.bsu.edu/about/factbook

Compensation for an internship can help:

➤ Employ interns who are more focused.

- Paying your interns enables them to fully focus on the job at hand without the worry of meeting financial obligations.

➤ Attract more competitive and diverse candidates.

- Our experience shows that paid internships result in a larger, more diverse applicant pool.

➤ Receive a measurable return on investment.

- By estimating and sharing the dollar value an intern contributes to your organization, you can make a case for support with departmental leadership.

✱ If you decide your internship must be unpaid

- It is important that the position meets all of the Department of Labor standards under the Fair Labor Standards Act.
- These standards were created to help determine whether workers are to be considered “trainees” or “employees.”

Please refer to the Fair Labor Standards Act on the next page for more information.

Full-time and part-time

Providing a variety of internship options available to students allows them to cater their experience to their own schedule.

Part-time internships typically require students to be present between 10 and 20 hours a week. Part-time internships tend to be advantageous for students who are already working a part-time

job or are enrolled as full-time students. It is best to remember that student interns have busy and non-traditional schedules, so offering flexibility in terms of making adjustments to internship schedules during the week of mid-terms, finals, vacations, or holidays can make the internship that much smoother.

Fair Labor Standards Act

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The U.S. Department of Labor has created guidelines for employers who utilize interns to determine whether an intern must be paid. These guidelines dictate how interns must be compensated in “for-profit,” private companies. If an intern is considered an “employee” for purposes of the FLSA, then the employer must pay its interns at least the minimum wage.

All interns must be paid, **unless** all six criteria are met.

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.

The department of Labor recognizes that 501(c)(3) designated non-profit organizations may be excluded from these guidelines. For details, please refer to www.dol.gov/whd/regs/compliance/whdfs71.pdf.

Career Center Tip

In addition to meeting the Department of Labor requirements for an unpaid internship, the Ball State University Career Center recommends that unpaid interns work no more than 15 hours per week.

Benefits of having an internship program

- An internship program can serve as a year-round recruiting tool. It is a proven and effective way to recruit and evaluate potential employees.



- Interns can assist with special events, short-term projects, or other projects that may be on the back burner. This allows professional staff the ability to pursue other important projects and tasks.

- Interns may offer fresh ideas and new perspectives.

- Mentoring an intern provides your staff members the opportunity to develop supervisory skills.

- An employer's visibility on campus is increased when promoting internships at career fairs and other events on campus.

Report Information to the Career Center

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As part of our initiative to educate our students about the importance of internships, we are consistently collecting data on the internships in which our students are participating.

Whether it is right after you extend an offer to, during, or after the internship, help Ball State by reporting internship details at bit.ly/bsuinterns.

You can always contact the Career Center at **765-285-1522** or careercenter@bsu.edu for more information.

Become More Visible on Campus



ON-CAMPUS INTERVIEWS

If you need to fill positions, we provide free use of interviewing suites so you can interview candidates on campus. Create an employer account at bsu-csm.symplicity.com/employers, and contact the Career Center to schedule an OCI date.



CARDINAL JOB FAIR

Ball State's job fairs are a great way to promote your brand on campus while recruiting from a large student population across all majors. To find out more information about upcoming job fair dates visit us online.



SKILL DEVELOPMENT

Help students strengthen their career development skills and build your organization's name recognition among students by assisting with our presentations. More than 5,700 students are engaged in classroom trainings and presentations annually.



EMPLOYER SITE-VISITS

Hosting a company site visit can give your organization a chance to show students what a typical day in your office would be like. Contact us to learn more about this opportunity.

765-285-1522

bsu.edu/careers

Many businesses, non-profit organizations, and government institutions know that Ball State interns are a dynamic and effective resource.

In fact, many employers have found them to be so successful that they have built internships into their long-term operations and staffing plans, using them as a recruiting pipeline for full-time hiring.

This guide aims to assist organizations who are new to internships as well as those employers who wish to build upon their existing internship programs.



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