

# *Internship Program Employer Checklist*

## **To consider before posting an internship position:**

- Confirm your ability to offer internships in a professional setting, and to provide training and supervision.
- Develop a clear project or description of the work that is career-related, significant, and professional and limits work that is clerical in nature to no more than 20%.
- Expect interns to work between 100 – 150 hours per semester.
- Some students will pursue internships for academic credit, others will not. Please note that only faculty or academic departments may determine if an internship meets a department's criteria for awarding credit for an internship. When granted, academic credit is not a substitute for compensation. Students must pay tuition and fees for any internships credits they earn.
- For-profit organizations are strongly encouraged to offer interns compensation, based on the Fair Standards Labor Act. Please review and abide by Towson University's employer policies and the National Association of Colleges and Employers (NACE) position statement on internships based on criteria outlined by the U.S. Department of Labor. If you choose not to compensate your intern, we recommend that you consult with your HR or legal department.

## **Recruiting TU interns:**

- Post internship position on Handshake. The position will be reviewed by the Career Center. Once accepted, students will be able to view your position. The position also may be sent to faculty internship coordinators in related academic departments to determine if it merits academic credit and to promote the opportunity to their students.
- If you would like assistance developing your internship description, posting your opportunity, or exploring additional ways to recruit TU students, please contact the Career Center (see contact info below).
- As students apply to your opportunity, proceed with your organization's internal recruitment processes.
- Contact the Career Center if you would like to conduct on-campus interviews.

## **Once hired:**

- [Report your TU hires.](#)
- Orient the intern to your organization, its culture and work assignments. Inform the intern of discrimination and harassment policies.
- Assign a supervisor/mentor with expertise in the student's field of study who supports the student's professional development.
- Help the intern develop and achieve learning goals for the internship experience.
- Offer feedback to the intern regularly (note: students receiving credit may require formal feedback and evaluations from the internship supervisor).