

# Guidelines for Establishing Strong and Effective Internship Programs

## What You Should Know

- An internship is an on-site, pre-professional experience providing exposure to actual career fields and responsibilities
- Internships provide students with opportunities to identify skills and gain practical work experience
- An internship is NOT free labor
- Typical internships range from 8 - 15 hours a week and last for a minimum of 6 weeks (Paid, full-time internships may be offered in the summer.)
- Many of our student interns receive monetary compensation for their internships. The range is approximately \$9 - \$24 per hour based on experience and industry/field.
- Students must receive credit for unpaid internships by enrolling in an internship course ([http://careers.usc.edu/docs/handouts/Courses\\_for\\_Internships\\_2009.pdf](http://careers.usc.edu/docs/handouts/Courses_for_Internships_2009.pdf))
- It is the student's responsibility to contact the appropriate department and register for a suitable class prior to the add/drop deadline

## Internship Guidelines

### Establishing an Internship Program

- Consider your organization's ability to provide meaningful work assignments, to invest time in interns through training and supervision
- Begin by locating a staff member who would enjoy and benefit from working with an intern
- The intern supervisor should be a professional in the field who is committed to and capable of providing structure and constructive feedback to the intern
- Develop goals and learning objectives for the intern and identify the intern's projects and activities
- Take into account your ability to provide financial support (monetary compensation) as well as office space

### Finding your Intern

- To list an internship opportunity for USC students, register for connectSC — our online job portal and post in our Internship Programs Newsletter
- Provide a company overview, job description and qualifications. Give a brief idea of projects, tasks compensation, location and time commitment.

### Compensating your Intern

- USC encourages all internship providers to compensate their interns
- Compensation is commonly \$9 - \$24 per hour, depending on the nature of the position and the student's experience and industry/field
- Stipend — An amount of money paid to the student at the end of the internship

### Supervising your Intern

- Meet with the intern to discuss the job descriptions and expected outcomes. Decide on start and end dates.
- Orient the intern to your work site through a tour. Acquaint the intern to the mission, goals and policies of your company (written and unwritten).
- Provide staff with background information about the intern's projects and responsibilities.
- Schedule regular meetings with the intern to provide a forum for feedback and questions

### Evaluating your Intern

- During the internship, the supervisor and intern should meet frequently to discuss progress and expectations
- An exit interview should be done with the intern to review the intern's performance and accomplishments

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