

INTERNSHIP PROGRAM GUIDE

What to Consider When Creating an Internship Program

B **e Strategic.** Companies should set parameters for an internship program. Ask yourself these questions: How many interns are you looking for? Are you open to having interns during the fall, spring, and/or summer semesters? Are you able to commit to students for at least 16 weeks? If so, are you looking to hire students full-time after graduation?

E **nvision the Workload.** Internship structures can be different depending on the company. Will your interns be given tasks daily, or will work be done on a project-by-project basis? Interns work at a different paces and at different levels. Be ready to have additional work ready for your interns who tend to work at a faster pace.

Y **our Feedback and Mentorship is Key.** Personalized guidance and feedback is one of the biggest differences between an internship and a traditional part-time job. Interns enrolled in a UF course are required to have two 1-on-1 evaluations each semester. Feel free to ask students for evaluation forms in advance.

O **ffer Incentives.** You can compensate students in a variety of ways. In addition to financial compensation, students always appreciate a letter of recommendation, networking opportunities, professional development opportunities, or other type of incentives. Talk to your students about their professional goals and challenges.

N **ot a Traditional Job.** One of the biggest differences between internships and traditional employment is the implementation of goals and learning objectives. These are set at the beginning of the internship, and evaluated twice during the semester through the IDS4940 course. Talk to your students about where they would like to be by the end of the semester.

D **etermine the Point of Contact.** Do you have an employee who could be in charge of logistical challenges and supervision? Students benefit the most from having one supervisor throughout the semester.

Questions? Contact the Internship and Experiential Learning Coordinator at brittanygrubbs@advising.ufl.edu or (352) 273 - 4089. We look forward to working with you!



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5 Steps to Creating a *Beyond120* Alumni Internship

- 1 Finalize the Logistics.** Establishing an internship program can be a complicated endeavor. The reverse page will provide you with some tips and tricks to managing the logistical challenges.
- 2 Meet with the Internship Coordinator.** We would love to meet you! Contact us via email or phone to set up a 30-minute intake appointment.
- 3 Determine Your Point of Contact.** This is the individual we will contact on a regular basis to gather feedback on applicants, send resumes/applications, or contact for additional questions.
- 4 Customize Your Application.** What would you like to know from your internship candidates? We can create a customized internship application.
- 5 Sign the Legal Agreement.** All internship partners are asked to sign the legal agreement included in your packet. Feel free to contact us with any questions.

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