



AN EMPLOYER'S GUIDE TO

Creating a Successful Internship Program



Welcome

It has been such a pleasure to support companies and organizations to develop great internship programs for Linfield students. I want to work with you to establish a program that meets your needs as well as the learning goals of our students, and prepares them for the world of work.

– Kristi Mackay
*Assistant Director, Internship Engagement,
Linfield Career Development*



Get to know Linfield College

When you recruit with Linfield, you are connecting with outstanding Liberal Arts majors who come from a variety of backgrounds and experiences, but the overarching characteristics are intellectual curiosity, engagement with the community and world, and a respect for others and the world. Through 47 different majors, on- and off-campus leadership and experiential activities, rigorous coursework, and a support system that connects learning, life and community, these students are preparing to become industry leaders and pursuing their paths towards life-long career success.

- 82% of students engage in an internship or field experience during their academic career at Linfield
Source: 2014 seniors, National Survey of Student Engagement (NSSE)
- *U.S. News & World Report* ranks Linfield College in the top 7% of liberal arts schools in the nation
- *The Economist*, an internationally recognized magazine and media outlet, ranked Linfield 27th nationally out of 1,275 colleges and universities, the highest ranked college in Washington and Oregon
- 68% of students study abroad
- 30% of student body participates in intercollegiate athletics
- 27% of McMinnville Campus alumni complete a graduate degree within 5 years of graduating from Linfield
- In the 2014-15 academic year students completed 12,000+ hours of community service
- 94% of graduates finish in 4 years
- 24% First Generation college students
- 47 Majors
- 46 Minors
- 11 Pre-Professional Programs

“Some of our best hires are from Linfield.”

- Kelly Cardenas,
Internal Recruiter, Aerotek

We invite you to visit
www.linfield.edu/catalog/majors-minors
for a complete list of academic programs.

Internship defined

An internship is typically a **one-time** work or service experience **related to** a student's **major or career goal**. The internship plan generally involves students working in **professional settings** under the **supervision and monitoring** of practicing professionals. Internships can be paid or unpaid, and the student may or may not receive academic credit for performing the internship.

Source: NACE Experiential Education Survey



The Internship Experience

Employer Benefits

- Exposure to a campus community filled with professionals and emerging professionals
- Interns bring new ideas and solutions to old programs, processes and projects
- Employees may become re-motivated as a result of new ideas
- Highly qualified candidates for temporary or seasonal positions and projects
- Freedom for professional staff to pursue more creative or pressing projects
- Flexible, cost-effective workforce not requiring long-term employer commitment
- Proven, cost-effective way to recruit and evaluate potential employees
- Interns serve as ambassadors on campus for future recruiting efforts
- Your image in the community is enhanced as you contribute your expertise to educational and professional development

Student Benefits

- Explore career interests
- Set specific learning goals
- Apply coursework concepts to their internship
- Analyze internship in academic environment
- Meet and network with professionals in the industry
- Reflect on internship experience academically and personally
- Increase likelihood of getting hired into a fulltime position by hosting agency



Steps to create an internship program

Step 1: Be intentional

Have a clear understanding of why you want to create an internship. Consider the following:

- What is the purpose of creating an internship program for your organization?
- Do you have a subject-matter expert who will supervise and mentor the intern?
- Will the benefits of an intern outweigh the time and commitment required of your organization to train and supervise?
- Is there potential to offer the intern a fulltime position?
- Does your organization need additional support from an eager emerging professional?

“When the company has a strong, structured internship program and the intern is motivated by the challenge of being a professional, then truly amazing dynamics occur.”

– Doug Rice
Talent Acquisition Manager,
Enterprise Holdings

Step 2: Build a structured program

Create the overall internship structure before recruiting an intern. This will assist you through the entire process. Let Linfield Career Development know how we can help you build your internship program.

- Create an internship plan that will explain the purpose of the internship, the role the intern will fulfill, and how you will partner with Linfield College.
- Determine goals and objectives for each intern position. Describe your need for the internship program and a well-organized plan for implementing the internship.
- Establish a timeline to assist both the intern and your organization in achieving the desired goals. Describe methods you will use to achieve desired outcomes for the internship and the intern’s learning objectives.
- Create a position description in which you provide basic information on what, when, where and for how long the intern will work with your organization. Consult with Career Development if you would like assistance with this step.
- Protect your organization and your intern by knowing the laws:
 - What can and can’t you assign?
Have a clear understanding of what it means to have an intern with your organization. Like other employees, interns also have legal protection rights.

See Legal Information details at the end of this document.

Step 3: Recruit and Hire

Recruiting an intern is the same as hiring for any position.

- Post on Cat Connect, Linfield's online job posting system. www.Linfield.edu/Career/CatConnect. Not all internship postings receive a huge response from students. Please strategize with our staff to increase the response.
- Attend recruitment events. See a complete schedule online at www.linfield.edu/career/upcoming-events

DIVE: Discover Internships, Volunteering and Employment – Start of fall semester

Meet the Firms Accounting Fair – mid-September

Connect on Campus Career Fair – March or April

First Avenue Career Expo – March or April

- Interview candidates. Space is available for on-campus interviews. Contact Career Development to schedule: (503) 883-2733.
- Make an offer. Extend an offer to join your team as an intern.



Career Fairs

DIVE - Discover Internships, Volunteering and Employment

Connect with outstanding Linfield students early in the academic year to share information about opportunities with your organization. Start of fall semester.

Meet the Firms Accounting Fair

Public accounting firms and other companies connect with accounting majors to share information about internships or fulltime positions. Mid-September.

Connect on Campus Career Fair

Connect with Linfield students to hire for spring and summer paid internships, summer jobs, and post-graduate career opportunities. March or April.

The First Avenue Career Expo

Sponsored by six Oregon Liberal Arts colleges and universities. This event hosts 150 different employers and graduate schools, with 500 student participants. March or April.



Step 4: Manage Your Intern

Provide the best possible experience for an internship

- **Orient:** Provide interns with an orientation to your organization. Share information on office logistics, departments and contact information. Introduce them to others in the office so the intern is comfortable in the environment. Provide you intern his or her own workspace if possible.
- **Supervise:** Interns must work under the guidance of an expert. Have one or more assigned supervisors to train and guide your intern as they learn new processes. Allow interns the opportunity to meet other professionals and have an understanding of the various functions of the organization.
- **Professional development:** Assist interns with time management by setting goals and timelines; discuss how this complements their academic coursework. Expose interns to different departments beyond the scope of their assignment. Consider creating a program in which the interns rotate departments and become acquainted with each department's role.
- **Support:** Some interns choose to earn credit for their experience and have academic requirements. Internship credit at Linfield can carry the course number 287, 387 or 487; requirements vary widely. The supervisor, intern, and internship advisor must establish good communication to assure that all requirements are understood and fulfilled.
- **Include:** Make your intern feel part of the team. Provide a variety of projects to give interns insight into the full scope of your organization. Assign work they can begin and complete on their own – with guidance. Encourage interns to be creative and innovative as they contribute new ideas of projects for your organization. Highlight the importance of their work and include them in any special trainings or social events so interns can learn and grow as professionals.

Step 5: Evaluate your Intern

Evaluating intern performance facilitates the learning process.

- Provide feedback throughout the internship experience.
- Set learning goals and continually reflect on them to allow the intern and supervisor to have structure in discussing performance and professional development.
- Conduct a performance evaluation at the end of the internship using the established process for your organization. There may be additional paperwork for credit-earning interns.

Step 6: Linfield Interns as Student Ambassadors

Interns act as student ambassadors at Linfield and in the broader community. They provide other students with information on their internship experience by talking about what they are doing and how they are enjoying their experience. Your recruiting efforts will become easier as your interns eventually attract more students to apply for your internship program.

“Our Linfield intern was great at analyzing situations and coming up with solutions that have helped us improve processes; has always kept our clients in mind in coming up with positive outcomes and creative solutions to problems.”

– Intern host

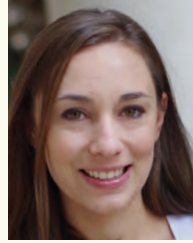


Linfield Career Development

Career Development empowers students to explore, connect, and experience – leading to life-long career success.



Michael J. Hampton
Senior Program Director
mhampton@linfield.edu
503-883-2442



Donna Montoya, Assistant Director
Strategic Partnerships
dmontoya@linfield.edu
503-883-2443



Kristi Mackay, Assistant Director
Internship Engagement
kmackay@linfield.edu
503-883-2606



Christine Russell
Office Coordinator
chrussel@linfield.edu
503-883-2784



Helpful Links:

Career Development's website:
www.linfield.edu/career

Information for Recruiters:
www.linfield.edu/career/employers

Cat Connect Job Board:
www.linfield.edu/career/catconnect

Connect with us Online:



@LinfieldCareer



@LinfieldCareerHub

Legal Information

Intern Pay

The vast majority of interns working at for-profit organizations must be paid at least minimum wage and any applicable overtime. Technically, paid interns are temporary employees and treated virtually the same as regular employees with respect to labor law. But you may legally hire an unpaid intern if the following six U.S. Department of Labor Wage and Hour Division criteria are met:

1. The training, even though it includes actual operation of the facilities of the employer, is similar to what would be given in an educational environment.
2. The experience is for the benefit of the intern.
3. The intern does not displace regular employees, but work under their close supervision of existing staff.
4. The employer providing the training derives no immediate advantage from the activities of the intern and on occasion its operations may actually be impeded.
5. There is no guarantee of a job at the conclusion of the internship.
6. Both parties understand that the intern is not entitled to wages for the internship.

If all of the factors listed above are met, then the worker is a 'trainee', an employment relationship does not exist under the FLSA, and the FLSA's minimum wage overtime provisions do not apply to the worker.

For more information:

US Department of Labor, Wage and Hour Division
www.dol.gov/whd/regs/compliance/whdfs71.pdf

Right of Refusal

The Office for Career Development reserves the right to terminate from or refuse the participation of any organization in our recruiting activities. We reserve the right to remove organizations or job postings that do not align with the college's mission and/or provide any risk to a student's personal or financial well-being.

Confidentiality

Employment professionals will maintain the confidentiality of student information in accordance with the Family Educational Rights and Privacy Act (FERPA).

Equal Employment Opportunity Compliance

All employers recruiting Linfield students and using Linfield's Cat Connect system, must comply with all applicable laws relating to equal employment opportunity ("EEO"). For additional information on prohibited EEO practices, please visit the EEOC's website and the Department of Justice's website.

NACE Principles for Employment Professionals

All employers recruiting Linfield students are required to uphold the professional conduct standards outlined in National Association of Colleges and Employers (NACE) Principles for Employment Professionals, a subsection within the Principles for Professional Conduct.

For more details, visit: www.linfield.edu/career/employers



CAREER DEVELOPMENT

Career Hub | Melrose Hall 010 | 900 SE Baker Street #A442 | McMinnville, OR 97128

career@linfield.edu | 503-883-2733 | www.linfield.edu/career



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