

Internship Position Posting Requirements

Job Description

- Explain in detail the roles and responsibilities/duties/position title
- List specific tasks and projects the intern will complete
- Clerical responsibilities must not exceed 20% of the intern work
- Include a tentative start and end date, total number of hours to be completed or average hours per week
- Offer projects that complement the intern's learning goals; duties should not focus on the advancement of employer operations or consist of work routinely performed by regular employees

Supervision

- The internship is a learning experience; therefore, the student cannot be expected to provide expertise in any area related to the internship
- The supervisor must have expertise in the subject and teach/mentor the intern as part of the experience
- The intern should receive feedback about performance

Training/Learning Experience

- Include structured and planned learning opportunities, such as mentoring and networking activities, that are not connected to the assigned tasks
- An internship is an extension of a student's learning experience that reaches beyond the classroom. These educational elements help distinguish the role between a part-time job and an internship.
- The intern establishes clearly defined learning objectives/goals related to the professional goals of academic coursework

Compensation

- Credit cannot be listed as compensation; only faculty/academic departments can determine and award academic credit; students must pay tuition and fees for any credits they earn for an internship
- The average hourly wage rate for interns is \$16.35 (bachelor's) and \$22.58 (master's) according to NACE's 2014 Internship & Co-op Survey. However, salary offers may be affected by geographic location and industry. Rates for co-op students are higher.

Location

- Indicate the department in which the student will intern
- The internship site may not be home-based; if virtual, it **MUST** be paid

Qualifications

- List both required and preferred qualifications; differentiate between the two
- Examples of qualifications include GPA, level of education, degree needed, skills, majors, etc.

How to Apply

- Provide contact information for resume and cover letter submission or website for online application
- Outline what is needed for a complete application (resume, cover letter, writing samples, references, portfolio, etc.); indicate deadline to apply and any other useful timeline information