



INTERNSHIP TOOLKIT: PART 1

BUILDING YOUR PIPELINE

THROUGH INTERNSHIPS



CAREER SERVICES

MEET THE TEAM:



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WHAT IS AN INTERNSHIP?

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...AND WHAT MAKES IT DIFFERENT THAN A PART-TIME JOB?

WHY SHOULD I WANT TO HIRE AN INTERN?

- A continuous pool of highly-qualified students to recruit into your organization
- Stronger relationships with the schools you hire your interns from.
- Built-in word-of-mouth campus ambassadors for your positions and organization
- More time in your schedule as you have an intern to help with tasks that could have bogged down your day.

PAID VS. UNPAID INTERNSHIPS

- When it comes to internships, paid positions are the best practice.
- The Department of Labor has outlined several criteria for un-paid internships.
 - The work of the intern must not replace a full-time employee.
 - The intern cannot be promised any compensation in the future.
 - The work must tie directly back into the learning objectives of the university they attend.
 - For more, go [here](#)

At this moment, the University of Nebraska-Lincoln only approves un-paid internships that are located in Lincoln, require less than 10 hours a week of work, and follow the Department of Labor guidelines.

ACADEMIC CREDIT AND INTERNSHIPS

- Academic Credit can not be provided by the place of employment, it is received through a course they take at their institution.
 - It is something they have to pay for like they would any other class.
- As an employer, a student may ask for you to sign documents proving work or ask you questions for course assignments.

HOW DO I GET STARTED?

1. Set goals and policies
2. Write a plan
3. Recruit, Recruit, Recruit!

SET GOALS AND POLICIES

- 1. Think about what your intern would be doing and how that work will impact you, your team, and your organization.**
- 2. Some questions to get you started:**
 - a. What is the main goal of the internship or program?**
 - b. What projects need the most help?**
 - c. What are you looking for in an intern? (i.e. area of study, skill sets, etc.)**
 - d. Who will supervise and mentor the intern?**
 - e. How will the intern be compensated?**
 - f. How long will the internship last?**

WRITE A PLAN

- Envision what the intern will be doing and what their days will be like. What benchmarks will the be required to hit? How will they carry out their work?
 - This will help write your job description as well!
- Think of what space and technology considerations the intern will need as well.
 - Will they be provided a laptop? Where will they work when they are in the office?

RECRUIT, RECRUIT, RECRUIT!

- Write a job description! This is where your plan comes in handy.
 - HINT: Don't just talk about the position. Mention what it's like to work at your organization and sell the student on the experience. The more detailed, the better.
- Post your opportunity to Handshake, the UNL online database where students and alumni looking for internships and jobs.
 - You should also share these positions on LinkedIn and other job-sourcing platforms your organization has had success with in the past.
- Begin recruiting the semester before you need an intern.
 - This can include attending career fairs and events, messaging students directly on LinkedIn or Handshake, connecting with campus partners, etc.
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HOLD UP -- WHAT'S HANDSHAKE?

- The ONLY UNL-affiliated job board for students and alumni.
- To get started, scan the code to the right or go to go.unl.edu/internshiptookit and click Hold up, what's Handshake?

