

# ESTABLISHING AN INTERNSHIP-FOR-CREDIT



## OVERVIEW

In the School of Human Ecology (SoHE), internships are professional learning experiences for which students may receive academic credit. Internships are a vital part of student career development and a highly valued component of the undergraduate curriculum. High-quality internships foster student development by bringing theories and classroom-based learning to life in real-world settings. In addition, internships give students the opportunity to explore careers related to their major, gain relevant experience in their field(s) of interest, and develop a better understanding of what is expected in a workplace by performing the tasks of a professional.

## CRITERIA

Students must:

- Be enrolled in one of the six SoHE majors: Community & Nonprofit Leadership, Human Development & Family Studies, Interior Architecture, Textiles & Fashion Design, Retailing and Consumer Behavior, or Personal Finance
- Have junior standing or above (54+ credits completed)
- Work a minimum of 150 hours at the internship site
- Complete required hours in the term credit is received
- Have an on-site supervisor that is not a relative
- Develop and complete an independent project

Internships must:

- Directly relate to the student's SoHE major
- Provide a clear & detailed job description
- Emphasize training, learning, & development
- Not include more than 25% solicitation/prospecting, sales associate/cashiering, or clerical/reception duties

## JOB POSTING

To create an internship for SoHE students, please develop a detailed position description that includes the following:

- A brief overview/description of the company or organization and a link to the website
- A detailed description of the intern's responsibilities
- Any required and/or preferred qualifications to be considered for the internship, such as prior knowledge, skills, major, year in school, GPA, etc.
- Specific projects, training, events, trade shows, or seminars the intern will be involved in (if applicable)
- The term in which you'd like an intern to work (FALL: September-December; SPRING: January-May; SUMMER: June-August)
- The desired schedule you would like the intern to work
- Compensation/salary/stipend information (if applicable)
- Transportation needs (i.e., on the bus line, student will need a car, etc.)
- Application instructions and the name and email address of a person to contact with questions

When the position description is solidified, please post it to **Handshake** – a recruiting platform used by over 200,000 employers across the country. Creating an account is free and only takes a few minutes.

Once the posting is live in Handshake, we will link to it in the weekly Career & Leadership Digest email that provides all SoHE students with information about relevant career-related and professional development opportunities.

## PROCESS

Decide on your organization's need for an intern, the supervisory structure, and hiring process.

1

Develop a detailed job description that clearly outlines the intern's responsibilities.

2

Post the position to **Handshake**, UW-Madison's primary recruiting platform.

3

Screen and interview applicants, select an intern, and make an offer.

4

Review and sign the **Supervisor Expectations** document and share with the intern to submit to SoHE.

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