

Internship Handbook for Employers:

Tips for creating and maintaining successful internships



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INTERNSHIP OVERVIEW

An internship is a well-defined short-term work/learning experience to help students prepare for a chosen career field. With intentional learning goals, supervision, and evaluation, interns apply their classroom learning to “real world” experiences, enhancing their education and adding value to the employer.

Typically, students participate in projects or work alongside practicing professionals as they tackle special day-to-day challenges.

Internship characteristics include:

- Most internships last one semester (14 to 16 weeks) or one summer (10 to 14 weeks).
- Most internships are paid, but some are voluntary depending on the organization and industry. Average intern salaries range from \$10 to \$14 per hour.
- Internships at Clemson usually do not earn academic credit, although some departments do award credit and some even require an internship experience. Students can also enroll in the zero credit hour Career Center Internship class (CCINT 201), which will maintain their status as a full time student.

Clemson offers three types of internships for students:

1. **Not for academic credit** - This is the most common type of internship. The internship is directly related to the student's major and is project related. With this option, students can enroll in the zero credit hour Career Center Internship class (CCINT 201), which will maintain their status as a full time student.
2. **Required by the department, not for academic credit** - The academic department will contact the employer regarding goals and procedures that are required.
3. **For academic credit** - The student and the internship provider will develop the specific structure of the internship before the internship begins. Then the academic department must approve the structure of the internship. The academic departments handle granting credit for an internship.

WHY HIRE CLEMSON INTERNS?

In any economy, businesses of all types have a variety of staffing needs. Some employers have dormant projects, just waiting for attention from overworked staff members. Others have seasonal needs that disrupt the productivity of the staff. All organizations want to hire the best and brightest new staff.

Employers reap many benefits from hiring interns, including:

- Meet project needs
- Meet seasonal changes in staffing needs
- Bring new, innovative ideas to the workplace
- Base permanent hire decisions on knowledge and observation of candidate's work, rather than merely on interview interaction
- Increase awareness of your organization on campus to attract additional qualified full-time and internship candidates
- Avoid a long-term budget commitment necessary for permanent hires or co-ops.

DIFFERENCES BETWEEN INTERNSHIPS AND CO-OPS

INTERNSHIPS	CO-OPS
<p><i>The Michelin[®] Career Center coordinates internships for all majors. Employers can post their internships, interview students on campus, or view electronic resume books via ClemsonJobLink, an on-line job listing service.</i></p> <p>Contact: 864.656.6000, recruit_L@clemson.edu http://career.clemson.edu</p>	<p><i>The Cooperative Education Office coordinates all co-op opportunities and provides students with personalized assistance. Employers can either interview on campus or request resumes.</i></p> <p>Contact: 864.656.3150, smailli@clemson.edu http://www.clemson.edu/coop</p>
<p>Length: Internships are offered for one period during the fall or spring semester (14-16 weeks) or during the summer (10-14 weeks), with students working either part-time or full-time.</p>	<p>Length: Requires working multiple semesters according to one of the following schedules:</p> <ol style="list-style-type: none"> 1. Alternating – most common. Students alternate between a semester at school and a semester at work until the student has worked three semesters (12 months of experience). 2. Back-to-back – students work two semesters in a row consisting of a spring/summer or summer/fall (7-8 months of experience).
<p>Assignments: Interns enhance their career development while exploring interests and gaining work experience related to their field of study. Internships involve a project that relates to a student's major and career interest.</p>	<p>Assignments: The progressive work assignments provide higher levels of responsibility for students to get an understanding of real world jobs.</p>
<p>Salary: Most positions are paid, but a few will be voluntary depending on the field. Typical salaries range from \$10 to \$14 per hour based on major, degree level, and previous experience.</p>	<p>Salary: Co-ops are always paid. Non-technical salaries average \$10-\$11/hour; technical salaries average \$12-\$14/hour for the first work period. Some employers provide additional benefits of housing accommodations, signing bonuses, and 401K plans.</p>
<p>Location: Most interns are in the southeast, with some are in other areas. Companies are often willing to assist with locating housing and in some cases will contribute to housing expenses.</p>	<p>Location: 56% of co-ops are in South Carolina, 75% are between Virginia and Florida. Some employers provide housing accommodations.</p>
<p>Eligibility: Varies. Employers determine qualifications necessary.</p>	<p>Eligibility: Students must have completed 27 hours prior to going to work and have a 2.45 GPA or higher.</p>
<p>Important dates: The Career Fairs are excellent recruiting tools and are held in mid September and mid February each year.</p>	<p>Important dates: Co-op interview days are held in October and March the semester prior to starting work.</p>
<p>Courses Offered:</p> <ul style="list-style-type: none"> • Various classes/credit dependent on major • CCINT 101 Part-Time 0 Credit Hours • CCINT 201 Full-Time 0 Credit Hours 	<p>Courses Offered:</p> <ul style="list-style-type: none"> • Co-Op 101 Full-Time 0 Credit Hours

MAJOR/ (Requirements)	COURSE	CREDIT
College of Agriculture, Forestry, and Life Sciences		
Agricultural Economics	CCINT 101/201	0 Hours
Community and Economic Development	CRD (AP EC491)	3 Hours
Agricultural Education (400 level classes)	AGED 407	12 Hours
Agricultural Mechanization and Business	CCINT 101/201	0 Hours
Animal and Veterinary Sciences	AVS 390	1-3 Hours
Aquaculture, Fisheries, and Wildlife Biology	CCINT 101/201	0 Hours
Biochemistry	CCINT 101/201	0 Hours
Biological Sciences	BIOSC 492	1-4 Hours
Biosystems Engineering	CCINT 101/201	0 Hours
Entomology	CCINT 101/201	0 Hours
Environmental & Natural Resources	CCINT 101/201	0 Hours
Food Science	CCINT 101/201	0 Hours
Forest Resource Management	Summer Camp	7 Hours
Genetics	CCINT 101/201	0 Hours
Horticulture	HORT 271/471	1-6 Hours
Turfgrass	CCINT 101/201	0 Hours
Microbiology and Molecular Medicine	CCINT 101/201	0 Hours
Packaging Science (15 weeks required)	CO-OP 101, CCINT 101/201	0 Hours
Plant Pathology	CCINT 101/201	0 Hours
Pre-Professional Health Studies	CCINT 101/201	0 Hours
College of Architecture, Arts, and Humanities		
Architecture	ARCH 499	1-3 Hours
Construction Science and Management (800 Hour Log)	C S M 490/491	1-3/0 Hours
English	ENGL 499	3 Hours
Visual Arts	CCINT 101/201	0 Hours
History	HIST 202	1-3 Hours
Landscape Architecture	LARCH 293	1-3 Hours
	LARCH 493	1-3 Hours
Language and International Health (FT & class requirement)	L&IT 400	0-6 Hours
	L&IT 401	0-6 Hours
Language and International Trade (FT & class requirement)	L&IT 400	0-3 X 2 Hours
	L&IT 401	0-3 X 2 Hours
Modern Languages	CCINT 101/201	0 Hours
Philosophy and Religion	CCINT 101/201	0 Hours
Communication Studies	COMM 390	3 Hours
Production Studies in Performing Arts	P A 279	1 Hours
Visual Arts	CCINT 101/201	0 Hours
College of Business and Behavioral Science		
Accounting (Junior Status)	ACCT 399	1-3 Hours
Economics	ECON 498	3 Hours
Financial Management (Junior Status)	FIN 399	1-3 Hours
Graphic Communications	CO-OP 101/G C 350	1 Hour
	CO-OP 102/G C 450	1 Hour
	CO-OP 103/G C 455	1 Hour

MAJOR/ (Requirements)	COURSE	CREDIT
Industrial Management	CCINT 101/201	0 Hours
Management	MGT 400/MGT 403	1-3 Hours
Marketing (10 wks F-T for credit)	MKT399	3 Hours
Political Science	PO SC 310	1-3 Hours
Psychology	PSYCH 493/497	3/1-4 Hours
Sociology	SOC 498	3 Hours

College of Engineering and Science

Biosystems Engineering	CO-OP 101, CCINT 101/201	0 Hours
Ceramic and Materials Engineering	CO-OP 101, CCINT 101/201	0 Hours
Chemical Engineering	CO-OP 101, CCINT 101/201	0 Hours
Chemistry	CO-OP 101, CCINT 101/201	0 Hours
Civil Engineering	CO-OP 101, CCINT 101/201	0 Hours
Electrical Engineering	CO-OP 101, CCINT 101/201	0 Hours
Computer Engineering	CO-OP 101, CCINT 101/201	0 Hours
Computer Science	CO-OP 101, CCINT 101/201	0 Hours
Geology	CO-OP 101, CCINT 101/201	0 Hours
Industrial Engineering	CO-OP 101, CCINT 101/201	0 Hours
Mathematical Sciences	CO-OP 101, CCINT 101/201	0 Hours
Mechanical Engineering	CO-OP 101, CCINT 101/201	0 Hours
Physics	CO-OP 101, CCINT 101/201	0 Hours
Polymer and Textile Chemistry	CO-OP 101, CCINT 101/201	0 Hours
Computer Information Systems	CO-OP 101, CCINT 101/201	0 Hours
Textile Management	CO-OP 101, CCINT 101/201	0 Hours

College of Health, Education, and Human Development

Agriculture Education (400 level classes)	AGED 407	12 Hours
Early Childhood Education (400 level classes, Praxis test)	ED EC 484	12 Hours
Elementary Education (400 level classes, Praxis test)	ED EL 481	12 Hours
Health Science (junior/2.0 GPR)	HLTH 420	4 Hours
Industrial Education	CCINT 101/201	0 Hours
Mathematics Teaching (400 level classes, Praxis test)	EDSEC 446	9 Hours
Nursing	CCINT 101/201	0 Hours
Parks, Recreation, & Tourism Mngmt. (senior/2.0 GPR)	PRTM 405	6 Hours
(sophomore/90 hrs.)	PRTM206/207	1 Hour
Science Teaching (400 level classes, Praxis test)	EDSEC 447	9 Hours
Biological Sciences (400 level classes, Praxis test)	EDSEC 447	9 Hours
Earth Sciences (400 level classes, Praxis test)	EDSEC 447	9 Hours
Physical Sciences (400 level classes, Praxis test)	EDSEC 447	9 Hours
Secondary Education (400 level classes, Praxis test)	EDSEC 444	9 Hours
English (400 level classes, Praxis test)	EDSEC 448	9 Hours
History & Geography (400 level classes, Praxis test)	EDSEC 448	9 Hours
Mathematics (400 level classes, Praxis test)	EDSEC 446	9 Hours
Modern Languages (400 level classes, Praxis test)	EDSEC 412	12 Hours
Political Science & Econ.(400 level classes, Praxis)	EDSEC 448	9 Hours
Psychology & Sociology (400 level classes, Praxis)	EDSEC 448	12 Hours
Special Education (400 level classes, Praxis test)	ED SP 498	12 Hours
Technology and Human Resource Development (junior)	THRD 390	6 Hours
(senior)	THRD 490	6 Hours

INTERNSHIPS BY GRADUATE STUDY AT CLEMSON UNIVERSITY*

CLEMSON UNIVERSITY MICHELIN® CAREER CENTER

Area of Study/ [Possible Degrees]	COURSE	CREDIT
College of Agriculture, Forestry, and Life Sciences		
Agricultural and Applied Economics [MS]	AP EC 881	1-6 Hours
Agricultural Education [MAGEd]	AG ED 736/737	3 Hours
Animal and Veterinary Sciences [MS, PhD]		Applied
Economics [PhD]		
Biochemistry and Molecular Biology [MS & PhD]		
Biosystems Engineering [MS & PhD]		
Entomology [MS & PhD]		
Environmental Toxicology [MS & PhD]		
Food, Nutrition, and Culinary Sciences [MS]	NUTR 806	1-6 Hours
Food Technology [PhD]		
Forest Resources [MS, MFR, PhD]		
Genetics [MS, PhD]		
Microbiology [MS, PhD]		
Packaging Science [MS]		
Plant and Environmental Sciences [MS & PhD]		
Wildlife and Fisheries Biology [MS & PhD]		
Zoology [MS & PhD]		
College of Architecture, Arts, and Humanities		
Architecture [MArch & MS]		
City and Regional Planning [MCRP]	C R P 893	3 Hours
Construction Science and Management [MCSM & Certificate]		
Digital Production Arts [MFA]		
English [MA & Certificate]		
Environmental Design and Planning [PhD]		
Historic Preservation [MS & Certificate]	H P 800	1-3 Hours
History [MA]	HIST 893/894	3 Hours
Landscape Architecture [MLA]		
Professional Communication [MA & Certificate]		
Real Estate Development [MRED]	RED 811	3 Hours
Rhetorics, Communication and Information Design [PhD]		
Visual Arts [MFA]		
College of Business and Behavioral Science		
Accounting [MPAcc]		
Applied Economics [PhD]		
Applied Psychology [MS]		
Applied Sociology [MS]	SOC 895	3-6 Hours
Business Administration [MBA]	MBA 888	1-3 Hours
Economics [MA]		
Electronic Commerce [MEC]		
Graphic Communications [MS]	G C 850	1 Hour
Management [MS & PhD]		

MAJOR/ (Requirements)	COURSE	CREDIT
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College of BBS - Continued

Psychology

Human Factors Psychology [PhD]		
Industrial/Organizational Psychology [PhD]		
Public Administration [MPA & Certificate]	PO SC 879	1-3 Hours
Technology Entrepreneurship [Certificate]		

College of Engineering and Science

Bioengineering [MS & PhD]	BIO E 890	1-5 Hours
Biosystems Engineering [MS & PhD]		
Chemical Engineering [MS & PhD]		
Chemistry [MS & PhD]		
Civil Engineering [MS & PhD]		
Computer Engineering [MS & PhD]		
Computer Science [MS & PhD]		
Electrical Engineering [MEngr, MS, PhD]		
Environmental Engineering and Science [MEngr, MS & PhD]		
Environmental Health Physics Concentration [MS]		
Hydrogeology [MS]		
Industrial Engineering [MS & PhD]		
Materials Sciences and Engineering [MS & PhD]		
Mathematical Sciences [MS & PhD]		
Mechanical Engineering [MS & PhD]		
Physics [MS & PhD]		
Textiles, Fiber, and Polymer Science [MS & PhD]		

College of Health, Education, and Human Development

Administration and Supervision [MEd, EdS]		
Career and Technology Education [MCTE & EdD]		
Counselor Education [M.Ed]		
Community Counseling Emphasis	ED C 836/846	1-6 Hours
School Counseling Emphasis	ED C 830/841	1-6 Hours
Student Affairs Emphasis	ED C 834/844	1-6 Hours
Curriculum and Instruction [PhD]	ED F 980	1-6 Hours
Elementary Education Emphasis	ED F 980	1-6 Hours
Reading Education Emphasis	ED F 980	1-6 Hours
Secondary Education Emphasis	ED F 980	1-6 Hours
Special Education Emphasis	ED F 980	1-6 Hours
Educational Leadership [PhD]	ED L 985	3 Hours
Elementary Education [MEd]		
Human Resources Development [MHRD]		
Middle Grades Education [MAT]	EDSEC 821	3 Hours
	EDSEC 822	3 Hours
	EDSEC 823	3 Hours
	EDSEC 824	3 Hours
Reading [MEd]	READ 882/883	3 Hours
	READ 884/885	3 Hours
	READ 886/887	3 Hours
Secondary Education [MEd]		
Special Education [MEd]		
Transition to Teaching	TTT 777/791	1-6 Hours
Youth Development [MS]	HEHD 807	3 Hours
Nursing [MS]	NURS 847	3 Hours
Parks, Recreation, and Tourism Management [MPRTM, MS, PhD]	PRTM 705	1-3 Hours

INTERNSHIP AVERAGE

HOURLY WAGES

2005-06 2003-04 2002-03 2001-02 2000-01

COLLEGE OF ENGINEERING & SCIENCES

Major	Avg. Wage	Avg. Wage	Avg. Wage	Avg. Wage	Avg. Wage
Electrical Engineering EE	\$20.86	\$14.00	\$14.50	\$16.09	\$12.00
Computer Science CPSC BS	\$25.17	\$16.25	\$14.46	\$15.15	\$8.00
Chemical Engineering CH E	\$21.27	\$13.17	\$12.19	\$15.62	\$13.00
Mechanical Engineering ME	\$21.33	\$16.40	\$15.03	\$31.00	\$23.50
Civil Engineering CE	\$13.85	\$15.57	\$7.36	\$7.95	\$21.75
Computer Engineering CP ENGR	\$15.40	\$12.40	\$14.05	\$16.48	N/A
Textile Chemistry TC	N/A	\$12.25	N/A	\$10.00	\$14.00
Textile Management	N/A	N/A	N/A	\$8.33	\$20.00
Textile Science	N/A	N/A	N/A	N/A	\$14.00
Computer Information Syst CPINSYS	\$17.50	\$15.00	\$10.95	\$20.00	\$19.00
Industrial Engineering IE	\$16.23	\$16.67	\$12.89	\$14.71	\$14.50
Biosystems Engineering BE	\$16.20	\$12.00	\$15.46	\$10.00	\$17.50
Ceramic&Mater. Eng. (Mgr, MS, PhD)	\$13.25	N/A	\$15.25	\$13.50	N/A
Environmental Systems Engineering	N/A	N/A	N/A	N/A	\$20.00
Materials Science Engineering	N/A	N/A	N/A	\$20.00	N/A

COLLEGE OF BUSINESS & BEHAVIORAL SCIENCES

Major	Avg. Wage	Avg. Wage	Avg. Wage	Avg. Wage	Avg. Wage
Industrial Management IM	\$12.50	\$13.00	\$16.00	\$16.94	\$20.00
Graphic Communications GR COMM	\$11.87	\$10.33	\$9.17	\$10.71	\$6.25
Management MGT	\$11.25	\$14.33	\$5.50	\$9.22	\$15.00
Marketing MKTG	\$8.25	\$10.00	\$10.65	\$9.41	\$6.00
Economics ECON	\$8.12	\$16.00	\$11.64	\$9.00	\$11.00
Accounting ACC	\$16.25	\$12.55	\$9.50	\$7.75	\$17.50
Political Science	N/A	N/A	\$6.40	N/A	\$6.00
Industrial/Organization Psych. (PhD)	N/A	N/A	\$10.00	N/A	N/A
Business Management	N/A	N/A	N/A	N/A	\$14.00
Business Administration (MBA)	\$21.27	\$10.00	\$16.25	\$20.00	\$21.00
Applied Psychology (MS) APL PSY	\$20.00	\$17.00	N/A	\$17.50	N/A
Financial Management FIN MGT	\$15.56	N/A	\$11.58	\$12.38	\$15.25
Psychology PSYCH	N/A	N/A	\$7.25	N/A	N/A
Sociology SOC	N/A	N/A	\$6.40	N/A	N/A

INTERNSHIP AVERAGE

HOURLY WAGES (CONTINUED) 2005- 06 2003- 04 2002- 03 2001- 02 2001- 00

COLLEGE OF ARCHITECTURE, ARTS & HUMANITIES

Major	Avg. Wage	Avg. Wage	Avg. Wage	Avg. Wage	Avg. Wage
Construction Science & Mngmt. CSM	\$11.15	\$13.50	\$11.44	\$13.50	N/A
Architecture ARCH	\$13.50	\$7.00	\$8.00	\$11.00	\$20.00
City and Regional Planning CRP	\$10.00	N/A	\$8.00	\$9.50	N/A
Design (Visual Arts - BA) VIS ART	N/A	N/A	N/A	\$12.50	N/A
Fine Arts (BFA)	N/A	N/A	N/A	\$6.00	N/A
Language and International Trade	\$12.25	N/A	N/A	\$12.88	N/A
English ENGL	\$6.00	N/A	N/A	N/A	\$6.00
History	N/A	N/A	N/A	N/A	\$6.00
Landscape Architecture BLA	\$8.94	N/A	\$6.00	\$10.00	N/A

COLLEGE OF HEALTH ED. & HUMAN DEVELOPMENT

Major	Avg. Wage	Avg. Wage	Avg. Wage	Avg. Wage	Avg. Wage
Parks, Rec. & Tourism Mngmt.PRTM	\$6.70	\$7.00	\$2.54	\$8.84	\$6.00
Tech. & Human Resource Dvlpmnt.	\$11.75	\$10.00	\$14.00	\$14.00	\$15.00
Health Science HLTH SC	\$9.20	N/A	\$6.40	N/A	\$15.00
Nursing NURS	\$10.45	N/A	N/A	\$3.00	
Education	\$15.00	N/A	N/A	N/A	\$6.00
Elementary Education	\$17.25	N/A	N/A	N/A	\$6.00
Counseling & Guidance Services (Med)	N/A	N/A	N/A	N/A	N/A

COLLEGE OF AGRICULTURE, FORESTRY & LIFE SCIENCES

Major	Avg. Wage	Avg. Wage	Avg. Wage	Avg. Wage	Avg. Wage
Agricultural Education	\$7.85	N/A	N/A	N/A	\$12.50
Horticulture HORT	\$7.18	\$8.00	\$8.50	N/A	N/A
Agricultural Economics AG ECON	N/A	\$12.25	\$10.91	\$10.00	\$12.50
Animal Science AN SC	\$8.00	N/A	\$8.70	N/A	\$8.50
Aquaculture, Fisheries & Wildlife Bio.	N/A	N/A	\$2.58	\$3.13	N/A
Biochemistry BIO CH	\$6.56	N/A	\$11.00	N/A	N/A
Biological Sciences BIO SC	\$11.59	N/A	\$5.70	\$8.34	N/A
Food Technology (MS, PhD) FD TECH	N/A	N/A	\$25.00	N/A	\$12.50
Forest Resource Mngmt. FOR MGT	\$12.25	N/A	\$11.63	N/A	\$9.50
Packaging Science PKG SCI	\$18.89	N/A	\$11.00	\$14.28	\$18.00
Pre-Professional Studies (Vet.)P-P-ST	N/A	N/A	N/A	N/A	N/A
Entomology	N/A	N/A	N/A	N/A	\$12.50
Microbiology MICRO (PhD)	N/A	N/A	N/A	\$5.00	\$15.00

**NOTE Salaries are averaged together from reported sophomore to graduate level.

CREATING AN INTERNSHIP PROGRAM

Internship programs are as varied as the types of companies that support them. There is no consistent set of expectations or assignments for interns except that employers should strive to make this a positive learning experience for the intern. Your internship program should be tailored to meet the needs of your organization yet remain flexible enough to accommodate the specific interests and skills of the student intern.

Step 1: Set Goals

Why are you considering hiring an intern?

What do you hope to accomplish with this program?

Is the organization able to provide the accommodations needed to run a successful internship program? (consider mentors/supervisors, recruiting and training, space, funding)

Setting goals within your organization will ensure the internship starts off on the right foot. Preparing the organization to accept an intern is an important part of creating a strong program.

Step 2: Create internship program plan

There is more to hiring an intern than just calling campus. Documenting the details of your plan will help you recruit a great intern, ensure a positive experience for your organization, and sustain the internship program.

What will the intern do? Be as specific as possible in regard to projects to be completed, committees or meetings the student can join/observe, etc. While most interns will spend a portion of their time on clerical work, it is expected that the majority of their time be spent on professional work – not administrative.

Who will supervise the intern? A professional staff member (non-clerical) should be chosen to serve as the point person for the intern. This person will be the contact with the intern's college, provide leadership and direction for the intern, and evaluate the intern throughout and at the end of the experience. Choose someone who is committed to teaching and mentoring a new professional (and has the time to do so).

What qualifications do you want the intern to have? Think about the skills you'll need this intern to bring to the position – technical/computer skills, communication skills, teamwork, etc. If you need help determining which majors would provide the skills you need, contact Clemson's career center. We encourage you to avoid listing a GPA requirement because GPA is not a predictor of success on the job. You might be ruling out a qualified, hard-working student on the basis of an arbitrary number.

What type of programmatic options can you offer an intern? Decide how the intern will be trained and who in the organization will be involved. Try to find ways for the intern to interact with other staff in the department and other departments in the organization. Seek ways to assimilate them into the organization – lunches with executives, attending/observing meetings, shadowing sales calls, etc. Remember, a good intern experience will reap you much positive word of mouth on campus while a negative experience will make it more difficult for you to recruit future interns or permanent hires.

Will you pay the intern? Most students work part-time to contribute to college expenses and would be unable to leave a part-time position for an unpaid internship. Offering a wage for the internship program will ensure you are attracting the best candidates. While some industries don't or are unable to pay (broadcast communications, non-profits, human services), most others offer an hourly wage averaging \$10 to \$14. If you are unable to make a salary commitment, at least find ways to help the student cover his internship-related expenses (mileage, parking, lunch) or pay a stipend at the end of the internship.

HOW TO RECRUIT THE BEST INTERNS

The Michelin[®] Career Center lists internship positions on ClemsonJobLink, our free on-line job listing service. This service is used by all Clemson students searching for a job and is recommended in every workshop and individual counseling appointment conducted by the career center.

To list a position, simply call the career center at 864.656.6000. A staff member will establish an account for you and provide further instructions on how to activate your listing. We will then send new listings to the appropriate academic department and to students who meet the criteria. Students will submit their resumes electronically through the system and you can interview and select the intern of your choice.

To ensure greater success in recruiting the best interns, consider these tips:

- **Create a thoughtful, well-defined position description.** Students won't apply for a job that they don't understand. Provide as much detail as possible about what the student can expect from the internship.
- **Start the process 3 to 4 months before you want the intern to begin work.** The process of placing an intern is much like placing a permanent hire. You will need time for the job listing to be seen by students, for them to submit their resumes, for you to conduct interviews, and to negotiate start date and other details with the successful candidate. Remember that students typically register for the following semester's classes at the beginning of the November and April months. The most successful companies make offers before those months.
- **Pay.** As mentioned previously, pay is not a requirement but does tend to attract the more competitive candidates.
- **Visit campus.** Intern employers are encouraged to attend the Career Fair, which is sponsored each semester, or to conduct on-campus interviews. Intern employers can also speak to classes or student organizations. Over time, you will establish a relationship with the career center staff and the faculty in your field, which will help market your internship and permanent hire needs.
- **Choose your interns as carefully as you would choose permanent hires.** Hiring intern that "fit" your organization will help them have a good experience and possibly become candidates for permanent positions.
- **Communicate with the Michelin[®] Career Center.** A partnership with us will help you advertise the position, manage the intern, provide necessary feedback, and ensure continuity for your internship program.

MANAGING INTERNS

Because interns are part employee – part student, managing them takes special attention. The same care and orientation should be given an intern as a permanent hire. Remember that not only are these students new employees in your organization, this internship may be among their first professional experiences.

Orientation. Take time the first day to orient the intern to the office, introducing him to other staff members and providing an overview of the organization hierarchy. It is helpful to identify particular staff members the interns should go to for help with office procedures and other questions if their supervisor is not available. Even simple gestures like pointing out the restroom and break room will make the intern feel welcome.

Company information. A good first step in helping the intern understand the organization is to supply information in the form of websites, manuals, newsletters and other literature that will help the intern understand the organization and industry in which they now work. Be sure to help the intern understand corporate culture as much as possible.

Resources. Without a desk, computer, phone, and a small selection of office supplies, the intern will be ineffective and uncomfortable.

Expectations. During the first week, discuss your expectations of the student's performance and his expectations of the internship experience. Write down these expectations and review them on a regular basis. Having an open discussion about these items at the beginning of the experience will help both parties stay on track and will result in a more positive experience.

Direction. In addition to a well-written position description, an intern will need, especially at first, very clear instructions on tasks to complete. Help the intern learn by giving background behind a particular project, teaching him about the purpose of the project and inviting his questions.

Assigning the right amount and type of work is a challenging part of supervising an intern. Be sure to provide challenging projects from the beginning; interns that are underutilized often feel unneeded. Watch for signs that they are confused or bored – they might not verbalize their concerns.

Feedback. Interns need feedback on their work on a project basis and also midway through and at the conclusion of the internship. As with any evaluation, make sure you point out both positive elements of the intern's work and points that can be improved upon. Give the intern time to ask questions and clarify expectations. Having at least one evaluation in writing will provide quantitative feedback and help with your record keeping. Consider requiring the intern to evaluate his internship experience so you can make internal changes to your program.

TOP 10 CONCERNS OF INTERNS

1. **We want real work!**

The top complaint from interns is that they are doing grunt work. Some amount of clerical work comes with any internship, but please try to find good learning experiences for your interns. You brought them on board to take advantage of their ideas and assess their abilities, right? Give them good projects and they will shine.

2. **Lay out your expectations**

Be honest with your interns about what they can expect from the experience and what you expect of them. Discussing your expectations up front will help avoid miscommunications and hard feelings in the long run.

3. **Give us feedback**

Interns can't improve their performance if you don't help them learn from their mistakes and congratulate them on their successes.

4. **Include us in company events**

Can the intern attend a staff meeting, a project meeting, or a social lunch with office-mates? Including them in the daily life of the office helps them feel welcome and gives them a better perspective on the organization.

5. **Please help us understand by explaining**

Give a detailed explanation of projects you assign to help the intern understand the purpose of the project.

6. **We need mentors**

Find a staff member who truly likes to teach and help new professionals to provide guidance to the intern.

7. **Give us your time**

Interns might not speak up if they are feeling ignored or have questions. The mentor/supervisor should schedule time to spend with the intern.

8. **Be prepared for us**

Create a job description, inform others in the office, and find time to spend with the intern on the first day

9. **Arrange the details of our arrival**

Interns will need a place to sit, a computer to work at, and a phone. If you want to get a job done, give the intern the appropriate tools to do so.

10. **Every little bit helps**

Remember what it's like to be a poor student? Not every employer is in a position to pay their interns, but if you can offer an hourly rate, a stipend, or meal or parking benefits, you'll be greatly assisting your student.



Employer Evaluation of Intern Student

Michelin® Career Center

Employer Information

Employer (Company/ Organization Name):

Employer Location:

Supervisor's Name:

Student Information

Student's Name:

Position:

Spring, Summer, or Fall Semester/ Year:

Will this evaluation be discussed with the student?

General Evaluation Questions

Please indicate on a scale of 1 to 5 how this person performed during the current work period.

5-----4-----3-----2-----1-----UA
Outstanding Very Good Average Below Average Marginal Unable to Assess

- S1. ___ Adequate technical background to complete assigned projects.
- S2. ___ Ability to think critically, analytically, and creatively.
- S3 ___ Ability to take initiative and perform independently.
- S4. ___ Degree of responsibility the intern was able to handle.
- S5. ___ Ability to effectively communicate verbally and in written form.
- K6. ___ Ability to grasp new knowledge/ concepts/situations.
- K7. ___ Ability to use academic knowledge and apply it to internship assignments.
- K8. ___ Demonstrates sound judgment when making decisions.

- K9. ___ Recognition of the need for and ability to engage in life-long learning.
- A10. ___ Degree of enthusiasm/ interest in internship placement.
- A11. ___ Dependability, attendance, punctuality, and cooperation.
- A12. ___ The capacity to initiate, accept, and profit from constructive criticism.
- A13. ___ Relations with others and ability to function in a multi-disciplinary team.
- A14. ___ A sense of adequacy, self-worth, and self confidence.
- A15. ___ Understanding of professional and ethical responsibility.
- 16. ___ Likelihood that you would hire a candidate similar to this intern.
- 17. ___ Overall performance.

Specific Evaluation Questions

- 18. Describe the student's strengths as demonstrated throughout his/her internship, along with areas to work on.

- 19. Briefly describe the major project(s) "tackled" by student intern.

- 20. If you employ students from other universities in the same discipline, how does this student compare?

- 21. Please use the space below for additional comments.



Thank you for taking the time to fill out this evaluation. We greatly appreciate your assistance!



Evaluation of Employer

Michelin® Career Center

Student & Employer Information

Student's Name:

Student ID Number:

Course Code/Number:

Major:

Employer/ Location:

Name of Immediate Supervisor:

Spring, Summer or Fall Semester / Year of Internship:

General Evaluation Questions

Please evaluate your current internship site by answering the following questions as honestly as possible. The information will assist in placing future internship students.

1. How challenging was the internship position?

- a. Very challenging most of the time
- b. Challenging a good part of the time
- c. Average amount of challenge
- d. Little challenge for the most part
- e. Very little challenge at any time

2. What was your degree of responsibility?

- a. Immense
- b. Challenging
- c. Comfortable
- d. Barely
- e. None

3. Did you find this internship position interesting?

- a. Very interesting most of the time
- b. Interesting a good part of the time
- c. Average amount of interesting work
- d. Few interesting assignments
- e. Not very interesting at any time

4. Rate the practical value you gained through this internship
 - a. Outstanding
 - b. Very Good
 - c. Average
 - d. Below Average
 - e. Unsatisfactory

5. Describe the relationship and communication patterns between you and your internship supervisor.
 - a. Outstanding
 - b. Very Good
 - c. Average
 - d. Below Average
 - e. Unsatisfactory

6. Rate your internship supervisor's ability to communicate effectively with you.
 - a. Outstanding
 - b. Very Good
 - c. Average
 - d. Below Average
 - e. Unsatisfactory

7. Describe the relationship and communication patterns between you and other employees.
 - a. Outstanding
 - b. Very Good
 - c. Average
 - d. Below Average
 - e. Unsatisfactory

8. Describe the amount of time supervisors and other employees spent in observations and conferences with you.
 - a. Spent too much time in observations and conferences
 - b. Spent adequate time in observations and conferences
 - c. Did not spend adequate time in observations and conferences

9. The disposition of the supervisor, and other employees, in general.
 - a. Facilitated learning
 - b. Had no bearing on learning
 - c. Impeded learning

10. If the internship site were to graded, I would rate it

_____A _____B _____C _____D _____F

Specific Evaluation Questions

Please answer the following questions as specifically and honestly as possible.

11. Describe major projects you tackled throughout the semester.

12. What were the most unattractive aspects of your internship experience?

13. How could your internship experience been improved? Explain improvements you would like to see implemented to make it more effective.

14. Explain the significance of this internship experience in relation to your future career goals. (Please list specific companies or professions you might now be interested in pursuing after graduation).

15. Describe the skills and attributes you have gained from this internship experience.

16. Please use the space below for additional comments.



Thank you for participating in the Career Center Internship Class!

