



SRJC Employer Guide to Developing an Internship

Interested in adding value to your business or organization while providing an opportunity to help a college student learn skills and gain valuable experience? Consider offering an internship.

What is an Internship?

Internships are designed by the employer to meet their organizational needs, while providing for the educational and training needs of the Intern. Internships offer students an opportunity to expand their education by putting classroom theory into practice, test tentative career choices, and build their professional experience in preparation for graduation. Interns make a short-term commitment to work for an employer to gain valuable experience to the work environment as it relates to their academic major.

The employer, in turn, commits to providing a learning experience and specific work assignments related to a student's studies. An internship can be part-time or full-time and must be paid if the position is with a "for-profit" business. Non-profit organizations can be unpaid based on the FLSA (Fair Labor Standards Act), though the applicant pool will be stronger with paid positions. Academic credit is given to students upon successful completion of an internship.

How to Interns Contribute to the Business?

Interns are a valuable resource. They may:

- Assist with special projects (tackle a "wish list"), organize research projects, plan special events, and develop special promotional campaign.
- Provide additional help during peak business periods.
- Offer fresh, creative perspectives and energy.
- Contribute experience with research techniques, computer skills, and current theoretical knowledge.
- Serve as additional staff at minimal cost without making a long-term commitment.
- Provide an organization with low-risk opportunity to try out a possible new employee for a future job opening.

Organizational Support

When hosting an intern at your employment site, consider the following:

- Who will supervise and guide the intern?
- Where will the intern's work area be located? Do they need equipment?
- What kind of orientation and training will the intern need?
- What hours will the intern work?
- How much will the intern be paid?
- Inform other staff members regarding the intern's schedule and duties

Internship Job Description

The first step is to write the internship position description as if you were seeking a new part-time employee. Include the following:

- A brief description of the organization and its mission
- Position title; roles and responsibilities of the intern
- Skills and qualifications required or preferred
- Hourly pay rate and other compensation/benefits
- Start/end dates of the internship
- How to apply for the internship including attaching a resume and cover letter

Recruiting

List the internship electronically on the SRJC Handshake Job board:

<https://careerhub.santarosa.edu/handshake-employer-page>

- Students will view positions online
- Employers will interview each applicant for appropriate fit and is not required to hire all interested students

Paid or Unpaid?

- We encourage employers to pay students for internships for two reasons. First, students, especially students from diverse backgrounds, support themselves through college and need to work. Second, employers have a much stricter standard for meeting the [Federal Labor Standards Act](#) guidelines vs. a part-time job. Here is the link for the [FLSA form](#) if you choose to implement an unpaid intern.

Employer Role for Students Earning Intern Credit

- Active involvement in reviewing four specific learning objectives that the intern has written
- One meeting with the SRJC instructor, student and employer/supervisor (end of semester)
- Evaluation of the student's learning objectives and verification of hours worked
- Take a 10 minute Skills Survey on behalf of the student (Sent by Skills Survey company)
- Discussion of performance with the intern and instructor
- Students who are enrolled in the course, and have an unpaid internship (following FLSA Guidelines), are covered for Workers Compensation through SRJC.

See our website for FAQ about internships: <https://careerhub.santarosa.edu/internships>

Questions? Feel free to contact the Internship Coordinator:

Lauralyn Larsen

Faculty/Internship Coordinator; Work Experience Department

Santa Rosa Junior College; 1501 Mendocino Avenue, Santa Rosa, CA 95401

llarsen@santarosa.edu

<https://careerhub.santarosa.edu>

WORKEXPERIENCE
Learn. Earn. Achieve.

Employer Checklist in Designing an Internship:

- Supervisor/manager identified and assigned to the student** – Direct supervision is an important aspect to provide a meaningful learning environment for the student where they can apply their classroom knowledge to the workplace.
- Job Description** – Students work under specific job descriptions outlining responsibilities, tasks and desired minimum qualifications.
- Application process** – Students will fill out specific paperwork for the company.
- Interview and hiring process** – Students will participate in an interview process with the employer.
- Paid interns** – Students receive monetary compensation for their work.
- Orientation** – Students participate in a formal orientation at the beginning of the internship.
- Tours** – Students participate in a tour of the facilities at the beginning of the internship.
- Safety training** - Students participate in safety training at the beginning of the internship.
- Consistent schedule** – Students are given a consistent work schedule.
- Work space** – Students are given a work space to perform duties.
- Performance or learning objectives** – Students are given a list of clear performance or learning goals to achieve during the internship.
- Regular and ongoing feedback on performance** – Students receive recognition and positive feedback on their progress, and constructive feedback when necessary.
- Mentors/supervisors assigned to intern** – Students have an assigned mentor and a supervisor who offers guidance and support.
- Partnered with educational institutions** – The employer is partnered with an educational institution which can allow student interns to receive college credits for their employment, educational instruction that aligns with their gap year and additional resources to aid the students with their goals.
- Rotational schedule** – Students rotate job assignments and even locations throughout the course of the internship to diversify the training and broaden their understanding of the company.
- Work performance evaluation at the internship conclusion** – Supervisors provide interns with performance evaluations at the conclusion of the internships.
- Post-internship employment opportunities** – Students may be hired on as fulltime staff after the internship if there is an open position and the intern is qualified.
- Skilled trade(s) emphasis** – The program emphasizes training for a skilled trade or trades.

