

## Employers: Internship Readiness Questionnaire

### What are internships?

Internships are structured, supervised, and educational experiences with a prescribed start and end date. The majority of interns are undergraduate students seeking to gain relevant knowledge and experience.

### Internships are not...

Internships are **not** free or cheap labor that complete tasks part or full-time employees are unable to fulfill.

### Self-Assessment for determining whether your organization should consider hosting interns:

#### ◆ How serious are we about having an internship program?

- ⇒ Are we committed to working with universities?
- ⇒ Will the culture here be supportive of an internship program?

#### ◆ What can interns do for us? What are our goals?

- ⇒ Does my organization have meaningful work for interns to complete?
- ⇒ Are there technical skills we need in interns?
- ⇒ Do we want to use the internship program to identify, test, and recruit potential new employees?
- ⇒ Would an intern's limited experience be an asset, or a detriment?

#### ◆ What resources do we have to support an intern?

- ⇒ Do we have a designated individual with sufficient managerial skills to mentor interns?
- ⇒ Can my organization provide this individual with sufficient time and resources to manage an internship program?
- ⇒ In which department(s) should the intern work in?

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◆ **Does my organization have time for an intern?**

⇒ When should we host and for how long?

◆ **What resources do we have to support an intern? For example:**

⇒ Access to internet, phone, or computer

⇒ Access to full-time colleagues, managers, clients (if applicable)

⇒ Safe, adequate workspace

⇒ What does our on-boarding look like, and for how long?

◆ **What financial resources do we have?**

⇒ Can we afford to pay (hourly, stipend, salary) an intern?

⇒ Aside from monetary compensation, are there alternatives through a food allowance, free parking etc.

**\*\*\*Note on awarding academic credit\*\*\***

Awarding academic credit for an internship is not compensation. Every college and university has their own policy surrounding this. Furthermore, students are required to pay and enroll in a course that focuses on their internship experience in order to receive academic credit.