

Internship Program

BEST PRACTICES

- » Provide a **clear position description** so interns know what is expected of them.
- » Onboard your intern like you would an employee. **Train** on duties & technology, explain office culture, introduce to colleagues, & show them around your space. Make them feel welcome!
- » Provide **meaningful work** that allows interns to build and practice skills needed for the field.
- » Involve interns with your team by **inviting to meetings & other** workplace activities. Encourage leaders/executives to interact directly with interns.
- » Give branded gifts & provide **all tools** needed to complete work such as computer, phone, internet, software, etc.
- » Pay interns a **competitive rate** to attract quality applicants & ensure FLSA internship guidelines are met.
- » Offer frequent **check-ins** so interns can ask questions & get timely feedback. Consider providing a mentor in addition to a supervisor.
- » Ask students to give a **presentation on their work** and experience at the end of the internship.