

Internship Guide for Employers

Revised 11/19/2019

UNK College of Business and Technology students may choose to supplement their education with an internship experience. The internship may take place during the fall, spring, or summer semester (unless otherwise noted) with the purpose of providing students with professional and applied learning experiences in their respective industry. Students log work hours at your company while completing academic course requirements. Typically, students seek academic internships when they have one or two semesters of coursework remaining and have taken course prerequisites in their major subject area. The College of Business and Technology offers programs in the following areas, programs requiring internships are bold.

Accounting	Economics	Information Networking & Telecom.
Agribusiness	Finance	International Business
Computer Science	Family Studies	Management
Construction Management (summer)	Information Technology	Management Information Systems
Cyber Security	Interior & Product Design	Marketing
Early Childhood & Family Advocacy	Industrial Distribution (summer)	Supply Chain Management

Elements of a High Quality Internship

Diverse learning experience

The experience is an extension of the classroom, providing exposure to many facets of the business. Learning objectives related to the student's degree program are clearly defined.

Defined start and end date

Students work 12 weeks within the academic semester. Each semester there are designated start dates based upon when the semester starts (students begin the first, second, or third Monday of a semester, finishing in 12 weeks)

Value to the business

Through projects and meaningful work, internships are mutually beneficial.

Culture of Mentoring

The internship supervisor provides guidance, evaluation, and feedback to facilitate the learning process while also challenging the student.

Benefits of an Internship

Employer

- Expose business to talented young people
- Work with students eager to learn and apply their skills
- Preview skills and work performances of potential full-time hires (a semester-long interview)

Intern

- Apply classroom knowledge to real world experiences
- Evaluate areas of interest for full-time employment
- Network with experienced professionals

University

- Develop and strengthen partnerships with business and industry
- Gain feedback from industry for program development and enhancement

Steps of the Internship Process

1. Develop an [Overview of Internship Experience](#).
 - Utilize the templates on the website - unk.edu/cbt_internships
 - Each degree program has a template reflective of program required learning objectives.
2. Post the position on [Handshake](#) and notify the [Career Center](#).
 - Handshake website - <https://unk.joinhandshake.com/login>
 - A resource on setting up Handshake and posting a position is available by request or found on our website.
 - Email Brenda Jochum and/or Janice Woods when you post a position so we are aware of your internship opportunity and can promote to prospective interns.
3. Attend [UNK Career Events](#).
 - Career Events are found on our website – www.unk.edu/cbt_careers
4. Review applications and interview students. Utilize best practices of hiring including background and reference checks, drug test, and request for university transcript.
5. Make a selection and notify the student. Provide the student with the *Overview of Internship Experience*.
6. Student provides business with the *Internship Agreement* for review and signature, which includes supervisor contact information.

Employer Responsibilities during Internship

Training Plan – Work with intern to develop goals for experience, due end of week 2.

Project – Provide a meaningful project (recommended for all, required by some majors)

Supervisor Evaluations - Complete midterm evaluation at the end of week 6 and final evaluation at the end of week 12. The student will provide these forms.

Site Visit / Conference Call – Student coordinates with their supervisor and schedules a time with the instructor. This purpose includes appraising progress of internship goals and gaining feedback on skills and development.

Student Responsibilities during Internship

Reflective Journal – completed weekly

Training Plan – submitted end of week 2

Project – depends on major, identified by end of week 4

Onsite Photos – submitted end of 12 weeks

Summary Report or Presentation – submitted end of 12 weeks

Recommendations

Orientation and onboarding - Introduce the intern to members of your organization during their first day. Make sure others within your company recognize the valuable contribution they are making to the career development of a young professional. Follow-up with training or guidance during the first weeks.

Engaged supervisor – Individual is committed to and capable of developing people. The supervisor should meet with the intern to discuss progress at least once each week. Some companies provide the intern with a mentor in addition to their direct supervisor.

Timeline for the 12 weeks – Assists both the supervisor and the intern to reach the goals set for the experience.

Exposure to company culture – Include in meetings, company outings, trainings, and other activities unique to the organization.

Meaningful work - Provide the intern with a well-rounded experience that exposes the student to the many aspects of the business. Assigned work activities and projects are pertinent to their professional development and expose intern to many positions in the organization. Limit menial tasks as much as possible to provide a focus on experiential learning.

Questions

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