

# GOOD INTERNSHIPS ARE GOOD BUSINESS

Developing an internship program is an excellent strategy for investing in your organization's success, often leading to discovering tomorrow's leaders.

## BENEFITS OF AN INTERN

One of the more significant advantages to providing internships is the opportunity to select and develop your crop of talent. You have the opportunity to evaluate and screen potential employees before making a full-time position offer, which leads to financial savings. Employers have reported converting more than half of eligible interns into full-time hires. If hired in a permanent position, former interns assimilate faster to their new roles and have shorter learning curves than external hires.

### Interns can:

- Provide freedom for professional staff to pursue creative or more advanced projects.
- Increase staff retention rate.
- Assist an organization in applications of the latest strategies and techniques in the field.
- Maintain connections with colleges and increase visibility on campus.
- Promote community involvement – an excellent public relations tool.
- Recruit other students and generate enthusiasm.
- Create awareness of the field for future hires.
- Give to the community by teaching the prospective workforce.

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# YOUR GUIDE TO A SUCCESSFUL INTERNSHIP PROGRAM

**SIU** SOUTHERN ILLINOIS UNIVERSITY  
CARBONDALE COLLEGE OF  
BUSINESS

On behalf of the College of Business, we are excited that you are interested in hiring a Saluki! Our students are among the best in the country and without a doubt will contribute to your company. In preparing for a business student to intern with your company, there are a few things that you should know before beginning this process. The Business Placement Center in the College of Business will be your partner in this process. Please contact us if you have any questions along the way.

## INTERNSHIPS DEFINED

### An internship is:

Typically a short-term work experience related to major or career goals involving supervised training in a professional setting with clear learning goals. It may be paid or unpaid, and credit- or non-credit-bearing.

### An internship is not:

A means of getting work done using the expertise of a student with little or no training or supervision provided. The student is not free help.

## INTERNSHIP PLAN SHOULD INCLUDE:

### Goals.

#### A well-defined job description, including:

- Projects related to career interests or field of study.
- Clear learning objectives and expected outcomes.
- Challenging and meaningful work.

#### Quality supervision, training, access and regular

**feedback** by someone with expertise directly related to the intern's responsibilities.

#### Work space, tools, access.

#### Internship orientation, including:

- An overview of the organization.
- Exposure to other departments or functions.

#### Flexible working conditions.

## CREDIT, TIME AND MONEY

### For college credit:

- Requires approval by academic department (student-initiated).
- Requires completion of assignments plus hours worked.
- Job description and learning objectives.
- Evaluation(s).

### Time:

- 10-20 hours/week during the semester.
- Up to 40 hours/week in summer (if paid).

### Money:

- \$7.65-\$30/hour depending on skills and major (\$13.84 average).
- Governed by the Fair Labor Standards Act.

## LEGALITIES: PAID VS. UNPAID

### For-profits are obligated to pay, UNLESS:

1. Students act more like trainees than employees.
2. Training primarily benefits the student rather than your organization.
3. Students do not displace/replace employees.
4. You derive no immediate advantage from the student.
5. Student is not entitled to a job at end of the internship.
6. Both parties agree the student is not entitled to wages.

## LEGAL NOTE

If interns are engaged in the operations of the employer or are performing productive work (for example, filing, other clerical work or assisting customers), then the fact that they may be receiving some benefits in the form of a new skill or improved work habits will NOT exclude them from the FLSA's minimum wage and overtime requirements because the employer benefits from the interns' work.

– U.S. Department of Labor Fact Sheet No. 71, issued April 2010

## REALITIES

### Monetary concerns:

- 77 percent receive financial aid.
- 71 percent must work a paid job.
- 68 percent say they can only accept a paid internship.

### Results:

- On average, unpaid internships are viewed/considered by only 20 percent of students.
- Supply and demand economics may result in NO applicants.
- Many unpaid internships go unfilled.

## KNOW THE COMPETITION

- Identify **required** skills and qualifications.
- Think **broadly** in terms of majors and class levels.
- Given the economy, consider hiring recent graduates as interns.
- Market, advertise and promote your internships
- Be specific.

**More than 1,900 employers connected with the College of Business last year. It is important to brand and market your internship opportunity, as well as your company, by doing the following:**

- Participate in classroom presentation or present in classroom.
- Ask us how you might use our electronic signs to advertise and promote opportunities.
- Classroom presentations.
- Interview on campus.
- Register as an employer on Connect 2 Careers at <https://business-siu-csm.symplicity.com/>.
- Target student organizations.
- Talk with us regarding sponsorship opportunities.

## INTERESTED IN HAVING AN INTERN?

Understand the timeline and dates that students must abide by.

Spring 2017 Internship	
	Due Dates:
Internship application opens	Aug. 22, 2016
Part I: Intent to intern filed	Oct. 14, 2016
Part II: Internship application finalized	Dec. 16, 2016

Summer 2017 Internship	
	Due Dates:
Internship application opens	Aug. 22, 2017
Part I: Intent to intern filed	Jan. 20, 2017
Part II: Internship application finalized	March 14, 2017

Fall 2017 Internship	
	Due Dates:
Internship application opens	Jan. 17, 2017
Part I: Intent to intern filed	May 12, 2017
Part II: Internship application finalized	July 1, 2017

- Know that it takes time to find the right fit.
- Contact our office three to six months in advance to discuss recruitment plans.
- Complete the employer application.
- Have a beginning and an end date.
- Ask yourself if this is an internship or a part-time job.
- Complete the post-internship evaluation.