# Employer Guide to Developing an Internship

A wide variety of large and small businesses, non-profits and government institutions have found that Santa Rosa Junior College student interns add value to their organizations. In fact, many employers have found them to be so successful that they have built internships into their long-term staffing plans.

## What is an Internship?

Internships are designed by the employer to meet their organizational needs while at the same time providing for the needs of the intern. Internship programs offer students an opportunity to expand their education into the world of work. They put classroom theory into practice, test tentative career choices and build their professional experience in preparation for graduation. Interns make a short-term, 10-20 hour/week commitment to work for an employer to gain valuable experience and exposure to the work environment in 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. Academic credit is given upon successful completion of an internship.

## What do Interns Do?

Interns are a valuable resource. They may:
- Assist on special projects (tackle a “wish list”), organize research projects, plan special events, develop special promotional campaigns
- 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 a low-risk opportunity to try out a possible new employee for a future job opening

## Organizational Support

A critical step in developing internships involves identifying the office support needed for a successful internship. Consider the following:

- Who will supervise the intern?
- Where will the intern’s work area be located?
- What kind of orientation and training will the intern need?
- What hours will the intern work?
- How much will the intern be paid?
- What will be the intern’s daily routine?
| **Internship Description** | 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
- Pay rate (hourly) and other compensation or benefits
- Hours per week
- Start/end dates of the internship
- How to apply
- What documents to send (cover letter, resume, writing sample, etc.) |

| **Recruiting** | List the internship opportunity electronically on the SRJC Student Employment Job/Intern web site: [Job/Intern Board](#)
- Intern program will notify appropriate faculty
- Intern program will refer students seeking an internship
- Current students and alumni will have access to your posting |

| **Your role for students earning intern credit** | • Active involvement in the selection of four specific learning objectives for your intern
• Two meetings with an assigned instructor and the intern at your job site
• Evaluation of the student's learning objectives and verification of intern's hours near the end of the semester |

See our web site for FAQ about internships: [SRJC Work Experience web site](#)