



# Guide To Creating An Internship

Use this guide to help you create an internship opportunity for a Clark student.

## What is an internship?

An internship is an experiential learning opportunity that helps a student integrate what they are learning in the classroom with practical application in a professional setting through intentional learning goals with measurable outcomes. The student agrees to complete work that will benefit the host organization and in return is offered the opportunity to learn new skills, expand his or her knowledge of a particular field, grow their professional network and explore career options. Internship learning goals may include:

- **Academic learning into practice:** the student may apply and test knowledge, tools or resources learned in the classroom to a professional work environment.
- **Career readiness:** the student may explore a specific field of interest, expand their professional network and gain an understanding of the qualifications and duties involved in a specific profession.
- **Skill development:** the student gains an understanding of the transferable skills and knowledge required for success in a professional work environment and gets an opportunity to refine or build new skills.
- **Personal development:** the student gains decision-making skills, self-confidence, business savvy, ethics, and teamwork required for success in a professional work environment.

## How do I create an internship?

Many local, regional, and even national employers do not have formal internship programs, but can offer internship opportunities that meet the criteria and guidelines developed by [NACE \(National Association for Colleges and Employers\)](#), the [U.S. Department of Labor](#), and [Clark University](#)

## What is the timeline of an internship?

Most internships are designed to follow the academic calendar and will involve working on a project that lasts throughout a semester, others may be designed to span the summer months when many students are not enrolled in classes. The length of paid internships can be one academic semester, 6 months, or even up to an academic year, but the duration should be agreed upon by both the student and the employer early in the process. Internships should never be indefinite or ongoing. An **optimal work week is 10-15 hours during the academic year**, but some internships **may be full-time over the summer**.

## Are internships paid or unpaid?

While internships are created to provide meaningful experiences that support student education, the employer does benefit from the work of the intern. We encourage paid internships when possible. Unpaid opportunities can be shared if they are true experiential learning opportunities

for our students and comply with the [Fact Sheet: Internship Programs Under the Fair Labor Standards Act](#).

### **Creating an internship description:**

To create an internship description, follow the prompts outlined below:

- **Give the internship a title.** The internship can have a name that reflects the projects included in the position, or the department that the position is in, for example, *“Operations Intern.”*
- **Provide a brief overview of the organization.** Summarize the organization’s mission and work.
- **Write an internship description:** Internship descriptions should be as detailed as possible to ensure that students understand desired skills, expected responsibilities, and scope of work prior to application. Strong descriptions will also include a summary of your organization, a defined timeframe, a description of knowledge and/or skills to be developed by the student during the duration of the internship, and concrete learning goals and outcomes.
- **Compensation:** Indicate whether the internship is paid or unpaid in the description.
- **Position requirements:** Indicate the specific skills, experience or knowledge required of applicants. It is also important to outline additional requirements, such as, work authorization (Accepting OPT/CPT work visas), preferred class years, or preferred majors. If you have questions regarding work authorization requirements, please reach out to Rosie in the Career Connections Center at [rogallant@clarku.edu](mailto:rogallant@clarku.edu).
- **Location:** Specify the physical address of the internship and indicate if remote interns are eligible.
- **Specify a start date:** Provide the start and stop dates of the internship.
- **Provide contact information:** Specify who to contact, how to reach out and who the hiring contact is for the internship.
- **Applicant instructions:** Outline any additional applicant documents required or instructions to apply to the internship. Provide an application deadline.

### **How do I post an opportunity on ClarkCONNECT?**

In just a few minutes, alumni, family and friends of Clark University can post internships, jobs and projects for Clark students on ClarkCONNECT. Get started by joining [ClarkCONNECT](#). You can create an account using your LinkedIn, Facebook, or email.

- ❖ **Create a profile.**
  - o Select alumna/alumnus or family/friend as your user type.
  - o Follow the steps to fill in your profile information. **HINT:** Add a photo to make your profile stand out!
- ❖ **Post an opportunity**
  - o Click the “*post a job*” button.

Follow the steps to fill in information about the opportunity.

### **More Internship FAQs:**

- **How do internships benefit my place of employment?**
  - Interns can support temporary, seasonal, or busy positions and projects.
  - Interns are a source of potential future employees.
  - Students bring new ideas, skills, and points of view to old and new problems.
  - Hiring interns can increase the visibility of your company on campus as brand advocates.

- **Do I have to provide health care for interns?**

No, most students are covered by their parents' or guardians' health care plans, or they obtain coverage through their school.

- **Do I need to be the hiring manager to share an opportunity on ClarkCONNECT?**

No, you do not need to have to be the hiring manager. Oftentimes, alumni post opportunities on behalf of their employers, or connect with HR / University Relations / Recruiting staff at their organization to learn of current internship and job postings.