

Internship Guidebook for Community Partners



Center for Experiential Learning & Career Success

TRINITY UNIVERSITY

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DEFINITION OF INTERNSHIP

Because the internship experience involves students, colleges and universities, and employers with often times differing objectives, it is important to have a definition of “internship”. Trinity University adopts the definition advanced by the National Association of Colleges and Employers:

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

INTERNSHIP PROGRAM OVERVIEW

Thank you for hosting a Trinity student as an intern for your organization. The personal and career- oriented lessons an intern will learn could not be accomplished without your involvement. We are confident that, given clear guidelines from you, Trinity students can bring energy, creativity, and enthusiasm to your organization.

Three Elements Guide Trinity’s Internship Program

Structured Plan

A detailed job description is crucial for setting up a high quality learning experience. Outline daily responsibilities and larger projects the intern will complete. Include the qualifications you would like to see in candidates and instructions on how to apply. Refer to Appendix D for the Internship Posting Template.

Substantive work

The student and host organization benefit most when the intern’s contributions impact the organization in a measurable way.

Mentorship

Provide regular feedback on work performance and talk with interns about career exploration, effective workplace habits, and developing skills.

Trinity also requires Compliance with Dept. of Labor Standards and local, state, and federal laws. See page 4 for more information.

Desired Learning Outcomes from All Internship Opportunities

Career Exploration

Increase awareness about career aspirations. Consider what kind of organizational environment and what types of roles could be the best fit.

Skill Development

Identify specific knowledge or skill areas that can be gain through an internship. This can be a blend of soft skills like time management or effective communication and hard skills like spreadsheet modelling or press release writing.

The internship program's primary goal is to help students further develop motivation and self-confidence. For more information please see Trinity's resource page for internship hosts.

COMMUNITY PARTNER PROCESSES FOR RECRUITMENT

A. Write an Internship Description

Job descriptions are the currency we use to connect interns with you. Use them to help students envision what they will do, what they will learn, and qualifications needed to apply. Specific descriptions are essential for establishing a good fit between students and organizations. Each description should include at the very list:

- A description of your company in terms of mission, product or service, and clientele
- Summary of position
- Details about the position:
 - Semester and timeline
 - Learning objectives
 - Describe any special projects(s) assigned to the intern
- Responsibilities and Qualifications:
 - List in detail the responsibilities of the position
 - List skills necessary to perform the work
 - Add desired experience
- Application Instructions
 - Indicate what should be included (cover letter, resume, writing sample, portfolio, etc.)

For a posting template and job posting examples please refer to the appendix section.

B. Post your Internship Description

We use the Handshake recruiting system to share all job and internship opportunities with Trinity students. Follow this link to [create an account](#). It should take less than five minutes. If you're already recruiting on Handshake you'll be able to easily add Trinity University.

For more information on the Handshake platform please see the [Handshake Help Center](#), or contact our office if you'd like help setting up your account. We look forward to connecting with you on Handshake!

If you have any questions navigating our system, please call 210.999.8321 for assistance.

C. Intern Selection

Set up interviews and make an offer to the student you select.

COMPENSATION GUIDELINES FOR ATTRACTING TOP INTERNS

	TO ATTRACT TOP 25% OF STUDENTS	TO ATTRACT TOP 5% OF STUDENTS
COMMUNICATIONS/PR	<i>Minimum Wage</i>	<i>\$12-\$15/Hour</i>
MARKETING	<i>Minimum Wage</i>	<i>\$12-\$15/Hour</i>
COMPUTER SCIENCE/ENGINEERING	<i>\$15/Hour</i>	<i>\$17-\$22/Hour</i>
NON-PROFIT	<i>Unpaid/Stipend</i>	<i>\$12/Hour</i>

Although there are distinct advantages to paying interns, Trinity understands that sometimes this is not an option. For an unpaid internship to be approved by the University, it must follow federal guidelines set by the [Fair Labor Standards Act](#) (FLSA).

Complying with the Department of Labor’s Fair Labor Standards Act

We encourage employers to comply with the [Fair Labor Standards Act](#) (FLSA) by offering a competitive wage for internship positions. We recommend you read the Department of Labor’s internship fact sheet reprinted below and consult with your HR and/or legal department to ensure that your position complies with the FLSA.

Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act

This fact sheet provides general information to help determine whether interns and students working for “for-profit” employers are entitled to minimum wages and overtime pay under the Fair Labor Standards Act (FLSA).¹

Background

The FLSA requires “for-profit” employers to pay employees for their work. Interns and students, however, may not be “employees” under the FLSA—in which case the FLSA does not require compensation for their work.

The Test for Unpaid Interns and Students

Courts have used the “primary beneficiary test” to determine whether an intern or student is, in fact, an employee under the FLSA.² In short, this test allows courts to examine the “economic reality” of the intern- employer relationship to determine which party is the “primary beneficiary” of the relationship. Courts have identified the following seven factors as part of the test:

1. The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee—and vice versa.
2. The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.
3. The extent to which the internship is tied to the intern’s formal education program by integrated coursework or the receipt of academic credit.
4. The extent to which the internship accommodates the intern’s academic commitments by corresponding to the academic calendar.
5. The extent to which the internship’s duration is limited to the period in which the internship provides the intern with beneficial learning.
6. The extent to which the intern’s work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
7. The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

ACADEMIC CREDIT OPTION

Trinity enables students to earn up to six academic credit hours for approved internships completed while enrolled in an academic internship course. Approval depends upon whether the internship can provide the student with substantive & structured work and mentorship throughout the internship experience. The choice to pursue credit is up to the student. Trinity recommends paying student interns regardless of whether credit is attached.

- Enrollment in the internship course must be approved before the internship begins
- In order for the internship to be approved the employer must agree to:
 - Provide an official job description for the internship.
 - Abide by Trinity's legal terms for paid or unpaid internships, see Appendix A and B.
 - Work with the student to set specific learning goals for the internship, see Appendix B.
 - Complete performance evaluations at the mid and final points in the semester. Ideally, employer and intern will have a conversation about each performance review.
 - Verify the number of hours completed for the internship. Each credit hour requires forty hours of internship-related work. For a three-credit class the student will be expected to complete 120 hours of work, which breaks down to about 10-12 hours of work per week during the fall and spring semesters.
- To complete the internship course the student must:
 - Work with his/her site supervisor to set 4-5 specific learning objectives. These can be a mix of hard skills and soft skills the student wants to improve.
 - The student writes bi-weekly reflections on what he or she is learning at the internship as well as a final reflection at the end of the course.
 - The student and supervisor complete performance evaluations sent by Trinity at the midterm and final points of the internship. Ideally, they have a conversation about each performance review.

Appendix A

Trinity University Office of Experiential Learning Off-Campus Paid Internship Agreement

This Agreement entered into this _____ date of _____, between _____, hereafter called the “Agency” and Trinity University. This Agreement becomes effective on the date of acceptance and signature by the University and Agency. This Agreement shall be in effect until _____.

In consideration of the terms and conditions contained herein, the Agency agrees as follows:

- The Agency agrees to abide by the requirements of the Equal Employment Opportunity Commission (EEOC), especially to ensure that no form of harassment will be permitted and that neither will discriminate on the basis of age, sex, religious belief, race, color, national origin, physical handicap, marital status, or sexual orientation or other characteristics protected by federal, state or local statute or ordinance.
- The Agency agrees to abide by the requirements of the Fair Labor Standards Act (FLSA), in regard to determining when an intern is a trainee as opposed to employee and is therefore required/not required to be paid.
- To provide workers’ compensation insurance coverage for the student intern or otherwise assume liability for work-related injuries sustained by the intern at the internship site.
- To notify the University’s Director of the Internship Program of any changes in the student’s work status, schedule, or performance.
- To allow a faculty advisor and/or the University’s Director of the Internship Program to conduct pre-arranged site visits to confer with the student and his/her supervisor.
- To provide two written evaluations of the student’s performance, one at mid-term and the other at or before the end of the student’s internship.
- It is mutually understood and agreed that the parties shall at all times be acting as independent contractors in performing their duties under this Agreement.
- This Agreement constitutes the entire agreement between the parties, and all prior discussions, agreements, and understandings, whether verbal or in writing, are hereby merged into this Agreement.

Name of Student Intern: _____

Agency: (Please Print) _____

Agency Internship Supervisor: _____

Agency Internship Supervisor’s Signature: _____

Date: _____

Trinity University Director of the Office of Experiential Learning: Dr. Jacob Tingle _____

TU Director of Office of Experiential Learning Signature: _____

Date: _____

Appendix B

Trinity University Office of Experiential Learning Off-Campus Unpaid Internship Agreement

This Agreement entered into this _____ date of _____, between Trinity University and _____, hereafter called the "Agency". This Agreement becomes effective on the date of acceptance and signature by the University and Agency. This Agreement shall be in effect until _____.

In consideration of the terms and conditions contained herein, the Agency agrees as follows:

- The Agency agrees to abide by the requirements of the Equal Employment Opportunity Commission (EEOC), especially to ensure that no form of harassment will be permitted and that neither will discriminate on the basis of age, sex, religious belief, race, color, national origin, physical handicap, marital status, or sexual orientation or other characteristics protected by federal, state or local statute or ordinance.
- The Agency agrees to abide by the requirements of the Fair Labor Standards Act (FLSA), in regards to determining when an intern is a trainee as opposed to employee and is therefore required/not required to be paid.
- The agency agrees to receive no remuneration for this Program.
- To provide an experience for the intern that is for the benefit of the intern through which an intern can apply their classroom theory for an adequate number of hours and during an adequate period of time to allow an intern to potentially obtain academic credit for the work performed.
- To provide workers' compensation insurance coverage for the student intern or otherwise assume liability for work-related injuries sustained by the intern at the internship site.
- To notify the University's Director of the Internship Program of any changes in the student's work status, schedule, or performance.
- To allow a faculty advisor and/or the University's Director of the Internship Program to conduct pre-arranged site visits to confer with the student and his/her supervisor.
- To provide two written evaluations of the student's performance, one at mid-term and the other at or before the end of the student's internship.
- It is mutually understood and agreed that the parties shall at all times be acting as independent contractors in performing their duties under this Agreement.
- This Agreement constitutes the entire agreement between the parties, and all prior discussions, agreements, and understandings, whether verbal or in writing, are hereby merged into this Agreement.

Name of Student Intern: _____

Agency: _____

Agency Internship Supervisor: (Please print) _____

Agency Internship Supervisor's Signature: _____

Date: _____

Trinity University Director of the Office of Experiential Learning: Dr. Jacob Tingle _____

TU Director of Office of Experiential Learning Signature: _____

Date: _____

Appendix C

GOAL SETTING FOR INTERNSHIP LEARNING

Student Name:

Name of Organization:

Supervisor Name and Title:

Goals for Career Exploration

How do you hope this internship will influence your career planning or advance your professional goals? (250- 300 words).

Goal Setting for Transition into Work

Identify differences between your responsibilities as a student and as an employee. What habits can you create to help you succeed in a working environment.

Goal Setting for Knowledge and Skill Development

Transferable Skills

From the list below identify the three transferable skills you would most like to advance through this internship. For each one you select, make a plan for how you will develop the skill by outlining specific activities that will help you achieve it.

Critical Thinking/ Problem Solving

Oral/ Written Communication

Teamwork/ Collaboration

Digital Technology

Leadership

Professionalism / Work Ethic

Career Management

Positive Attitude

Resilience

Technical Skills

Identify a technical skill relevant to your career path that you would like to advance through this internship. This can be something like Excel skills, writing press releases, etc. Make a plan for how you will develop this skill by outlining specific activities that will help you achieve it.

Appendix D

INTERNSHIP POSTINGS TEMPLATE

About the Organization

Give students a sense of your organization's identity. What does your organization value? And what products/services does it provide?

Position Summary

Tell the student how this internship serves the organization and the student expected contributions. Special projects can also be described here. This statement of purpose is analogous to a mission statement. It drives the development of the specific things the intern will do.

Details About the Work Experience

In order for the Center to identify workplace experiences that can legitimately be identified as an internship the following information is needed:

- General learning objectives – what is are the knowledge, skills and/or practical applications the student is expected to develop.
- Semester and Timeline – is this a fall/spring/summer or year-round opportunity? How many weeks is the intern committing to this experience?
- Compensation – is this a paid or unpaid internship?

Specific Responsibilities

This section identifies projects and daily tasks that the intern will deliver.

Qualifications and Preferred Skills

What hard and soft skills would you like the intern to bring to the job. Consider dividing into required and preferred.

Example Posting for Accounting Internship

Description

We are a global and boutique professional services company dedicated to solving business leaders' most complex challenges to fuel the performance and growth of people, brands and businesses. We do this by applying our cross-discipline experience to deliver interconnected solutions that create "The Connected Company". We seek an accounting intern who is naturally curious, analytical, and creative. A successful accountant is a fast learner who is disciplined and has strict attention to detail. They have a distinct sense of entrepreneurial urgency to get the job done and a servant's heart to exceed external and internal client expectations.

Semester

Fall/Spring/Summer/Other

Timeline

This internship is anticipated to be 10-16 weeks

Anticipated Learning Objectives

By the end of this internship, the intern should expect to...

Schedule and Compensation

- 10 – 20 hours per week around intern's schedule during the academic year; up to 40 hours per week during the summer
- Paid/Unpaid

Responsibilities

- Help with month-end financial reports
- Work under supervision of other accountants
- Help with bank statements reconciliation, as well as accounts payable and receivable
- Perform balance sheet reconciliation
- Assist with the preparation of ad hoc and other internal reports
- Assist with the semi-annual physical inventory
- Compose and input journal entries into Oracle
- Take part in royalty revenue project
- Assist the coordinator with month-end financial reports
- Manage monthly tracking of physical inventory

Qualifications and Preferred Skills

- Experience with Microsoft Office, PowerPoint, Word, with proficiency in Excel
- Excellent communication skills, written and verbal
- Detail oriented with exceptional time management and organizational skills
- Analytical, problem-solving and decision-making skills
- Self-motivated with the ability to work with minimal supervision
- Passion for technology and the use of technology to improve business processes and insight

Example Posting for Business Analytics Internships

Description

The Office of the Chief Technology Officer (OCTO) works on challenging problems that require passion and conviction. We work on several fronts from technical development to software process optimization. The internship will explore and implement solutions to tough problems using diverse development languages and technologies. Intern projects are unique to the specific business need. You will be provided with a full network of individuals to ensure you have an incredible internship experience and be assigned a mentor and peer-level buddy to help you navigate through the organization. Specific internships and roles will be assigned based upon your skillset.

Semester

Fall/Spring/Summer/Other

Timeline

This internship is anticipated to be 10-12 weeks where you will undertake a challenging project designed to blend strategic and operational work.

Anticipated Learning Objectives

By the end of this internship, the intern should expect to...

Schedule and Compensation

- 10 – 20 hours per week around intern’s schedule during the academic year; up to 40 hours per week during the summer
- Paid/Unpaid

Responsibilities

- Modeling, new product development and project valuation
- Monitoring and investigating hosts/endpoints for malicious activity, to include analysis of packet captures, and assist in efforts to detect, confirm, contain, remediate, and recover from attacks
- Leveraging HTML/ CSS skills to build landing pages and launching them via Adobe Test & Target

Qualifications and Preferred Skills

- Majoring in Computer Science, Software Engineering or Information Security
- 3.0 GPA or better
- You must be within one year from obtaining your degree at the conclusion of the internship
- Experience with or knowledge of Java, C++, Python and agile software development
- Ability to think of creative solutions to problems and communicate effectively
- Experience with Microsoft Excel and PowerPoint

Example Postings for Communication Internships

Description

The Summer Internship Program provides interns an opportunity to learn more about how our efficient, safe and “green” rail network supports the global supply chain. Interns participate in group events and projects, experiencing first-hand what it is like to be a full-time employee. We have countless opportunities for interns to develop their skills, create new ideas and even travel!

The program begins with an extensive corporate orientation. During the training period, interns receive a company overview and interact with company leaders. Following orientation, interns receive on-the-job training according to their assigned group. The objective of our Summer Internship Program is to find students that will join us after graduation as part of our Management Trainee Program. Relocation assistance may be provided to interns who are moving more than 50 driving miles from their permanent residence.

Semester

Fall/Spring/Summer/Other

Timeline

This internship is anticipated to be 10-12 weeks where you will undertake a challenging project designed to blend strategic and operational work.

Anticipated Learning Objectives

- By the end of this internship, the intern should expect to:
 - Express ideas and information in a clear and concise manner.
 - Be knowledgeable about various analytical and measurement tools use to monitor website statistics and social media usage.
 - Demonstrate proficiency in PhotoShop, Excel and Publisher.

Schedule and Compensation

- 10 – 20 hours per week around intern’s schedule during the academic year; up to 40 hours per week during the summer
- Paid/Unpaid

Responsibilities:

- Write company news and feature articles for posting on internal website and other communication channels, as assigned.
- Assist with special events, recognition programs, and other functions.
- Support content development for company-wide employee mobile app and for various social media outlets.
- Help monitor website statistics and social media usage, using various analytical and measurement tools.
- Assist in graphic design for a variety of digital and print publications.
- Assist with research and fact checking for company communications.

- Perform various administrative functions, including updating databases and mailing lists and other duties as assigned.

Qualifications and Preferred Skills

- Demonstrate the ability to perform the duties and responsibilities listed above
- Demonstrate leadership skills
- Work effectively in a team environment
- Recognize and respond effectively to unexpected situations and tight deadlines
- Demonstrate flexibility and adaptability to changing task priorities and work situations
- Demonstrate ability to complete tasks regardless of obstacles
- Cumulative GPA of 3.5 or higher
- Graduation date prior to September 1, 2020.
- Pursuit of a degree in Communication, Journalism, English OR a similar program
- Proven leadership experience and excellent oral and written communication skills

Example Posting for Human Resources Internships

Description

We are currently seeking an energetic and eager Recruiting Intern for Summer 2019. This position is a paid internship and a great opportunity to interact with candidates and contribute to our full-cycle recruiting process. Self-motivated college juniors with strong interpersonal skills are invited to apply.

Our structured internship program adds value by getting you acclimated to entering the workforce while performing real-life work duties. The goal of our internship program is to provide you with every opportunity to learn and be creative with the hopes that you convert to a full-time employee upon graduation.

As a Recruiting Intern, you will work with a select group of staffing professionals in an entrepreneurial environment to provide top recruiting talent support on both a contract and permanent basis.

Semester

Fall/Spring/Summer/Other

Timeline

This internship is anticipated to be 10-12 weeks where you will undertake a challenging project designed to blend strategic and operational work.

Anticipated Learning Objectives

- By the end of this internship, the intern should expect to:
 - Express ideas and information in a clear and concise manner.
 - Be knowledgeable of talent support best practices.
 - Demonstrate understanding of full-cycle recruitment process.

Schedule and Compensation

- 10 – 20 hours per week around intern’s schedule during the academic year; up to 40 hours per week during the summer
- Paid/Unpaid

Responsibilities:

- Review resumes; source, screen and interview potential candidates; schedule interviews.
- Build the candidate database through networking and referrals, and maintain relationships with existing candidates.
- Develop and maintain a network of candidate prospects using the company’s staffing database
- Assist Senior Recruiters with management of candidate’s interview process.

Qualifications and Preferred Skills

- Energetic and outgoing
- A team player with a desire to learn new skills.
- Comfortable making several hours of outbound calls daily

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- Ability to work successfully in a fast-paced, ever-changing environment
- A self-starter with a strong work ethic and excellent follow through
- Excellent communication skills, verbal and written
- Preference is given to Juniors pursuing a degree in Business, Management, Communications, Marketing, Professional Sales, Human Resources, or a related track.