Step 2: Write a Plan for the Internship

Identify goals, timelines, and a general description of the project, which will become your work plan, so that everyone understands the purpose and expectations involved. There is a sample work plan provided in Appendix D.

Make sure to consider what the student needs to learn about your field. Take a look at the section on Learning Outcomes on the Learning Agreement (Appendix B). While the student and faculty will actually complete this section, you can make it easier for a student to obtain academic credit by taking this inter consideration. You should also look at the Departmental Requirements listed online (www.nmu.edu/careerservices/employer-internship-toolkit) to make sure you meet them.

Projects can be specific to a department or position, or “floating” internships can be created. A “floating” intern can be utilized throughout different areas and departments of the organization.

- An example of a “floating” internship: Public Administration is a broad field in which students working toward a degree in Public Administration are qualified for positions in various areas of an organization; therefore, students would be great candidates for “floating” internships.
- Benefits of a “floating” internship:
  - Students who have not identified a specific area of interest within a field are able to get experience in various departments in order to choose where to concentrate their career path.
  - Builds engagement between the student and the organization, which can increase output.
  - Increases communication between departments.

After the work plan has been established, create a job description for the position.

Job descriptions will be used for the recruiting process. Job descriptions outline the requirements you are looking for in an ideal candidate and also help determine what skill sets are needed to fill the responsibilities required by the position.

There is a job description template (Appendix C) to help you get started.

How can you involve the intern in experiences beyond the actual work of the internship?

Further involvement can include training programs, social events, and opportunities to network with executives and other companies. Best practices for social events include:

- Encouraging interns to network amongst themselves to share their experiences.
- Inviting your intern to company sponsored events
- Considering organizing an end-of-the-program experience, such as participation in a golf outing or a lunch/reception with upper management.
- Having the intern shadow in other departments to familiarize them with your organization and expose them to opportunities outside of their original scope.
- Inviting your intern to Board meetings or other formal group settings to encourage networking with potential future employers.

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