

How to Host an Intern

What is an internship?

- An internship is a short-term work experience emphasizing hands-on learning
 - Pre-professional experience in which the student will begin to demonstrate how his/her academic preparation can aid them in pursuing his/her career goals.
- An internship should be a “shared value” experience
 - The organization provides a learning laboratory where students experience the real working world.
 - Students contribute to the organization by performing meaningful projects and assignments that are of continuing value to both parties.

Why do you want an intern?

- Do have meaningful work to be done?
- Or do you just need “help”?
- Can you?
 - Assign meaningful work that has a “payoff” for the student?
 - Break a large project into smaller components?
 - Show the intern how to start and complete assigned tasks?
 - Deliberately seek opportunities for interns to learn?
 - Talk through successes and failures with the student?

Is your staff/office ready for an intern?

- Who is going to supervise the intern?
 - How are they going to interact with other staff?
- Are you going to pay them?
- Do you have workspace?
- Interns are students first, can you handle this?
 - Interns need to be taught and supervised
 - You must work around the academic calendar

Intern Job Description

- Mission of Organization
- Purpose of Internship (title)
- Qualifications
 - Include unusual requirements (i.e. medical exams, etc.)
- Job Duties
- Start/End dates, hours
- Compensation
- Contact/Supervisor information
 - Include location & parking instructions

How can I find an Intern?

- Intern Site at www.npconnect.org
- Annual Nonprofit Shadow Day (www.npconnect.org)
- American Humanics
- Colleges/Universities
- Personal relationships

Intern Interview

- Provide mission & philosophy of organization
 - Explain how intern fits into organization
- Explain responsibilities and expectations of intern
 - Be as specific as possible about what the student will do
- Describe available training or other professional opportunities available to intern
- Explain office hours, location, parking, & dress codes
- Explain compensation and benefits
- Ask student about their interests and what they hope to get out of their internship

Once you have an intern

- Paperwork
 - Academic contract/paperwork, HR paperwork
- Orientation
 - Provide overview and set expectations
- Supervision
 - Checking in vs. hovering
 - Academic site visit
- Evaluation
 - Formal and informal
- Handling student expectations
 - Accommodate when possible

Internship pay

- Pay your intern if possible (seek donor who may be interested in supporting next generation leader)
- Show the intern the value you place on his/her work for the organization
- Increasing tuition costs make pay increasingly important

In Summary

- Determine your need for an intern
- Prepare yourself and your office for an intern
- Utilize community resources to find an intern
- Interview students
- Orient, Supervise and Evaluate your intern
- Pay your intern if possible
- Enjoy knowing you are helping a next-generation nonprofit leader