

Internship Checklist for St. John's Alumni

Thank you for agreeing to assist in setting up an internship for a St. John's student at your company. This checklist is designed to help you get organized and to give you an idea of what to expect during the process.

What is an Internship?

- Internships are arrangements in which college students and career changers lend their talents to companies in return for an opportunity to develop business skills, learn about a new industry, and gain exposure to the work environment. Internship programs are set up as either non-compensated or compensated internships. Whether paid or unpaid, an internship position is often quite beneficial to the student who participates, for he or she receives "real world" business experience and an early opportunity to impress potential employers. Employers too benefit from internship programs by obtaining the services of skilled personnel for modest cost and by being exposed to new ideas and perspectives.¹

What are the benefits of establishing an internship for a St. John's student?

- Obtain the services of an enthusiastic, energetic worker who is eager to learn through actual experience, often for a very modest financial investment.
- Get that extra pair of hands for a special summer project.
- Introduce a fresh perspective to entrenched procedures which may have outlived their usefulness.
- Gauge the potential of a possible future employee in actual work settings.

Setting up an Internship

- The procedure for setting up an internship varies from company to company, depending on size, industry etc. The Human Resources department is involved with internships at the vast majority of companies, so that's a good place to start.
- In general there are two types of internships:
 - Company-wide internships, where an intern is rotated through a number of departments to gain an overview of how the industry/company works.
 - Department-specific internships, where the manager has a specific project that requires assistance.
- If either of these programs already exist within your company, Human Resources should be able to provide a description of the internship and an overview of the application process.
- St. John's Career Services Office has prepared a descriptive brochure about the St. John's education for companies that offer internships; you can provide this to your HR contact.

¹ <http://definitions.uslegal.com/i/internship/>

- If your company does not currently have an internship program, there may be an opportunity for you to set up an internship in your department. In this case, prepare a thorough description of what the intern will do, the expected learning opportunities, and anticipated end results (e.g. a report, a process improvement). The internship should be rewarding and challenging for the student, and have value for your company. Your HR department should be able to provide a description of what you need to do to set up such an internship. Assistance can also be obtained from both Career Services offices at St. John's.
- Whether an internship program already exists at your organization or you will be creating a new opportunity for a St. John's student, an important element of the internship description is the salary or stipend, along with the number of hours to be worked. St. John's College funds for internships are extremely limited, so it is hoped that alumni and their respective organizations can offer paid internship opportunities. Unpaid internships are discouraged to avoid violation of Department of Labor standards. If there are no funds available in your company to pay the intern, it may be possible to arrange a stipend from the college's Ariel Internship Fund or the Hodson Trust. Career Services can provide information about these two programs.

Your Involvement

- If the intern will be reporting to you, you can expect to be involved in the selection process. As you interview the student, please keep both the St. John's education and the requirements of the position in mind to ensure that the intern and the internship are a good fit for one another.
- You should not expect to be involved in the selection process if the intern will not report to you. However, Career Services will recommend that the student contact you to gain an understating of your company and industry and of the internship.
- In the case where the student is not working directly for you, Career Services requests that you be a mentor for the student. You should arrange brief "touch base" meetings once a week or once every two weeks so you can offer advice and guidance to the student.
- At the completion of the internship, Career Services will ask you and the student to each complete a report on the internship so that it can collect statistics, and cite examples for future internship programs. Companies may also track internships, in order to call back successful interns in subsequent internship periods and for job offers after graduation.

If you have further questions regarding St. John's internship programs or need additional support in establishing a program in your workplace, please contact:

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