



Employer Internship Guide

Table of Contents

Internship Overview	3
Benefits for Employers	4
Creating a Successful Internship Program	5
Orientation/ Internship Management	7
Internship Evaluations	8
Sample Internship Evaluation	9
Handshake Instructions	10
Job/Internship Description Outline	15
Mission Statement	16

Contact:

Call (540) 464-7560 or

Email careerservices@vmi.edu

Internship Overview

VMI offers a rigorous education that includes a broad undergraduate program with majors in engineering, science, liberal arts, and social sciences. Woven into every curriculum is leadership and character development that benefit graduates for life. We accomplish this mission with the support of our alumni and the employer community that offer practical experience to our cadets.

Internship

[NACE](#) (the National Association of Colleges and Employers) recommends this definition of an internship:

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. ([NACE 2019](#))

Characteristics of VMI cadet internships include:

- Cadets are only available for on-site internships during the summer (virtual internships for the fall or spring semesters will be evaluated).
- May be paid or unpaid; may also be taken for academic credit (note: internships taken for credit must be reviewed by a member of the academic department).
- May be full-time or part-time (if for credit, the academic department determines hours).
- Provide professional experience and have defined learning outcomes, with knowledge or skills that can be used at other employment settings.
- A balance between the needs of the organization and the professional and academic development of the cadet.
- An employee, preferably with a background in the area of expertise, designated to supervise, evaluate, and provide feedback to the cadet.

Interns are not:

- Responsible for only “busy” work, consisting of manual labor or clerical tasks. Eighty-five percent of internship tasks should be substantive.
- Responsible for replacing a staff member.
- Primarily completing the internship for monetary gain.

Internship opportunities may be posted with Career Services approval on [Handshake](#) (information regarding Handshake on pg. 10).

Benefits for Employers

Possible benefits for employers:

- Helping the VMI community develop future leaders.
- Source of potential employees who have experience with the organization.
- Develop leadership skills of current and potential employees.
- Cost-effective support for existing staff.
- Candidates for temporary positions or projects.
- New, fresh perspectives.
- Positive publicity of organization in the community and as a prospective employer.

Possible benefits for cadets:

- Experience and skills to add to their resume.
- A potential employment opportunity.
- Developing skills to make them competitive in the job market.
- The opportunity to see if their career field is right for them.
- Networking with individuals in their prospective industry.
- Further understanding of working in a professional environment.

Creating a Successful Internship Program

Preparation

- Review the U.S. Department of Labor Internship fact sheet [here](#).
- Determine a department or project that could benefit from an intern.
- Identify the minimum requirements of the position (you can find majors and minors offered by VMI [here](#)).
- Determine compensation budget (more information on compensation provided [here](#)).
- Create a job description (sample outline included on pg. 15; this is not required, but may help organize your information before posting) with clear guidelines and expectations.
 - ◆ The duties, responsibilities, and learning outcomes can be developed in partnership with the cadet and the faculty advisor.
 - ◆ The more specific the job description is, the less screening you may need to do later on.
- Set goals for the intern based on expectations.
- Make sure that there is an adequate work space for the intern (desk, resources, parking, etc.).
- Identify a suitable supervisor to provide guidance and support.

Recruiting and Interviewing Prospective Interns

- Post internship opportunity on Handshake (instructions for creating a handshake account and posting an internship on pg. 10). Expect to do this at least 3 months before you want the internship to start.
- You will receive a notification from Handshake after your internship/job opportunity has been reviewed. Opportunities are typically reviewed within 2 business days.
 - ◆ Contact [Career Services](#) if you have any questions.
 - ◆ VMI Career Services cannot pre-screen students, but can recommend relevant internships to cadets who reach out to career services. More information provided on page 10.
- Select and schedule applicants for interview.
- Interview candidates with at least two staff members present.
 - ◆ Use questions similar to questions used while interviewing permanent staff.
 - ◆ Ask how each intern will fit into the organization's culture.
 - ◆ Make sure that the candidate has the opportunity to ask questions as well.

Creating a Successful Internship Program

Implementation

- Make an offer and complete necessary paperwork. An offer letter should include:
 - ◆ Dates of employment and duration
 - ◆ Department/ Supervisor
 - ◆ Compensation
 - ◆ Job duties
 - ◆ Any important details (working conditions, etc.).
- Finalize job duties, projects, and goals based on discussion with intern.
 - ◆ Specific expectations should be written out and signed by the intern and supervisor. This prevents confusion and clarifies what the intern will be evaluated on (evaluation guidance can be found on pg. 8).
 - ◆ Any necessary training should be scheduled and discussed prior to orientation or at orientation.
- Schedule an internship orientation (information on pg. 7).
- Put together a packet of information to give to the intern during orientation, including policies and procedures of the organization (when/ how long the lunch break is, hours, how to call in sick, where to park, dress code, how to use the technology, etc.).
 - ◆ Make sure that any necessary resources are prepared prior to the intern's arrival (office supplies, key/key card, computer, desk, phone, etc.).
 - ◆ Other employees should be aware of the intern's arrival, including security.

Orientation/ Internship Management

Orientation

- Make sure that the intern has a tour of the facility and is introduced to anyone that they may be working with regularly.
- Explain the mission and a brief history of the organization, including any long and short-term goals.
- Show the intern their working area, how to work the phone and computer, and where to get supplies.
- Give them contact information for anyone they may need to be in contact with (IT, security, HR, supervisor in case they are unable to work, etc.).
- Provide them with any materials that may make their adjustment easier, including an organization chart, any reports regarding what they will be working on, newsletters, information on work procedures, safety regulations, etc. The more thorough the orientation, the quicker they can get acclimated.
- Make sure that they have a task to work on their first day. Interns are there to work and learn, and the first day gives them a sense of what their time at the organization will be like.

Supervision

- Supervising an intern should involve providing leadership, training, motivating, delegating, and evaluating.
- Make yourself (and/or their assigned supervisor) available to the intern.
- Periodically check-in with the intern, not only to provide feedback and discuss tasks, but also to see how well they are adjusting. This includes regular one-on-one meetings, emails, and phone calls, depending on in-person availability.
- Look for signs that the intern is not adjusting well, is confused, or is bored.
- Regularly discuss the intern's goals; this can include: industry knowledge, job skills, and soft skills.
- Remind the intern to ask questions and write notes; these two skills will benefit both the intern in their professional career development and the organization.
- When giving feedback, make sure that negative feedback is given in a way that lets them know how they can handle the situation in the future.
- Give them the opportunity to participate in meetings and professional development opportunities.
- Encourage interns to keep a portfolio of their work.
- If you have an issue with a cadet's performance, please contact career services.

Internship Evaluations

Interns should have at least two formal evaluations, one in the middle of the internship and one at the end. A formal evaluation can be conducted earlier in the process, such as in the first couple of weeks, to see if any adjustments need to be made. A formal evaluation template is provided on the next page.

The mid-point evaluation should assess progress made towards goals and projects and see if any adjustments need to be made, either to the intern's tasks, if any additional resources need to be provided, or the cadet's performance. Constructive feedback should be given.

The final evaluation should occur the last week of the internship, where the supervisor and intern reflect on the experience. This includes assessing the intern's professional growth as well as providing feedback on potential areas of improvement.

As well as formal, informal evaluations can be conducted as well to adjust expectations, provide feedback, and get the intern's perspective.

Potential Performance Factors to Review:

- Leadership
- Interpersonal Skills
- Motivation
- Planning and Organization
- Professionalism
- Attitude
- Job/Industry Knowledge
- Problem Solving/ Decision Making
- Quality of Work
- Communication
- Reliability
- Initiative
- Work Ethic
- Adaptability
- Willingness to Learn

If the student performs well, be prepared to write a letter of recommendation.

Sample Internship Evaluation

Company/ Department:

Intern Name:

Supervisor and Title:

Date:

For each performance factor, rate the achievement level of the intern:

5=Outstanding, 4=Highly Effective, 3=Effective, 2=Improvement Need, 1=Unacceptable

Performance Factors:	Rating:
Performance Factor 1	
Performance Factor 2	
Performance Factor 3	
Performance Factor 4	
Performance Factor 5	
Performance Factor 6	
Performance Factor 7	
Performance Factor 8	
Performance Factor 9	
Performance Factor 10	

Comments/ Recommendations:

Handshake Instructions

VMI reserves the right to not approve internship opportunities that do not fulfill our requirements, have missing information, or that we do not believe are in the best interest of our cadets.

Handshake documents that may be useful:

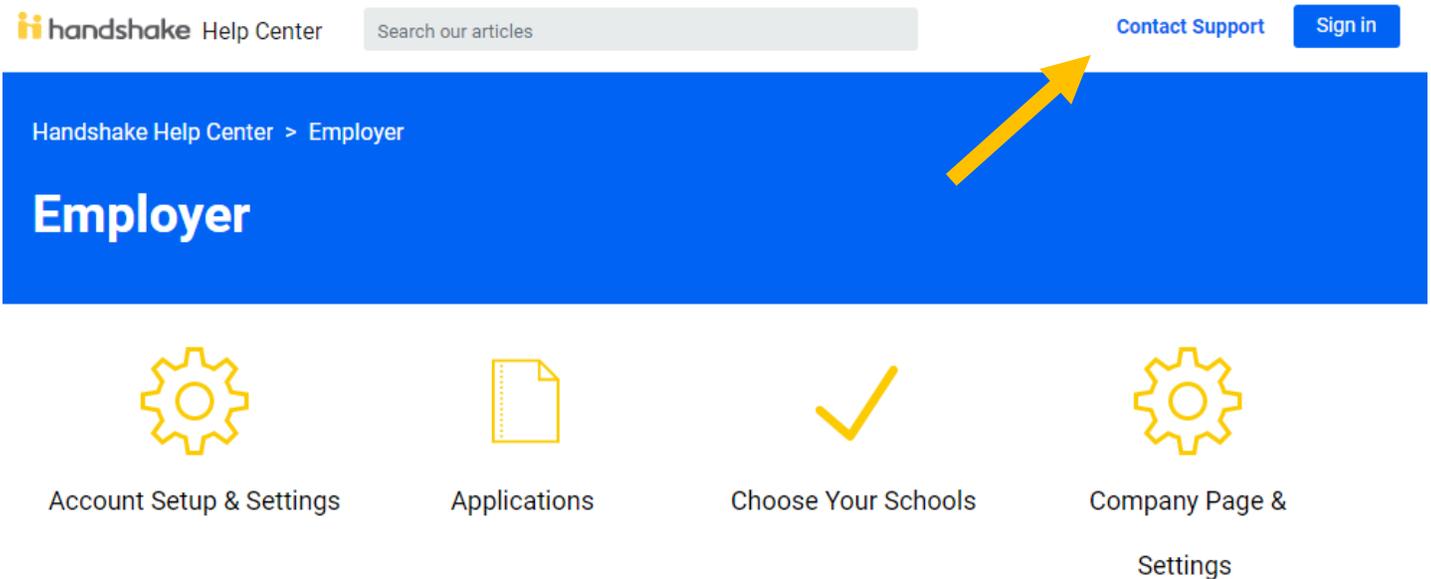
[Getting Started with Handshake](#)

[How to Post a Job](#)

[2 Minute Training Video: How to Post a Job](#)

If you have any issues, you can view the Handshake Help Center [here](#). The page also includes a link to contact support if you need to contact Handshake directly.

The following pages will show sections that are included on Handshake job postings.



Where should students submit their application?

- Apply in Handshake
- Apply through external system

Job title

Display your contact information to students?

- Name only
- Don't show my info

Job Type

- Internship
- Cooperative Education
- Experiential Learning
- On Campus Student Employment
- Fellowship
- Graduate School
- Job
- Volunteer

Employment Type

- Full-Time
- Part-Time

Duration

- Permanent
- Temporary / Seasonal

Is this a Work Study job?

Work study jobs are for eligible students only.

- Yes
- No

Description

Heading 1 **B** *I* U **A**       

You can copy and paste a description directly from your website – we'll retain all the formatting.

Job function

This will help students interested in specific functions search for your job.

How many students do you expect to hire for this position?

This number can be approximate and will not be displayed to students.

Approximate salary

Paid Unpaid

Enter a number, not a range. Specifying a salary value is optional.

Job location

[+ add another location](#)

Allow remote workers

Eligibility for international students (non-US citizens or permanent residents)

Would you sponsor a [work visa](#) for the right candidate?

Yes No

Are you willing to hire candidates that are temporarily authorized to work for a defined period in their field of study? (e.g. for a job / internship under [OPT/CPT](#))

Yes No

Required documents (Optional)

- Resume
- Cover Letter
- Transcript
- Other Document (e.g. work sample, course schedule, or other misc documents)

i Students who do not meet your work authorization, graduation date, GPA, and major preferences will still be able to apply, but we'll highlight which ones don't match (and let you filter them out).

Graduation date range (Optional)

Earliest grad date

Latest grad date

Hiring alumni? You can leave earliest graduation date blank.

School years (Optional)

- Freshman
- Sophomore
- Junior
- Senior
- Masters
- Doctorate
- Alumni
- Postdoctoral Studies
- Masters of Business Administration

Minimum GPA (Optional)

Major categories (Optional)

- Agriculture, Food & Horticulture - 0 of 9 majors selected
- Arts & Design - 0 of 17 majors selected
- Business, Entrepreneurship & Human Resources - 0 of 24 majors selected
- Civics & Government - 0 of 9 majors selected
- Communications - 0 of 7 majors selected
- Computer Science, Information Systems & Technology - 0 of 10 majors selected
- Education - 0 of 10 majors selected
- Engineering - 0 of 19 majors selected
- General Studies - 0 of 3 majors selected
- Health Professions - 0 of 17 majors selected
- Humanities & Languages - 0 of 12 majors selected
- Life Science - 0 of 14 majors selected
- Math & Physical Sciences - 0 of 4 majors selected
- Natural Resources, Sustainability & Environmental Science - 0 of 11 majors selected
- Social Sciences - 0 of 9 majors selected

These consolidate individual majors across every school on Handshake. [Choose a specific major by school.](#)

Applicant package recipients

Not seeing the recipient you're looking for? [Create a new contact](#)

- Email a summary of all applicants once my job expires
- Email every time a new student applies
 - Send all applicants
 - Only send applicants who match all preferences

Job postings

Search your schools to add job postings

Add All Schools

Add Favorite Schools

Find More

Global apply start date ⓘ

Set global start

Global expiration date ⓘ

Set global expiration

Schools

Interview on campus?

Apply start date

Expiration date



Virginia Military Institute



2019-07-24 11:00 am

yyyy-mm-dd

Preview how your job content will look to students before you post it.



Test 4

Virginia Military Institute

Lexington, Virginia, United States of America
Higher Education

Part-Time Internship
1,000 - 5,000 employees

Paid
No on-campus interviews

Applications close on July 24th, 2019 at 12:15 pm

Apply

Job Description

Test 4



Share Job



Job/Internship Description Outline

Company:

Company Description:

Job Title:

Minimum Requirements:

Essential Duties:

Learning Outcomes for Cadets:

Duration, Full-time/Part-time:

Compensation:

How to Apply and Deadline:

The mission of the Office of Career Services is to provide comprehensive, state-of-the-art resources and services for cadets to assist them in their needs relative to career planning, career experiences, and employment or graduate education opportunities.