



UT PERMIAN BASIN™
CAREER SERVICES

15 Best Practices for Internship Programs

Excerpt from Building a Premier Internship Program
(National Association of Colleges and Employers)

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#1 Provide interns with real work assignments

Interns should be doing work related to their major, that is challenging, and that is recognized by the organization as valuable.

#2 Hold orientation for all involved

Orientations should include managers and mentors to ensure that everyone starts with the same expectations and role definitions.

#3 Provide interns with a handbook and/or website

The handbook serves as a guide for students, answering frequently asked questions and communicating the "rules" in a warm and welcoming way.

#4 Provide housing and relocation assistance

Few employers can afford to provide fully paid housing for interns, but you will find that you get a lot of appreciation if you offer any kind of assistance.

#5 Offer scholarships

Pairing a scholarship with your internship is a great way to increase your pool of candidates with the desired qualifications.



#6 Offer flex-time or other unusual work arrangements

A flexible schedule is one of the most desired features.

#7 Have an intern manager

This gives the intern a go-to person and ensures the program will run smoothly.

#8 Encourage team involvement

Involve other college team members as volunteers. They can set up social or professional development events and help orient the interns to your company culture.

#9 Invite Career Center Staff/Faculty to visit

By inviting others on-site, you will build a better working relationship with the university, which can lead to more student referrals and enhanced campus visibility.

#10 Hold new-hire panels

New hire panels are one of the best ways to showcase an organization to interns as a great place to work.



#11 Bring in speakers from your company's executive rank

It's a great career development and role-modeling experience for interns to have access to accomplished professionals. Q&A with the CEO will impress your interns.

#12 Offer training/encourage outside classes

Providing students with access to training is a tangible way to show students you are interested in their development.

#13 Conduct focus groups/surveys

Conducting focus groups or feedback surveys with the representatives of your target group is a great way to see your organization as the students see it.

#14 Showcase intern work through presentations

Setting up a venue for them to do presentations allows them to demonstrate their achievements and provides the opportunity to showcase the internship program to all employees.

#15 Conduct exit interviews

This is an excellent way to gather feedback on the student's experience and try to access their interest in coming back.