



Creating an Internship Job Description

Best Practices

These “best practices” are based from internship programs throughout the country in an effort to create a rewarding experience for all internship stakeholders.

Beneficial internships should include job shadowing

Interns are still students, and therefore, need additional support and guidance. Some programs suggest splitting job shadowing and practical application 50/50.

No more than 25% of the weekly workload should be clerical in nature

Since the primary purpose of an internship is to help a student apply knowledge gained in the classroom to real-world situations, it is important to make sure your intern can refine those skills.

Job duties should include both weekly/daily tasks as well as long-term projects

So that once the intern completes the daily work early he/she can focus on long-term projects.

An existing employee should be assigned to the intern on a daily basis

Under no circumstances should an intern be working without some form of direct supervision.

Communicate with your intern regularly

Your feedback is the primary reason why he/she became interested in this experience. Providing some form of mentorship is extremely beneficial to the intern.

Invite your interns to attend meetings with staff and management

Giving an intern an opportunity to see, first-hand, how corporate meetings function is a most important professional observation and helps the intern to further acclimate.

Provide a central location where interns should report and receive assignments

Schedule weekly meetings to discuss progress and/or provide constructive feedback.

Assist the intern in developing goals at the beginning of the program

Periodically review those goals to see what progress has been made and/or what kinds of improvement might be necessary. Some program areas may also require this as a form of assessment for the coursework the student is completing during the internship. Our Faculty Advisor assigned to the student will let you know if this requirement exists.

Attempt to assign work that can be documented

Materials created during an internship can be used in the student’s future portfolio.