

Internship/Co-Op Posting Guidelines

Description of the Organization

Describe the general product or service that the organization provides. Provide us with your web site address, and a direct link will be provided to your organization's website.

Position Title

Titles that describe the position or its tasks are most helpful to students.

Position Description

Briefly describe the role, responsibilities and expectations you have for an intern. These may include, but are not limited to, routine work duties, special projects, staff relationships, travel, and equipment/software to be used. This is where students look to size up the internship; it is the educational experience in addition to income that the student is seeking. Please indicate knowledge & skills that are required and training that will be provided.

Preferred Qualifications

The most effective listings of qualifications focus on the skills, experience, or interests that you are seeking in an intern. Generally it is advisable to target the major(s) that would be desirable candidates. Explicitly indicating the qualifications needed to do the work will help us assist you in attracting suitable candidates.

Hours/Week

Indicate the number of hours per week you expect an intern to work. Indicate how flexible the scheduling may be and whether or not there are fixed times the intern must be available. (For example, 15-20 hours per week including Mondays 8:00 – 11:00 am)

Length of Internship

Indicate the duration of the position. WMU students are typically available for full-time work May 1 – August 20. Local employers employ students on a part-time basis during the academic year.

Compensation

Internship/Co-op	Range
Engineering Co-Op	\$11-23
Engineering Internships	\$10-19
Business Internships (Marketing/HR/Management)	\$10-18

Source: Job Offer Reporting Forms submitted by employers during Summer 2005.

Additionally, some organizations offer stipends, travel expenses, parking, meals, flexible hours or tuition reimbursement to attract interns.

Recruiting Options

Choose the method by which you wish to have candidates referred to you. Options include:

- ***Position Posting** on BroncoJOBS—candidates will apply directly to you.
- ***Resume Books** of internship candidates are available on Bronco JOBS.
- ***Career Fairs**—Meet many intern candidates by attending one of our career fairs.
- ***On-Campus Interviews**—Attend a career fair and interview the following day or publicize an interview schedule several weeks before you visit.

Steps in structuring a successful internship

1 Assess your readiness for an intern.

- Can you provide meaningful work assignments?
- Are you prepared and able to invest time in interns?
- Can you pay the interns?
- Do you have adequate office space and equipment for interns (computer, telephone, desk)?

2 Select the intern supervisor.

- Is this person committed to and capable of developing student interns?
- Does this person have time to supervise interns?

3 Develop a position description.

- Provide an accurate overview of the position responsibilities, work assignments, and time frame.
- Clearly outline expected learning outcomes.

4 Consult & Communicate with Western Michigan University.

- Consult Career & Student Employment Services for assistance in developing and promoting your internship or co-op program.

5 Review applications/resumes and interview prospective interns.

- Do not automatically accept candidates without interviews.
- Discuss actual start and end dates for the internship position as well as the intern's work schedule.
- Notify other employees when an intern will be starting and provide background information about the projects on which the intern will be working.
- Arrange for appropriate workspace for the intern.

6 Orient and supervise the interns.

- Share your organization's mission statement and goals with the intern. Provide them with a tour of the facilities and information on company policies and procedures, formal and informal. Introduce the intern to all staff who will be a resource.
- Arrange for training, as necessary, with computer programs, telephone systems, copy and fax machines or other equipment the intern will be using.
- Provide information regarding appropriate work attire and behavior.
- Offer direction on specifics of work assignments.
- Include the intern in staff meetings when appropriate. Assist the intern in arranging informational interviews with colleagues in other departments or offices.
- Meet with the intern regularly to answer questions and provide feedback.

7 Seek and provide feedback.

- Ask the supervisor to write a recommendation for the intern if appropriate.
- Take the intern to lunch on their last day. Discuss the experience with your organization.
- Complete an evaluation of the intern; review and provide a copy to the intern.
- Assess your internship program. Make adjustments as necessary.



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