A successful internship program allows you to meet organizational needs while providing students with valuable career development experiences. Please consider the following steps associated with the internship development process. An Internship Specialist is available to guide you through any or all of these steps.

**Step 1: Assess organizational needs and capacity**
- What departments or work areas would benefit from student assistance?
- Is there a peak period when extra help would be beneficial?
- What types of projects could be delegated to a student?
- Who can best provide supervision and mentorship to the student?
- What learning opportunities can your company provide to the student?
- When would be a good time to recruit and train an intern?
- Where will you put the intern? Do you have adequate workspace for an intern?
- Who will be able to evaluate the student’s performance, bridging connections between what the student has learned in their college studies and applied during the internship?
- How will the organization determine the costs and benefits associated with the internship?

**Step 2: Set goals**
- What does your organization hope to achieve from an internship program?
- What are the desired outcomes for the company and the student?

**Step 3: Define the internship**
- What will the intern be responsible for? Be as specific as possible. Draft a job description that clearly explains the job duties. Compare the draft description to the goals defined in Step 2.
- Who will have primary responsibility for the intern? (This individual should be selected for their ability to teach or train and their commitment to being a positive mentor/supervisor.)
- What qualifications are required of the intern? (e.g., computer skills, communication skills, specific knowledge areas, etc.)
- What selection criteria can be used to choose the best candidates?
- Will you pay the intern? If so, what will the pay be? (Wages vary widely from field to field; ensure that the wages are competitive and determine whether other competitive incentives are necessary.)
- Will you offer professional development opportunities beyond the intern’s work assignments? Will there be special training programs, performance reviews, lunches with executives, social events?