

Best Internship Checklist

Clearly Define Goals

- Develop clear measurements of success
- Define student goals (learning objectives and employer goals)

Build Organizational Support

- Identify short-term goals
- Work with interns in cross-functional areas to engage more people
- Gain support from organization leaders and from front-line managers

Have Enough Work for Interns

- Provide meaningful projects
- Offer projects an intern can “own”
- Determine backup tasks that add value
- Require interns to keep a journal
- Treat interns like regular employees

Pay Interns

- Pay interns hourly wages
- Pay interns through payroll system
- Work with college for awarding credit
- Consider scholarships, housing, benefits and other ways to compensate
- Be familiar with Dept. of Labor Fact Sheet Number 71

Work with Interns

- Assign one supervisor who meets frequently with intern
- Appoint a mentor for each intern apart from the supervisor
- Provide interns with an orientation, including a written list of expectations and a handbook
- Define a workspace, equipment and policies around personal technology use
- Be inclusive of interns with meetings, visits, late nights, fun
- Train throughout the experience

Ensure every project has:

- A due date
- An expectation of how long to complete
- How interns should get help on project if needed
- Whether or not an intern should check before finishing the project
- A defined or deliverable format
- Feedback on assignment for the intern

End the Internship Well

- Evaluate interns formally and informally
 - At least twice during experience
 - Interns want frequent feedback
- Provide an internship presentation opportunity
- Provide formal exit interview

Stay Connected After the Internship

- Connect via LinkedIn

