

Internship Development Checklists

This checklist is designed to aid and guide programs as they establish internship relationships with organizations. It is not intended to be all encompassing, rather it is to help programs consider all aspects of a student's internship experience and to evaluate if the experience will meet the MWSU Guidelines for Applied Learning.

Gather Information Related to Internship Program Logistics

- Employer Internship Coordinator Contact information
 - Name
 - email address
 - Phone number
 - Company website and/or employment website
- Internship timeline
 - When does the Employer offer student internships (Fall/Spring/Summer)?
 - How long does the internship last?
 - Will the student be able to accumulate the appropriate number of work hours for the credit they are enrolled in? (45 hours/credit)
- Where are the internship opportunities located (geographically)?
- How many internship positions are available for each semester?
- Does the Employer offer paid internships?
 - If not, does the internship appear compliant with the Department of Labor “[primary beneficiary test](#)” of when an internship should be compensated?
 - Unpaid internships may require additional legal protections for the institution and student. Please contact the GOAL office for assistance.
 - Is there an additional stipend for traveling or relocating?
- What is the internship recruitment timeline and process?
 - Is the Employer registered in [Handshake](#)?
 - When are internship positions typically posted? Is it posted in Handshake?
 - How are positions typically advertised?
 - Will the employer be attending any MWSU Career Development events or fairs?
- What is the internship application and hiring process?
 - When does the Employer begin accepting applications for internships?
 - What are the application requirements?
 - How will students apply?
 - What are the applicant requirements (i.e., level of degree, year in school, program of study)?
 - When will interviews begin?
 - How many interviews does the Employer typically conduct for each semester?
 - What types of interviews are held? (in-person, virtual, phone)
 - Where are the interviews conducted?
 - When does the Employer make offers to students?
- How are students alerted of an offer (or rejection)?
 - How long does a student have to accept an offer?



Confirm the Employer's Internship Program meets Applied Learning Guidelines

- Communicate MWSU internship guidelines to the employer by sharing the Internship Development Guide for Employers.
- What will the student's internship role/responsibilities be?
- Confirm that the student will be provided with appropriate preparation, orientation, and training.
- Confirm that the Site Supervisor will provide students with formal documentation of their work.
- Confirm that the student will have appropriate worksite supervision.
 - Collect contact information for the site supervisor
- Will a separate mentor be assigned to the student?
 - Collect contact information for site mentor.
- Does the Employer's internship program require student assessment/review during and at the conclusion of the internship experience?
 - What is the frequency and mechanism of supervisor-student review and feedback?

Confirm Employer's Expectations for Level of Engagement with MWSU

- Confirm that the Employer is willing to provide the relevant MWSU program with continuous improvement feedback on the internship experience including feedback on:
 - The student's performance, professionalism, and preparedness for the work.
 - Working with MWSU and the associated academic program.
- Confirm Employer's expectations around direct communication between the Site Supervisor and the Faculty Supervisor (e.g. frequency of communication, method of communication)

Understand what Employer Desires in an Intern and in a University Partner

- What skills are most important to the organization?
- Are there certain skills and/or requirements an intern absolutely needs to have?
 - Are these technical/discipline specific skills? If so, what are they?
 - Are these essential/soft skills? If so, what are they?
 - Are these related to other factors (physical ability, valid drivers license, etc.)
- Ask Employer to describe the company's culture, and identify traits that are valued at the company
- Request the internship posting and supplemental application materials
- How often does the Employer wish to check in with/receive updates from the relevant MWSU academic program, Office of Career Development, and Griffon Office of Applied Learning over the course of the application process/internship?

Confirm Employer Commitment

- Will the Employer commit to reviewing MWSU student resumes?
- Will the Employer commit to interviewing qualified MWSU students?
- Obtain signatures to an Affiliation Agreement if required.