



Could an internship work for my business?

1. **Maybe it would, but are you sure you know what an internship is, what it can do, and what it won't do for your organization?** An internship is a directed learning experience, or work-based learning that bridges school and work. It can be paid or unpaid, and it can provide skilled and motivated students to make real headway on stalled projects.
2. **How can an internship program benefit my organization?** A well-designed internship program can allow you to take projects "off the back burner" and hand them to students as a focus of their internship experience. Also, up to 40% of an internship experience can be devoted to varied routine duties—like answering the telephone, filing, and other regular office duties your organization might need some help with once in a while. Also, more organizations are realizing that the greatest value of an internship program may be the opportunity to recruit the brightest, most ambitious and collaborative employees from a cadre of interns who can be thoroughly evaluated at an early stage of their careers.
3. **What will it cost me to start an internship program in out-of-pocket expenses as well as my time and energy?** The cost to start using interns as a means of getting things done that otherwise might not be accomplished is mostly incurred at the beginning. If you can find a student who will essentially work for free, you will only have to provide supervision during their hours on site, which can range from 10-25 hours per week for eight weeks. Generally interns require one hour of supervision for every 2-4 hours of student time on-site. Sponsors who want to pay their interns (and thus attract a better student and a more skilled intern) may pay an hourly wage from minimum wage on up. A stipend or one-time payment at the end of a successful internship works well to reward energetic and resourceful interns who successfully complete valuable projects for their sponsors. Pay is not required, but certainly appreciated. (Remember when you were a student?)
4. **What if the student is not meeting my expectations?** From the beginning with your initial interview with student applicants and ever after, you have the right to terminate the internship with only 24-hour advance notice to the other parties.
5. **What do I need to do if I think an intern might work for my organization?** Write a job description including any projects you want the intern to work on as well as ongoing duties. Decide if you want to rely on a volunteer, or if you will pay an hourly wage or stipend. Once you have a written job description email it to shorecareers@ctc.edu