

INTERNSHIP
ARCHITECTS

Every great future
begins with a blueprint.

INTERNSHIP ARCHITECTS

Student Blueprint:

UNDERSTANDING INTERNSHIPS

Internships



INTERNSHIPS Q & A

What is an internship?

Do I need to do an internship while I am a student?

Can I get paid to be an intern?

Internships



INTERNSHIPS Q & A

Q. What is an internship?

A. A hands-on learning experience in a professional workplace setting.

- For a set time of a few months (summer or a semester)
- Provides supervision by an expert
- Is an extension of your education

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INTERNSHIPS Q & A

Q. Do I need to do an internship while I am a student?

A. YES! While it may not be a requirement for your degree, to be prepared to enter the professional workforce an internship is increasingly more important. (At least some kind of experience). Having an internship will benefit you in many ways.

- Increased skills, professionalism and understanding of workplace etiquette
- Lead to job offers at place of internship
- Experience on resume for next opportunity
- Social capital/network
- Confidence

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INTERNSHIPS Q & A

Q. Can I get paid to be an intern?

A. Yes. In fact there is an increasing awareness that internships should be paid for several reasons including:

- Promote equity, by limiting barriers to participation
- Perform work, all work should be paid (labor laws)
- Support diversity, creates an inclusive pool of candidates

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INTERNSHIP DEFINITION

The word internship is used loosely, but there is a formal definition:

The National Association of Colleges and Employers defines an internship as, " a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional workplace setting (across in-person, remote, or hybrid modalities). Internships provide students the opportunity to gain valuable applied experience, develop social capital, explore career fields, and make connections in professional fields. In addition, internships serve as a significant recruiting mechanism for employers, providing them with the opportunity to guide and evaluate potential candidates." https://www.naceweb.org/internships

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INTERNSHIP DEFINITION

An Internship should include:

- A learning experience with a real-world opportunity to apply the knowledge gained in the classroom.
- It must not be simply to advance the operations of the employer or replace the work that a regular employee would routinely perform.
- Learned skills and knowledge that are transferable to other employment settings.

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INTERNSHIP DEFINITION

An Internship should include:

- A defined beginning and end that is mutually agreed upon and consistent with institutional sponsor guidelines and schedules.
- A position description with clear responsibilities and required/desired qualifications.

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INTERNSHIP DEFINITION

An Internship should include:

- Clearly defined learning objectives/goals supportive of the student's academic program goals and institutional requirements.
- Direct supervision by a professional(s) with relevant expertise and educational and/or professional experience who provides productive feedback, guidance, and the resources and equipment necessary to successfully complete the assignment.

https://www.naceweb.org/internships

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OTHER TYPES OF OPPORTUNITIES

Besides an internship there are other opportunities for students to gain experience:

- Jobs/work–doesn't have all the same qualities of an internship but great experience
- Co-op–required opportunity at certain colleges/schools, multiple work periods and full time work
- Practicum/Clinicals/Field Experience–required opportunity for certain careers, built into the academic curriculum
- Service/Volunteer Work–not paid, no direct educational tie
- Community Engagement–coordinated between college and a non-profit or service organization

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OTHER TYPES OF OPPORTUNITIES

- Apprenticeships–full time work under a master, often for trades
- Externships–a shorter experience and observing
- Micro Internships–short term, project based experience
- Job Shadow-observe a professional for a short duration
- Research-work on a research project

Any/all experiences can provide you with information, insights, skills and career readiness competency development.

Start gaining experience today!

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INTERNSHIP PREPARATION

It is **crucial** that you gain experience in order to be a better candidate for internships and jobs. Start as early as you can.

What can you do? When can you do it? How do you get career-related opportunities?

Have a plan to be sure you have at least one internship before graduation.

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TYPES OF INTERNSHIPS

For Credit

- Experience
- Receive academic credit
- General elective or major specific
- Faculty approval
- Intended Learning Outcomes (ILOs)
- Academic component
- Reflection

Not for Credit

- Experience
- Nothing required by school
- Doesn't cost you anything
- Less obligations
- Intended Learning Outcomes may not be required, but good to establish anyway

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FOR CREDIT INTERNSHIPS

For Credit

Check with your school/college/university about requirements for For Credit Internships. This is not a fully inclusive list as every school is different.

- Matriculated
- Credit minimum
- GPA minimum
- Limits to internship credits

- MOU/contract
- Course registration
- Hours/credit requirements

- Academic assignments
- Hour log/journal
- Faculty advisor
- Can be paid as well!

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INTERNSHIP PREPARATION ACTIVITY

Experiences is helpful and important.

Now is the time for you to start thinking about career-relevant experiences and when/how you can fit opportunities into your academic plan.

This activity will help you understand and gather information in one place about relevant experiences and have you start to think about your timeline.

Fill out all the sections: School Opportunities, Out of School Opportunities and the Timeline.

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INTERNSHIP PREPARATION ACTIVITY

Do you have a plan for gaining experience? Did you learn about internships at your school?

Make sure you do all that you can in order to get the most experience possible.

Then remember to keep your resume up-to-date with these experiences!

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TYPES OF INTERNSHIPS

Different internship options.

- For Credit vs. Not-for-Credit (already covered)
- Modality: In-office vs. Remote vs. Hybrid
- Season: Summer vs Academic Year
- Paid vs. Unpaid

What is the best for you?

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TYPES OF INTERNSHIPS

In-Office

- Report in-person
- In-person or virtual meetings
- Informal learning/mentoring occurs
- Local businesses
- Commute (costs & time)

Remote

- Work done online
- Virtual meetings
- Need to be more intentional to receive all learning/mentoring
- National businesses
- Computer and internet

Hybrid

- Combination of in-office and remote
- In-person or virtual meetings
- Both the informal and intentional
- Local businesses
- Commute (less often)

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TYPES OF INTERNSHIPS

Summer

- Hours (full time vs part time)
- Location (home, school, or city of choice)
- Fewer academic conflicts
- For credit, do you have to pay tuition?

Academic Year

- Part time hours
- Near school or remote
- Academic priorities
- Tuition covered
- Typically for only one semester

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TYPES OF INTERNSHIPS PAID VS UNPAID

US Department of Labor Fact Sheet #71

- Fair Labor Standards Act (FLSA) is primary source of information-workers are employees and thus should be paid
- If deemed not employees don't have to pay
- Primary Beneficiary Test (PBT) to determine if intern is an employee
    - 7 factors

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TYPES OF INTERNSHIPS PAID VS UNPAID

PBT

1. Clear understanding of no expectation of compensation
2. Provides training that would be similar to that which would be given in an educational environment
3. Extent to which it's tied to educational program
4. Extent to which accommodates intern's academic commitments and calendar
5. Extent to which the internship duration is limited to the period in which the internship provides the intern with beneficial learning
6. Extent to which the intern's work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern
7. Extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship

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TYPES OF INTERNSHIPS

Paid

- If company benefits the most
- Credit vs. Not-for-Credit has nothing to do with pay
- For-profit companies certainly should pay
- Employees thus laws and regulations apply (ie discrimination and harassment)
- Receive a W2

Unpaid

- If student benefits the most
- Credit vs. Not-for-Credit has nothing to do with pay
- Non-profit or government agencies may offer unpaid
- Aren't employees; thus, not protected against discrimination or harassment

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HOW TO GET THE MOST OUT OF YOUR INTERNSHIP

As you search and interview for internships, choose wisely so you can get the most out of this transformational learning experience.

Internships should offer you:

- Clear job description
- Dedicated supervisor, expert in the field
- Training
- Regular feedback
- Provide necessary tools and support

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SUCCESSFUL INTERNSHIP

How the career readiness competencies will be utilized and improved

- Professional-dress, speech, writing, timeliness, quality of work, deadlines and expectations
- Teamwork-become a part of the team, engage with all members
- Communicate-your expectations, any questions or concerns, clarify ambiguities, professionally communicate both orally and in writing
- Critical Thinking-assess tasks, offer ideas, contribute knowledge
- Technology-learn new technologies

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SUCCESSFUL INTERNSHIP

What you can do to ensure a positive experience for both you and your employer

- Arrive on time, complete tasks in a timely manner
- Apply classroom knowledge
- Ask questions
- Seek feedback, improve yourself
- Learn from mistakes
- Do your best, offer ideas help, suggestions, help
- Establish relationships with all members of the team and many in the organization

Take Internship Architects' Blueprint for Your First Day course

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CONCLUSION AND REFLECTION INTERNSHIP

At the conclusion of your internship:

- Reflect on the experience
- Answer what competencies did you develop and how
- Update your resume, LinkedIn, elevator pitch, etc.

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INTERNSHIP BRAINSTORM ACTIVITY

Upon understanding the different types of internships and expectations, complete the Internships Brainstorm Activity to determine what will work best for you. Proceed to brainstorm what you will find more or less challenging when interning. Again, thinking about this now will help you when interviewing and doing your internship.

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INTERNSHIP BRAINSTORM ACTIVITY

Did you identify what types of internship will work best for you?

Did you identify some challenges you will need to overcome at an internship?

It is helpful to think about all of this BEFORE starting a search for an internship.

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WHY DO INTERNSHIPS?

Learn about a career field and company before committing to a full time position.

Very valuable experience to learn:

- This is NOT what I want to do while still in school and able to find another option
- This IS what I want to do now you have a great experience directly in the field of interest

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WHY DO INTERNSHIPS?

Benefits of internships for students

- Practical, hands-on work experience
- Bridge the gap between education and employment
- Better understanding workplace environments and etiquette
- Skill development
- Competency growth–teamwork, critical thinking, communication, professionalism, technology...
- Project work
- Supervision and guidance

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WHY DO INTERNSHIPS?

Benefits of internships for students cont.

- Regular feedback
- Defined length of time
- Expanded network
- Social capital
- Career clarity
- Higher starting salary
- JOB OFFERS!

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WHY DO INTERNSHIPS?

Benefits of internships for employers

- Long-term interview
- Better knowledge of candidates
- Direct hiring pipeline
- Better retention of new employees
- Higher conversion rates of applicants to full time hires

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WHY INTERNSHIPS MATTER

For students:

- Experience
- More competitive for next position
- Skill and competency development
- Inspire confidence
- Build network

For employers:

- Better candidates
- Easier hiring
- Longer retention
- Builds candidate pipeline
- Increased Return on Investment (ROI)

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TIMELINE

- Start getting relevant experience as soon as possible–high school, all years of college
- Identify the time of year you will want an internship
- Start the process a few months (**2-3 months**) before your ideal start time
- It takes time to prepare, search and secure an internship
    - Important Note: some industries have unique hiring timelines

Take Internship Architects' Internship & Job Search course

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CHECKLISTS

We have provided a resource checklist that includes both for credit and not-for-credit internship checklists.



Internship Architects offers many relevant courses and consultations to help you prepare for and land an internship. See your Internship Architects student dashboard for offerings.

Search



REFLECTION and LESSON COMPLETION

1. Complete the Reflection.
2. Take the quiz to complete this lesson and move on to the next lesson.

Thank you for using Internship Architects' blueprints.

References: National Association of Colleges and Employers (NACE, https://www.naceweb.org/internships)

Every great future begins with a blueprint.