



Quad Cities
College Employer
Connection

2017 Internship Guide
for Employers and HR Professionals



This manual was created through collaboration between area colleges and the Quad Cities Chamber of Commerce as part of the Q2030 goal to attract and retain more young adults in the region.

Institutions represented in this manual:



Thank you to the Greater Dubuque Development Corporation and Dubuque Works for the inspiration and content of this manual.

Table of Contents

Internships 101.....	4
Building an Internship Program.....	5
Types of Student Work Experience.....	8
Internship Considerations.....	10
Hosting an International Student.....	11
NACE Principles for Ethical Professional Practice....	12
NACE 15 Best Practices.....	13
Area College Information Sheets.....	18
Augustana College.....	18
Eastern Iowa Community Colleges.....	20
St. Amrbose University.....	22
Western Illinois University - Quad Cities.....	24
Black Hawk College.....	26
Appendix 1 - Sample Internship Postings.....	27

Note: *Information provided in this guide is intended to be an overview for area internships. Information is subject to change. For the most accurate information, please contact the sources directly.*

Internships 101

What is an internship?

An internship is a hands-on work experience where students apply the knowledge gained in the classroom to a professional work setting. An internship is different from a short-term job or volunteer work because there is an intentional “learning agenda” structured into the experience. During internships, students are supervised by someone at the organization who helps them meet their goals and reflect actively on what they are learning throughout the experience.

Characteristics of an Internship

- Duration anywhere from one month to one year, but typical experience usually lasts from three to six months.
- Should balance the work needs of the organization and the learning goals of the intern.
- May be part-time or full-time, for credit or not for credit, and paid or unpaid.

Benefits to Employers

- Increase company visibility on college campuses
- Added staff capacity during peak periods
- Expanded pool of qualified potential hires
- Retention in your field/industry
- Fresh perspective

Benefits for Students

- Career exploration
- Leadership and skill development
- Networking and establishing mentors and references
- Resume enhancements

Some of the information found in this section was referenced from The University of Iowa, Pomerantz Career Center. (n.d.).

Available at
<https://careers.uiowa.edu/employers/internships>

Building an Internship Program

Ensure Organization Readiness

The internship program should be clearly communicated to all levels of staff, especially those who will potentially be working with interns. Support from top administration is critical.

- Determine company's needs and resources for interns
- Determine company's goals for the internship and how the internship will provide a growth opportunity for the interns
- Determine compensation of interns' efforts
- Determine duration and best time of year to host interns
- Determine physical space and technology needs/equipment for interns
- Designate supervisory and evaluation responsibilities for the internship program

Create a Job Description

The company should write a job description that is clear and easy for candidates to understand. Interns should be able to articulate the duties and responsibilities in advance.

An effective job description includes the following:

- A brief organizational description
- Position title
- Skills and qualifications required or preferred
- Duties and responsibilities, as well as information about potential projects
- Skills to be developed and any other benefits provided
- Less tangible benefits, such as networking opportunities or flexible scheduling
- Hours per week and expected work schedule
- Start/end dates of the internship
- Details about the application process and deadlines

See page 27 for examples of internship job descriptions

Recruit Interns

- Post internships on your organizations website.
- Post internships at local colleges; follow instructions provided on each college-specific page of this guide (pages 18-26).
- Participate in other recruitment/networking activities detailed on college-specific pages of this guide to connect with potential interns.

Building an Internship Program, cont.

50.5%

Percent of employers say social media has changed their recruiting results

NACE 2016 Recruiting Benchmarks Survey

Review Application Materials

Hiring an intern should be similar to hiring a regular employee. Human resources professionals, recruiters, or hiring managers should review all applications after the deadline to determine applicants who best fit the criteria outlined. The following list provides examples of criteria hiring managers use to determine if a candidate would be a good fit for their internship:

- Major/Field of study
- Experience
- Significant accomplishments
- College GPA
- Relevant coursework

Interview Candidates

Once the candidate pool has been narrowed down, the employer should schedule top candidates for an interview. The interview is a great time to ask specific questions about the student's college courses, work experience, and interest in the field. This is also a good time to inquire about any internship requirements the students may have if they are registering their internship program for academic credit or to fulfill another graduation requirement.

Commonly Asked Interview Questions

- How did you become interested in this field of work?
- Why do you want to participate in this internship?
- What are you hoping to learn from this internship?
- How have your past experiences or classes helped prepare you for this internship?
- Give an example of a time you held a leadership position.
- Does your internship require you to fulfill certain requirements, such as number of hours, a checklist of experiences, supervisory review, etc.?

Building an Internship Program, cont.

Selecting Interns

After the interviews are complete, it is time to select your interns. Some companies choose to conduct multiple interviews and have the candidates meet with different members of the team, although a single interview is often sufficient. Selecting an intern should be similar to hiring an employee within your company, including an extension of an offer with an acceptable time period for acceptance.

Onboarding Your New Intern

Effective intern onboarding is critical to the success of the intern. The onboarding process helps the intern understand the day-to-day expectations of the internship, ensures the intern receives the proper training, and helps the intern feel more comfortable in their new position.

Components of a Success Intern Onboarding Experience

- Tour the office or work site, including the intern's work space and common areas.
- Introduce the intern to other staff members.
- Develop a schedule, as the intern may have to work around classes or another job.
- Inform the intern how and when feedback will be provided during the internship.
- Provide the intern with information concerning pay schedules (if applicable), procedures for calling in sick, and overall expectations for attire and behavior.
- If you have an orientation sheet or employee handbook for new employees, provide it to your interns as well.
- Teach the intern how to use the necessary office technology

Monitor Intern Progress

An internship is meant to assist students with career development through real work experience. To help students get the best internship experience, supervisors should consistently provide clear expectations and feedback. The supervisor should schedule a time to meet on a regular basis to review projects and provide feedback.

Conduct Exit Interview and Follow-up

At the end of an internship, the employer should conduct an exit interview with the intern. The exit interview will help the employer and supervisor evaluate the effectiveness of the program, recognize best practices for future interns, and complete any final paperwork the intern may need if they are registering their internship with their college for credit.

Types of Student Work Experiences

Cooperative Education or Co-op

Typically a co-op partners a student, a college, and an employer together for a specific class or major experience that integrates a student's work experience into their academic program for credit. Students work in jobs that relate closely to their major in co-ops. Unlike an internship, during a co-op, students usually stop taking classes to work full-time. Co-ops are often more formal and structured by the program or major professor.

Field Experience

Fieldwork is typically an unpaid experience in which a student puts theories learned in the classroom to a practical application in the field through a supervised experience. Typically, this is completed through general observation or a research project that requires the student to partner with an employer or many employers to research a specific topic.

Externship

Externships are often used synonymously with job shadowing. Typically this experience is unpaid and lasts for a relatively short time period compared to an internship. Externships are often exploratory in nature for the student. The term externship is also used to describe an experience a professor participates in with an employer to gain real-world application for their subject matter.

Apprenticeship

Traditionally offered in the trades, apprenticeships offer a learn while you earn model that combines classroom education with on-the-job training. Apprenticeships are formal programs that are typically registered through the Department of Labor. Apprentices are paid and wages increase as the apprentice's experience and skills increase.

Service Learning

Services learning is an unpaid work experience where students volunteer with an organization in the community to deepen their academic learning. Service learning is hands-on application of curriculum or college values. The service experience is typically brought back to the classroom by the student to enhance the academic experience of the whole class.

Internship Considerations

Unpaid Internships

Unpaid internships are generally allowed under federal law, however, need to meet certain criteria. An internship should serve the intern's own educational benefit, and according to the U.S. Department of Labor (DOL), the following six criteria must be applied when determining whether the internship requires payment:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship;
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

In addition, through a recent court decision, the 2nd Circuit emphasized the following factors, summarizing that “applying these considerations requires weighing and balancing all of the circumstances”:

- The extent to which the internship is tied to the intern's formal education program by integrated course work or the receipt of academic credit;
- The extent to which the internship accommodates the intern's academic commitments by corresponding to the academic calendar; and
- The extent to which the internship's duration is limited to the period in which the internship provides the intern with beneficial learning.

In general, it's important to be able to demonstrate that an unpaid intern is learning practical skills from their internship and that the internship does not go on too long, which could appear to take advantage of unpaid status.

Internship Considerations, cont.

Unpaid Internships, cont.

If all of the factors listed on the previous page are met, the internship would generally not be considered an employment relationship under the Fair Labor Standards Act (FLSA), and therefore, the Act's minimum wage and overtime provisions would not apply to the intern.

Note that these guidelines for unpaid internships apply to “for-profit” private sector internships or training programs. The DOL explains that, unpaid internships in the public sector are generally permissible where the intern volunteers without expectation of compensation. In addition, this exception applies to individuals who volunteer their time, freely and without anticipation of compensation for religious, charitable, civic, or humanitarian purposes to non-profit charitable organizations

Paid Internships

Even if not required to, an employer may choose to pay an intern and is allowed to do so. However, those interns must be paid minimum wage under the same standards as an employee would be, so would become subject to the FLSA minimum wage and overtime standards. It's important to note that, short-term internships or training periods may qualify for a sub-minimum wage under certain circumstances, which vary by state. Federal law allows a lower youth minimum wage of \$4.25 for employees under 20 years of age, for a limited period of 90 calendar days, after they are first employed. The state of Iowa allows a similar youth minimum wage of \$4.25 per hour, also for employees under the age of 20 during their first 90 consecutive calendar days of employment.

Because different employers are subject to different employer laws – dependent upon number of employees, states in which they operate, annual sales volume, etc., applicable laws should be reviewed prior to making an employment decision. Generally, when federal and state law conflicts, the law more generous to the employee prevails.

Hosting an International Student

F-1 Visas

F-1 visas are issued to international students who are attending an academic program at a United States college or university. F-1 visa students may complete off-campus internships that are connected to their academic major. Curricular Practical Training (CPT), like student employment or Optional Practical Training (OPT), is particular to F-1 visas.

International students may complete an off campus internship if it is required by their major, or if their major will allow them to receive credit. International students seeking internships can be paid for their internship, but CPT has to be applied for; this is essentially some paperwork on the student and university's end, employers do not have any responsibility regarding government or SEVIS paperwork, but do fill out a learning contract for the student. Students cannot complete more than 12 months of full-time CPT or internship if they wish to complete OPT, which allows students to work one year upon graduation. CPT does not affect OPT if it is less than a 12 month, full-time internship. Students who graduate with a degree can complete an internship under OPT if they wish.

J-1 Visas

The J-1 visa allows international student to gain work experience in programs that promote culture exchange in the United States. Students on a J-1 visa are required to be sponsored by an accredited education or nonprofit institution.

- The J-1 visa is for students who need training that is not available to them in their home country and that training must be directly related to their academic program.
- Interns on a J-1 visa are not allowed to work in childcare, eldercare, or any position that involves work directly with medical patient care or patient contact.
- Interns are not able to work in a position that involves more than 20% clerical work.

Curricular Practical Training (CPT) is defined as employment which is an integral part of an established curriculum, including: “alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.”

Optional Practical Training (OPT) is defined in the Federal Regulations as temporary employment directly related to a student's field of study.

For more information visit:

j1visa.state.gov/

studyinthestates.dhs.gov/stem-opt-hub

www.ice.gov/sevis/practical-training

Principles for Ethical Professional Practice

NACE's Principles for Ethical Professional Practice are designed to provide everyone involved in the career development and employment process with two basic precepts on which to base their efforts: maintain a recruitment process that is fair and equitable; support informed and responsible decision making by candidates.

1. Practice reasonable, responsible, and transparent behavior ...

- ... that consciously avoids harmful actions by embodying high ethical standards.
- ... by clearly articulating and widely disseminating your organization's policies and guidelines.
- ... that guarantees equitable services for all constituencies.
- ... that is commensurate with professional association standards and principles.
- ... when resolving differences and addressing concerns.
- ... by nurturing sustainable relationships that are respectful and transcend transactions.

2. Act without bias...

- ... when advising, servicing, interviewing, or making employment decisions.
- ... when defining what constitutes employment.

3. Ensure equitable access ...

- ... without stipulation or exception relative to contributions of financial support, gifts, affiliation, or in-kind services.
- ... in the provision of services and opportunities without discriminating on the basis of race, gender, gender identity, ethnicity, sexual orientation, religion, national origin, disability, age, or economic status.
- ... by proactively addressing inclusivity and diversity.

4. Comply with laws ...

- ... associated with local, state, and federal entities, including but not limited to EEO compliance, immigration, and affirmative action.
- ... in a timely and appropriate way if complaints of non-compliance occur.
- ... and respond to complaints of non-compliance in a timely and prudent manner.

5. Protect confidentiality of ...

- ... all personal information related to candidates and their interviews, and their engagement with services, programs, and resources.
- ... student information related to professional plans.

15 Best Practices for Internships Programs

Note: The best practices presented here assume the organization's goal is to convert interns to full-time hires and is therefore paying its interns. Unpaid internships present a number of problems for organizations focused on intern conversion, not the least of which is legal issues that arise if the unpaid intern is given real work assignments.

1. Provide interns with real work assignments

Providing interns with real work is number one to ensuring your program's success. Interns should be doing work related to their major, that is challenging, that is recognized by the organization as valuable, and that fills the entire work term.

You can guarantee that hiring managers provide real work assignments by checking job descriptions, emphasizing the importance of real work assignments during a manager/mentor orientation sessions, and communicating with interns frequently throughout the work term to determine who they perceive what they are doing.

2. Hold orientations for all involved

It's important that everyone "be on the same page," so to speak. Make this happen by holding an orientation session for managers and mentors as well as a session for students. Orientations ensure that everyone starts with the same expectations and role definitions. This is time well spent—the effort you put into these sessions will pay off throughout the program.

3. Provide interns with a handbook and/or website

Whether in paper booklet format, or presented as a special section on your website, a handbook serves as a guide for students, answering frequently asked questions and communicating the "rules" in a warm and welcoming way.

A separate intern website serves many of the purposes of the handbook, but has the advantage of being easy to change. You can use your website as a communication tool, with announcements from the college relations staff or even articles of interest written by the interns themselves.

15 Best Practices for Internships Programs

4. Provide housing and relocation assistance

Few employers can afford to provide fully paid housing for interns, but you'll find that you get a lot of appreciation if you offer any kind of assistance toward housing expenses. If that's not possible, provide assistance in locating affordable housing: For those relocating to the job site, the prospect of finding affordable, short-term housing can be daunting. Easy availability of affordable housing will make your opportunity more attractive to students, broadening your pool of candidates.

If you can pay for all or some of your interns' housing, be sure to design (and stick to) a clear policy detailing who is eligible. This will eliminate any perceptions of unequal treatment. In addition, be aware that employer-paid or employer-subsidized housing is considered a taxable benefit. Check with your internal tax department on exceptions to this.

You will also want to consider the issue of relocation, which is separate although related to housing. Many organizations pay some or all of their interns' relocation expenses to and/or from the job site.

5. Offer scholarships

Pairing a scholarship with your internship is a great way to recruit for your internship program—and this is especially true if you are having difficulty attracting a particular type of student or student with a specific skill set to your program. Attaching a scholarship can increase your pool of candidates with the desired qualifications.

6. Offer flex-time and/or other unusual work arrangements

Students mention flex-time as one of their most-desired features in a job. (A flexible time schedule during their internship eases their transition to the workplace.)

If you think about how students spend the day on campus (varied schedule each day, with varied activities such as work, class, social time), you can understand that 8 a.m. to 5 p.m. Monday through Friday is a bit of an adjustment for them. A flexible schedule can make them feel less chained in by an unchanging routine.

Other work arrangements that have been found successful with students include keeping them on as part-time, remote employees after they go back to school (depending on the type of work they do for you and whether they have a willing manager), and having them come back and work over school breaks for a couple of weeks. These are excellent ways to keep communications open and build a stronger bond.

15 Best Practices for Internships Programs

7. Have an intern manager

Having a dedicated manager for your intern program is the best way to ensure that it runs smoothly and stays focused on your criteria for success. Unfortunately, the size and resources available to most internship programs mean that this isn't always possible. If your program isn't big enough to warrant a dedicated full-time staff member, an excellent short-term solution is to hire a graduate student (look for a student working toward an advanced HR degree) to be your intern, and put this college relations intern in charge of the daily operation of the internship program. This gives the interns a "go-to" person, and gives you and your staff a break from the many daily tasks involved in running a program of any size. For this to work, you have to plan the program structure in advance (don't expect your intern to do it), and be very accessible to your college relations intern.

8. Encourage team involvement

Involve your college recruiting teams—whether they are "volunteers" who participate in college recruiting, staff members dedicated to college recruiting, or some combination of both—in your intern program. They can sponsor social or professional development events, and help to orient the interns to your company culture. In my experience, college team members served as cooks at intern picnics, hosts at speaker events, and drivers for social outings such as ball games.

9. Invite career center staff and faculty to visit interns on site

Although some programs—especially those that are very structured on the university side—make visits by career center staff and faculty a regular practice, most do not. In general, career center staff and faculty members have relatively few opportunities to visit employer work sites to see firsthand the types of experiences that their students are getting. By inviting them to your site, you will build a better working relationship with these groups, which can lead to more student referrals, enhanced campus visibility, and increased flexibility on their parts when your business needs dictate it.

15 Best Practices for Internships Programs

10. Hold new-hire panels

New-hire panels are one of the best ways to showcase an organization to interns as a great place to work. These are panels of five or six people who were hired as new grads within the last three years. They act as panelists in a meeting of interns, giving a brief summary of their background and then answering questions from the intern audience. Your interns get insight about your organization from your new hires—people who they perceive are like themselves and who they consequently view as credible sources of information.

In these meetings, I've found that the interns consistently bring up the same topics: Why did you choose this employer over others? What was your first year like? How is being a full-time employee here different from being an intern? Do you recommend getting a graduate degree? In the same field, or an M.B.A.? Is it better to go straight to graduate school after the bachelor's or better to work a while?

It's also fairly consistent that the new hires will offer other types of advice to your interns, such as how to handle finances those first couple of years out of school. (Their typical advice: Don't run right out and buy a new car, and, Start contributing the maximum to your savings plan as soon as you are allowed.)

College relations staff should attend these sessions, but should remain unobtrusive, staying in the back of the room so as not to stifle the conversation. By being there, you stay aware of what is on the minds of your target group, and you can answer any detailed questions that may come up, such as those related to benefits.

11. Bring in speakers from your company's executive ranks

One of the greatest advantages to students in having internships is the access they get to accomplished professionals in their field. Consequently, speakers from the executive ranks are very popular with students—it's a great career development and role modeling experience for interns. Having a CEO speak is especially impressive. Best scenario: Your CEO speaker is personable, willing to answer questions, and willing and able to spend a little informal time with the students after speaking—your interns will be quite impressed.

For you, having your executives speak to interns is another way to “sell” your organization to the interns, and get your executives invested in (and supporting) your program.

15 Best Practices for Internships Programs

12. Offer training/encourage outside classes

Providing students with access to in-house training—both in work-skills-related areas, such as a computer language, and in general skills areas, such as time management—is a tangible way to show students you are interested in their development.

You may also want to consider providing interns with information about nearby community colleges: Many students will be interested in attending during their work term to take care of some electives and/or get a little ahead with the hours they need to graduate. If you have the budget, you may also want to consider paying the tuition for courses they take while working for you, but, as is the case with housing, any assistance you can provide—even if it's just providing them with information about local schools—will earn you points with students.

13. Conduct focus groups/surveys

Conducting focus groups and feedback surveys with these representatives of your target group is a great way to see your organization as the students see it. Focus groups in particular can yield information about what your competitors are doing that students find appealing.

14. Showcase intern work through presentations/expo

Students work very hard at completing their work and are generally proud of their accomplishments. Setting up a venue for them to do presentations (formal presentations or in a fair-type setting such as an expo) not only allows them to demonstrate their achievements, but also showcases the internship program to all employees.

15. Conduct exit interviews

Whether face-to-face or over the telephone, a real-time exit interview done by a member of the college relations team is an excellent way to gather feedback on the student's experience and to assess their interest in coming back. Having the students fill out an exit survey and bring it to the interview gives some structure to the conversation.

Excerpted from *Building a Premier Internship Program: A Practical Guide for Employers* (NACE)

<https://www.naceweb.org/talent-acquisition/internships/15-best-practices-for-internship-programs/>

CORE Career Development Office

309-794-7339

careerdevelopment@augustana.edu

<http://www.augustana.edu/index.php/academics/core>

How do employers post jobs or internships?

Augustana College utilizes the job database Handshake. Handshake is a one-stop shop for companies, non-profits and organizations of all shapes and sizes to find, recruit and hire the best students across the country. Ready to create an account with Handshake? Follow these steps to get started:

1. Visit https://augustana.joinhandshake.com/employer_registrations/new
2. Select the "Employer" account type from the options presented
3. Fill out the information requested then **click Sign Up**
4. Enter your recruiting interests and Alma Mater to help us better understand how you'll use Handshake. Then **click Continue**.
5. Read the Employer Guidelines, Terms of Service, and Privacy Policy
6. Verify your account through email. The email should arrive within 10 minutes and will contain a link enabling you to confirm your account. If you don't receive a confirmation email, please contact Christina Henzen at christinahenzen@augustana.edu.
7. When the email arrives, **click the Confirm Email button** to verify your account.
8. When you **click the button** in your confirmation email, you will be brought back to Handshake. If your company already exists in our system you can click join to connect with that company. If your company does not exist, you can **click the Create New Company button**.
9. You will be taken to the employer landing page where you will be able to create job postings and events.
10. Next, you will want to choose Augustana College to connect to. Use the filters on the left side of the screen. **Click the + button** in the corner of the school logo.
11. Post your positions and view student profiles!



Timeline for posting internships

Fall Internship – early to mid-spring semester

Spring Internship – late summer or early fall semester

Summer Internship – late fall or early spring semester

Augustana College

How can employers engage with students?

- 1. Attend our Career Fair:** Augustana College and St. Ambrose University co-host two career fairs a year in the Fall and Spring. ProFair is a great way to connect with students and advertise your open jobs and internships. The Fall ProFair takes place at the end of September and the Spring ProFair takes place at the end of March.
- 2. Mock Interviews:** During the year we have many events that encourage students to participate in mock interviews with employers. We are always looking for more professionals to provide our students with advice to strengthen their interview skills.
- 3. Informational Interviews/Job Shadows:** Allowing students to learn and explore careers is always appreciated. Our students are often looking for ways to understand a career or company better.
- 4. On Campus Interviews and Recruitment:** Many organizations complete their interviews on campus to make it easier for students to interview. This allows for a day full of interviewing our students to fill internship or full time positions. Handshake makes this process easy!
- 5. Come to Campus!** We are always open to ideas of how to engage on campus in new and exciting ways. Come meet with our staff to brainstorm some great ideas to get students interested in your organization and opportunities.

Top 5 reasons to hire Augustana students

- 1. Exceptional academic preparation through innovative and rigorous coursework**
About 43% of Augustana students have more than one major, compared to a national average of 9%. Expertise in more than one field makes students more versatile in the marketplace
- 2. Exceptional professional preparation through CORE**
The Viking Score is Augustana's unique and valuable approach to helping each student track his/her level of professional preparation, year by year.
- 3. Well-rounded and community-minded**
Nearly 50% of Augustana students participate in sports, 25% perform in music ensembles and 85% of student volunteer locally, nationwide, and worldwide.
- 4. Intercultural competence**
60% of students study abroad – placing Augustana in the Top 40 for international study among the nation's baccalaureate colleges.
- 5. Collaborative Leaders**
Augustana consistently ranks in the Top 10 of all college and universities, alongside schools like MIT and Stanford, in its number of Academic All-Americans.

Eastern Iowa Community Colleges

Clinton, Muscatine & Scott

How do employers post jobs and internships?

Post a job or internship: EICC's Career Services Department utilizes College Central for students and alumni searching for their next great career opportunity. This site allows employers, at no cost, to create accounts from which they are able to manage job openings for full-time, part-time, internship, and volunteer positions. To create an account and begin posting jobs, go to www.collegecentral.com/eicc and register your organization under the “**Employers**” link.

You may also post positions by contacting Career Services with a description of your positions; we will manually enter them into College Central and post them on our physical job boards on our campuses.

Features of EICC's College Central:

- Search the school's exclusive resumes for qualified job candidates
- Match internship or employment opportunities with EICC student/alumni job seekers
- Request your College Central job posting be listed on our Facebook pages for additional exposure

Requirements for posting internships:

- Contact the Career Services Department at the campus closest to your location or with the program that aligns best with your position (CCC, MCC, or SCC) to discuss partnership opportunities. Requirements vary by program (see below). Internships are typically paid, and last for one semester. Unpaid internships must follow Department of Labor guidelines for unpaid internships.
- Most internships/work experiences are coordinated by faculty, but Career Services can assist with placement and making faculty and student connections.
- Internships for credit have required paperwork, but we make it as simple as possible for employers. Students often are required to write objectives and papers regarding the experience. Faculty most likely will ask employers to complete student intern evaluations periodically (ex. mid- and end-of-term).

Career Services Department
www.eicc.edu/future-students/student-services/career-services

Rob Schadt, Clinton (CCC)
Career Services Coordinator
rschadt@eicc.edu
563.244.7012

Rebecca Vargas, Muscatine (MCC)
Career Services Coordinator
rvargas@eicc.edu
563.288.6052

Wayne Cole, Scott (SCC)
Career Services Coordinator
wcole@eicc.edu
563.441.4021

Eastern Iowa Community Colleges

Programs that require internships

Most of EICC's career/technical programs offer an internship/co-op/work experience component for students to earn credit towards their degree. Some are optional and others are required, and some programs are only offered at specific locations (see below).

Some transfer programs also have work experience/internships options for interested students.

Examples include:

- Accounting Management
- Administrative & Office Support (required)
- Agribusiness Management (MCC; required)
- Automotive & Auto Collision Repair Technology (SCC; required)
- Business Management
- Culinary Arts (MCC & SCC; required)
- Diesel Technology (SCC; required)
- Early Childhood Education (MCC & SCC; required)
- Farm Management (MCC & SCC; required)
- Graphic Arts Technology (CCC; required)
- Hospitality Management (MCC & SCC; required)
- Information Technology (required)
- Journalism/Communication
- Social Work
- Supply Chain & Logistics (SCC; required)

Timeline for posting internships

Fall Internships:
Late Spring to Early Summer

Spring Internships:
Early to Mid Fall

Summer Internships:
Early to Mid Spring

NOTE: EICC's many health-related programs (ex. Nursing, VetTech, Dental Assisting, etc.) have their own required clinical and practicum experiences with area health organizations

How can employers engage with students?

- 1. Informational Table:** Display information about your organization in high-traffic areas on our campuses.
- 2. Informational Sessions:** Share information about your organization to a general audience or to a specific program-related class or club on-campus.
- 3. Annual Spring Career Fairs:** Each campus hosts a career fair every spring. Contact each campus to find out how to sign up to attend.
- 4. On-Campus Interview:** Interview student candidates in a professional setting on-campus for internship or regular positions.
- 5. Custom Assistance:** Contact Career Services at the campus nearest you to discuss internship opportunities or assistance in starting an internship program.

St. Ambrose University

How do employers post jobs and internships?

All job and internship postings for St. Ambrose students and alumni are located on the St. Ambrose University career management system, BEECareers. Employers have the opportunity to create their own account and post jobs directly to the system. Job and internship postings have the potential to be viewed not only by current SAU students, but also by those SAU alumni who also utilize the BEECareers system. ***Postings are also sent out to all faculty and students in the majors you are trying to target.***

Find more information on how to post an internship here:
http://www.sau.edu/Career_Center/Employers/Post_a_Job_or_Internship.html

Timeline for posting internships

Fall Internships - Late Spring to Early Summer

Spring Internships - Early to Mid Fall

Summer Internships - Early to Mid Spring

Career Center

www.sau.edu/cdc

563-333-6339

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How can employers engage with students?

When employers are recruiting, they should develop relationships with local recruitment resources. They should promote themselves with the Career Center; attend internship and job fairs, such as ProFair; provide job shadow opportunities; join The BeeConnection as a volunteer career advisor; host a company tour; partner with student groups; and post the open internship position on BEECareers. Employers can also participate in other campus events to brand their organization, such as on-campus recruiting, Career Boot Camp, Networking and Etiquette Dinner, and the Health Sciences Networking Information and Career Fair.

Hosting an intern

What are my responsibilities as an employer?

- Review the job description and internship responsibilities with the intern
- Review learning objectives and modify if needed
- Expect to have an initial training period as the intern learns his/her responsibilities
- Introduce the intern to the organization and co-workers
- Develop guidelines and expectations for supervision
- Provide feedback via an online evaluation at midpoint and the end of the internship
- Have an adequate workspace for the student intern

What is the length and hourly commitment of an internship?

Internship Minimum Requirements (for EXPL 201, for-credit internship requirements vary by department):

- Professional experience which relates to student's major field or area of career interest
- At least 80% professional work
- Occupies at least one academic term (fall, spring or summer)
- Requires continuous supervision by a professional in the field (not a student)
- Must work at the internship site for a minimum of 75 hours
- Cannot be repeated at the same site
- Must complete the internship documentation process

Western Illinois University - Quad Cities

How do employers post jobs or internships?

Employers can post job and internship opportunities on Leatherneck Link, a job search tool that is available to current students and alumni of Western Illinois University.

1. Visit this link <https://wiu-csm.symplicity.com> and **click the Employer button.**
2. If you are a new user you will need to **create an account.**
3. Once your account is created you can **post a job or internship.**

Programs that require internships

- Engineering
- Engineering Technology
- Law Enforcement and Justice Administration
- Recreation, Parks, & Tourism
- Supply Chain Management
- Other majors at WIU-QC encourage students to complete internships during their college experience.
- Visit this link for program specific internship requirements <http://www.wiu.edu/qc/internships/>

Career Development
http://www.wiu.edu/qc/student_life/career_services/

Audrey Adamson
Assistant Director of
Student Services
anw-adamson@wiu.edu
309-762-3999 ext.62573

Student Appointments:
309-762-9080

Timeline for posting internships
Fall Internships - Late Spring to Early Summer
Spring Internships - Early to Mid Fall
Summer Internships - Early to Mid Spring

Western Illinois University - Quad Cities

How can employers engage with students?

1. Attend our Fall and Spring Career and Internship Fairs to connect with students and alumni
2. Offer Job Shadow and Informational Interview opportunities
3. Host a Tour of your Organization to interested students
4. Conduct in Mock Interviews for students looking to improve their skills
5. Participate in Workshops or Panel Discussions on campus to provide your perspective and expertise to our students
6. Partner with Student Groups for networking and career focused events

**WIU-QC Fall 2017
Business and Technology
Career and Internship Fair**

Thursday, September 28th
1:30 - 4 PM
Riverfront Hall

Register:
<https://www.student.services.wiu.edu/web-apps/CareerFairs/Register.aspx>

**WIU-QC Spring 2018
Career and Internship Fair**

Wednesday, March 7th
1:30 - 4 PM

Why recruit at WIU-QC?

- We are the Quad Cities only 4 year public institution and our programs and student enrollment continue to grow each year.
- We are a commuter campus with most students living within an hour of the Quad-Cities. The majority want to stay and work in the Quad Cities after they complete their degree!
- We have a diverse student body - all ages and backgrounds, that truly represent the QC workforce.
- Many of our students are post-traditional and have already been in the world of work, so they come to employers with experience and a strong work ethic.
- Our programs are accredited within their fields and our graduates come ready with best practice knowledge.
- Our core values of Academic Excellence, Educational Opportunity, Personal Growth and Social Responsibility make us a strong community partner .

Black Hawk College

How do employers post jobs and internships?

Employers can register on our website, collegecentral.com/bhc to post jobs and internships specifically for their field.

Black Hawk College offers many internships, including:

- Accounting
- Admin Assisting
- Agriculture
- Auto Repair
- Business
- Business Information
- Child Development
- CNC
- Dietetics/Nutrition
- Engineering
- Health Information
- Management
- International Trade
- Inventory Specialist
- ITS
- Manufacturing
- Mechanic
- Medical Assisting
- Medical Billing
- Medical Coding
- Network Admin
- Basic Nursing
- Physical Therapy
- Veterinary

Career Services
(309) 796-5626 • collegecentral.com/bhc

Bruce Storey
Director of Educational Services
(309) 796-5129 • storeyb@bhc.edu

Marceia Duhm
Coordinator of Career Services
(309) 796-5191 • duhmm@bhc.edu

How can employers engage with students?

1. Services by appointment:

Arrange events and informational booths on-campus, or conduct on-campus interviews.

2. Job shadow opportunities:

Offer job shadow and mock interview opportunities.

3. Attend job fairs:

Communicate with job seekers. Career Services hosts an annual Job Fair.

4. Develop a recruitment plan:

Work with our staff to create a recruitment strategy.

Appendix 1

Sample Internship Postings

XYZ Company is currently looking to fill a Marketing Intern position for the next academic year. XYZ Company is a non-profit organization that helps low income residents in Dubuque County. We are looking to fill a Marketing Intern position within our organization.

Responsibilities:

- Update social media presence, including Facebook, Twitter, and other social media platforms
- Assist in planning and writing the monthly newsletter
- Design flyers and other marketing material
- Attend monthly marketing meetings, prepare agenda, and take meeting minutes
- Collaborate with staff and volunteers on innovative ideas for marketing and communication

Qualifications:

- Strong understanding of social media
- Completed or working toward a college degree in Marketing, Communications, or Public Relations
- Proficient in Microsoft Office program.
- Experience working in Adobe InDesign and Photoshop highly desired

Start Date: Position open until filled, requires 6-12 month commitment.

Hours: 10-15 during Fall & Spring, 40 during summer. Hours can be flexible around school schedule.

Compensation: This is an unpaid internship.

Job Title: Accounting Assistant – Internship

No. of Openings: 3

Internship Available: Fall 2018

Paid/Unpaid: Paid

Hours per week: 20

Majors: Accounting, Finance, Business

ABC Company is looking for an Accounting Assistant Intern for the Fall 2018 semester. This position will handle a wide range of duties for the Accounting and Finance departments.

Duties and Responsibilities:

- Assist with financial reports
- Post journal entries
- Assist with accounts receivable, payable, and reconciliation
- Help with audits
- Manage the monthly tracking of inventory

Requirements:

Applicants should be Accounting, Finance, or Business majors. Applicants should be proficient in Microsoft Office. Attention to detail, ability to multi-task and excellent communication skills are required for this position.

