



For more detailed planning information, please review the Guide to Academic Internships located on our website at fitchburgstate.edu/internships. There you will find many resources, including the following:

- » Developing Your Internship Program
- » Sample Job Description
- » Internship Program Contractual Agreement and Indemnification Agreement
- » Log of Hours
- » Mid-Term Evaluation
- » Final Evaluation
- » Internships and the Fair Labor Standards

ALL QUESTIONS MAY BE DIRECTED TO:

David P. Weiss, Ph.D.

Director, Crocker Center

Fitchburg State University

crockercenter@fitchburgstate.edu

978-665-3675

Quick Start Guide to Academic Internships



Internships Defined

An internship is a practical work experience in a student's chosen major/field of study. Students who intern have the opportunity to make important connections between classroom work and professional practice. Learning objectives, established with a faculty member, guide the student through their internship experience. A representative from your organization and a faculty member from Fitchburg State work together to monitor the internship and the intern's progress.

Role and Responsibilities of the Internship Site

The primary role of the internship site is to provide supervision and guidance during the semester to the intern. The organization should provide day-to-day supervision to guide the student in their work. In addition, regular communication with the student's faculty supervisor is expected. Communication may include a mid-term evaluation, a final evaluation, and an on-site visit.

Role and Responsibilities of Fitchburg State University

Your contact to arrange an internship can begin with David P. Weiss, Ph.D., Director, Crocker Center, crockercenter@fitchburgstate.edu, 978-665-3675. The University manages the screening, placement, overall supervision, and evaluation of the intern. The University awards academic credit to the student as part of their studies. In addition, the University indemnifies and holds harmless the internship site. A full description of this coverage is available in the Guide to Academic Internships.

Paid vs. Unpaid Internships

Internships can be paid or unpaid. This will depend on the organization and the academic department at the University. For unpaid internships, be mindful of the Department of Labor guidelines for organizations that are "for-profit". (See Appendix.)

Whether paid or unpaid, we strongly encourage employers to remind students to sign up to receive academic credit for the internship.

8 Steps to Getting Started

IDENTIFY your goals for the intern.

DEVELOP a job description that you'd like to fill within your organization. Determine if the internship will be paid or unpaid. If there are "perks" available at your company, consider those as well. If non-paid, Department of Labor guidelines exist for "for-profit" organizations. (See Appendix.)

DETERMINE when you will start your program (summer, fall, spring).

COMMUNICATE the internship position to the University and we will coordinate with the appropriate departments to help you recruit candidates.

DETERMINE your selection method. Will you host on-campus interviews?

INTERVIEW the candidates to determine that there is a good "fit". Like any candidates, potential interns possess different strengths. It is important to assess each candidate with respect to the available position.

SCHEDULE a mutually agreeable start date and develop expectations regarding the intern's ongoing work schedule.

ASSIGN a supervisor and communicate with your program contact at Fitchburg State University.