

Employer Internship Guide



FSU Career Services & Employer Relations Internship Requirements

- **Internship Site:** the employer must be an established business in operation for at least one year, as well as located and conducting business in commercially-zoned space/property
- **Supervision of Intern:** the organization must provide the intern with a designated on-site supervisor/mentor, knowledgeable in the subject area, who will provide the student with daily or weekly supervision and provide constructive feedback
- **Position Description:** employers must provide an academically qualified, professional level work experience related to the student's major. The site supervisor must also provide a written job description of meaningful, career-related responsibilities
- **Payment of Interns:** an internship can be a paid or unpaid opportunity. FSU policy allows students to earn credit with the approval of their academic department. Paid internships are usually compensated by either stipend and/or an hourly wage
- **Evaluation:** students should be provided with a written letter of evaluation at the mid-point and conclusion of their internship. Most FSU academic departments will mail the site supervisor an evaluation for the student two weeks prior to the completion of the internship. Supervisor should complete and return this evaluation to the specified academic department
- **Safety:** the site supervisor is responsible for informing student interns about any and all company guidelines, policies, and any safety issues prior to the students' start date
- **Reporting of Issues:** should any problems arise with the intern, they must be reported by the site supervisor to the student and the Career Services & Employer Relations office at Framingham State University

Posting on Handshake

Follow these instructions:

1. Visit <https://app.joinhandshake.com/register> and click "Employer"
2. Fill out the required fields.
3. Agree to the Handshake Employer guidelines.
4. Confirm your email address in your inbox.
5. Sign in with the email and password combination you created.
6. If you know your company is already in Handshake, search for it. Otherwise, click the BLUE button that says "Create New Company."
7. Fill in relevant company information under "start your company profile". Be as detailed as possible, as students will want to know as much as they can about your company.
8. After your company is created, search for "Framingham State" and click the plus sign to connect with our page.
9. Next, you can post your job/internship position. If you have any questions please refer to the Employer Help Center at [Employer account in Handshake](#)

Employer Showcase Series: every

Wednesday from 9am-6pm during the academic year, we give up to six employers a space in the lobby of our student center to reach out to students. Shifts run from 9-11:45am, 12-2:45pm, and 3-6pm. Contact the CSER office to complete an online reservation form. You must have at least one internship position or full-time job posted on Handshake in order to be eligible.

Questions? Comments? Concerns?
Contact the Career Services Office at
508-626-4625

Watch for Events!

Job and Internship Fairs are held every fall and spring semester and will be advertised on Handshake. You can register for these events through your employer Handshake account

National Association of Colleges and Employers (NACE) Internship Requirements

1. The experience must be an extension of the classroom: a learning experience that provides for applying knowledge gained in the classroom. It must not be to simply advance the operations of the employer or be the work that a regular employee would routinely perform
2. The skills or knowledge learned must be transferable to other employment settings
3. The experience has a defined beginning and end, and a job description with desired qualifications
4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework
5. There is supervision by a professional with expertise and educational and/or professional background in the field of experience
6. There is routine feedback by the experienced supervisor
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals

Benefits of an Internship Program

- Year-round source of highly motivated pre-professionals who can be evaluated and trained for possible future employment
- Increase employee retention
- Interns may offer fresh ideas and new perspectives
- Mentoring provides current employees with opportunities to develop their supervisory skills

Internship Preparation Work

Potential Intern Projects

1. Competitive Analysis/Product Comparisons
2. Developing process directions for tasks with high employee turnover
3. Sourcing lower-cost supplies
4. Preparing budgets, reports, plans, or proposals
5. Critiquing the company's website from a user perspective

Potential Learning Exercises

1. Invite an intern to observe an internal meeting, a client meeting, or sales call
2. Teach an intern how to prepare a budget, report, or plan
3. Train an intern how to use a piece of equipment or software
4. Help an intern use their PowerPoint skills to make a company presentation
5. Role-play with an intern how to make a client follow-up call or close a sale

Create an Intern Manual

1. Company Profile – organizational overview, historical information, mission and/or vision statement, primary product or service positioning, biographical consumer information, visual representation of the business structure, company organizational chart, information on other offices/branches, information on retail locations, public perception, recent news
2. Position Profile – similar to a job description, an overview of the intern's roles and responsibilities
3. Company Policies – procedures for calling in sick, procedures for completing timesheets, etc.
4. Discuss intern etiquette – expectations for attire and behavior
5. Timesheet Form – an original (to make copies from) and an example of a completed timesheet

Pre-Arrival Preparation

1. Send a welcome packet confirming start date and communicating key first-day information. This may include:
 - A copy of the Internship Agreement
 - A welcome letter
2. Touch base with intern coordinator and supervisors
3. Alert employees:
 - Send a company-wide email alerting employees to the arrival of interns
 - Ask employees to make interns feel welcome by initiating introductions and answering questions when possible

Student Requirements for a CHOICE Internship:

- Must be a Massachusetts resident
- Must have a cumulative GPA of 2.75 or higher
- Must have prior faculty approval
- Must have filed a FAFSA form
- Must be a full-time undergraduate student at Framingham State
- Must be enrolled in an internship class

Once the students meet the above requirements, they are then able to apply for CHOICE funding through the Career Services & Employer Relations office

Academic Credit Internships

- All departments have an internship for academic credit option and have developed student eligibility guidelines specific to their respective academic areas
- All students must receive approval and meet the academic requirements of their program to receive credit for an internship
- Students register for a credit bearing internship course and pay tuition