



EMPLOYER INTERNSHIP PROGRAM CHECKLIST

Use this checklist to assess your current internship program and identify areas of growth.

DEFINE YOUR INTERN'S ROLE

- We clearly defined the expectations for our intern(s).
- We considered how the intern(s) fit into our organization's mission, vision, and goals.

ORGANIZATION NEED & INFRASTRUCTURE

- We assessed the current needs of our organization and how the intern(s) will meet those needs (i.e. real work assignments and projects).
- We created at least three learning objectives for the intern(s).
- We identified a supervisor that has educational and/or professional expertise in the area in which the intern(s) is working.
- We ensured the supervisor has the time and commitment to guide, mentor, and give routine feedback to the intern.

FAIR LABOR STANDARDS ACT (U.S. DEPARTMENT OF LABOR) FOR UNPAID INTERNSHIPS IN THE PRIVATE SECTOR ONLY

- There is mutual understanding between the intern(s) and us that there will be zero compensation.
- The intern(s)'s experience mirrors an educational setting.
- The student is enrolled in an internship course.
- The internship(s) timeline corresponds with the academic calendar.
- The work will end when the intern(s) meets the learning objective(s).
- The intern(s)'s work compliments – not displaces – the work of paid staff.
- There is mutual understanding between the intern(s) and the employer that there is no guarantee of employment post-internship.

INTERNSHIP DESCRIPTION AND RECRUITMENT

- We have written an internship description that includes the following: Start/end date, project summary, timelines for deliverables, type of work setup (including remote work options), types of support from the team, pay rate, minimum skills, preferred skills, and a summary of our organization.
- We have outlined a comprehensive recruitment strategy.

ORIENTATION AND ONBOARDING

- We designed an orientation and onboarding program for our intern(s).

RETAINMENT AND EXECUTION

- The supervisor will schedule weekly one-to-one meetings with the intern(s).
- The supervisor will conduct midpoint and final performance reviews.



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