

Information to Include In and How to Post an Internship Position

Job Description

- Name and address, including web address (where available) for your organization with a brief description (e.g., organizational mission)
- Position title
- Description of the position
 - Explain in detail, the roles and responsibilities/duties
 - List specific tasks and projects the intern will complete
- Offer possible projects that complement the intern's learning goals
 - Duties of the intern should not focus on the advancement of the organization's operations or consist of work routinely performed by regular employees

Supervision

- Name and contact information of the person with whom students should inquire (Note: an email address is required in order to post the opportunity in our online database, E-Link)
- The internship is a learning experience; therefore, the student cannot be treated as a consultant and expected to provide expertise on their own (without mentorship) in any area related to the internship
- The supervisor should serve as a resource to teach/mentor the intern as part of the internship experience
- The supervisor needs to provide regular and on-going supervision and feedback on the intern's performance

Training/Learning Experience

- Include structured and planned learning opportunities, such as mentoring and networking activities, that are not connected to the assigned tasks
 - An internship is an extension of a student's learning experience that reaches beyond the classroom
- This creates an educational element that separates a part-time job from an internship
- In advance of the internship experience, the intern will work with a faculty moderator and site supervisor to create clearly defined learning objectives/goals that relate to the professional goals of their academic coursework

Compensation

- You may also indicate whether the internship is paid or unpaid through an hourly wage, stipend, mileage reimbursement, or other benefits.
 - Please refer to the U.S. Department of Labor's website and consult the "Internship Programs Under The Fair Labor Standards Act" page to determine whether interns must be paid the minimum wage/overtime for the services that they provide to "for-profit," private sector employers.
 - According to the Fair Labor Standards Act (FLSA), individuals who participate in an internship at a "for-profit," private sector company may do so without compensation if the intern is completing the internship only for personal educational benefits. Please review the following criteria to determine whether or not your internship should be posted with or without compensation:
 - The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
 - The internship experience is for the benefit of the intern;
 - The intern does not displace regular employees, but works under close supervision of existing staff;
 - 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;
 - The intern is not necessarily entitled to a job at the conclusion of the internship; and
 - The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship



Experiential Learning & Community Engagement

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Experiential Learning & Community Engagement, College of Saint Benedict/Saint John's University,
HAB 105, 37 S. College Avenue, St. Joseph, MN 56374, 320-363-5300, lhammond@csbsju.edu

Timeframe

- Include an estimate of the hours per week interns need to be available (Note: CSB/SJU students typically intern from 10 – 20 hours per week during the academic year/semester; summer internships may be part-time or full-time).
- Indicate term of the internship – either fall or spring semester, summer, year-long preferred (e.g., fall and spring)
- Determine the duration of the internship – semester-long, academic year-long, calendar year-long, etc.

Location

- Indicate the department in which the student will intern at your organization (and other context around organizational hierarchy if need be)
- Estimate the amount of travel that will be required for the intern position and note any reimbursement related

Qualifications

- Required and preferred qualifications. Examples of qualifications include major, GPA, level of education, etc.
- Please note, limiting positions to particular majors may exclude qualified students whose skills and abilities would benefit your organization. Organizations could consider including language such as, “Open to all majors, with preference given to XYZ major.”

How to Apply

- Application requirements (e.g., resume, cover letter, and/or portfolio)
- Method of application (by email, online, or U.S. mail)
- Include contact information for students to use for any questions regarding the application process
- Provide an application deadline and other useful timeline information

Process for Posting Internship Opportunities at CSB/SJU

The CSB/SJU Internship Program uses E-Link, an online software program, to advertise internship opportunities. E-Link is user-friendly and offers a number of features for students and for organizations offering internships:

- Organizations can easily publicize full position descriptions for internships on E-Link by using the built-in prompts for selected criteria.
- Students can select their search criteria (for example: industry, job function, academic term and location).

Use this web address to access E-Link: <https://csbsju-csm.symplicity.com>. The first time you access the system you will be asked to “Create an Account” with contact information and any other descriptive information about your organization that would be of interest to applicants. After an account has been created, you can access E-Link at any time to post new opportunities or to edit existing position descriptions.

Sample posting of what students view in E-Link:

Note: The view below is an example of what an internship posting will look like when posted in E-Link. Students will be able to view all information that is posted on this site.



If you have any questions about this process, please contact **Laura Hammond**, Assistant Director of Experiential Learning and Community Engagement, by email at lhammond@csbsju.edu or by phone at 320-363-5300.

The screenshot shows a web interface for an internship posting. At the top, there is a navigation bar with tabs: Overview, Core, Documents, Employment, Activity, Survey Responses, and Login As. The main content area is titled "Graphic Design Intern" by Minnesota Zoo. It includes a "Posted" date of Feb 24, 2014, and a table with fields for Division (Human Resources), Position Type (Internship), and Approximate Hours Per Week (20-40). A description follows, detailing the Minnesota Zoo's creative team and the responsibilities of the intern. To the right, there is a "HOW TO APPLY" section with a list of requirements: complete application online at www.mnzo.org, cover letter, resume, official transcripts, and a letter of recommendation. Below this is a "Requested Documents" list (Resume, Cover Letter) and an "IMPORTANT DATES" section with a "Posted On" date of February 24, 2014.