Internships provide real-world experience to students looking to explore or gain the relevant knowledge and skills required to enter into a particular career field. The Career Management Center’s staff has the ability to customize an internship program for you and help your organization to brand its opportunities through the use of listservs, faculty communications, social media, video and media alternatives, and interactions with business student organizations.

Benefits for Employers:

- Identify and retain talent for long-term employment
- Hire skilled labor in a cost-effective way
- Gain fresh ideas and perspectives
- Increase company brand awareness
- Assess the fit between the organization and the intern
- Create a recruiting edge on campus
- Support students education and professional efforts
- Meet peak or seasonal needs without a long-term commitment

Getting Started:

Successful descriptions highlight the value of the internship to the student. Please include:

- Brief description of your organization
- Wage, hours per week, and start and end dates
- Position title with skills and qualifications desired
- Duties, responsibilities, and expectations
- Value proposition of the opportunity
- What skills they will gain
- Application, company and contact information

Indicate the process by which students should apply for the position and what documents they should include. Positions should also be posted on Handshake, formerly CareerRam, which is the online job/internship posting board for CSU students.

“The recruiting process at the College of Business has been very rewarding for FirstBank. We have received top candidates for both our management program as well as our internship opportunity that has matriculated into high performing employees. We look forward to building on our strong relationship with the Career Management Center and the wonderful opportunities it provides us.”

-- Joe Amato-Baril
Director of Diversity
FirstBank
Steps After an Intern is Hired:

- Assign a mentor. This person will be a good resource for questions, evaluations, feedback, and guidance.
- Provide an orientation of the organization.
- Offer valuable opportunities for the intern to participate in meetings, networking, and volunteering.
- Clearly communicate company opportunities for employment.

Compensation:

Hiring an intern is a cost-effective way for an organization to supplement its staff. Internships can be categorized as for credit, contact the internship coordinator for more information. Compensation is optional; however, in consideration of wage and hour laws, consider paid versus unpaid status and stipends. Interns who are compensated should be paid through W-2, not 1099, due to student tax and liability issues.

The Department of Labor allows interns to be unpaid only if ALL the following criteria are met:
- The training would be comparable to that given at a vocational school.
- The training would benefit the student.
- The student would not replace regular employees but would work under close supervision of existing staff.

Internship Posting Example:

| Company: | PR Communications Inc. |
| Job Title: | Digital PR Intern PR Communications Inc. |
| Wage/Salary: | $12 per hour Hours/Week |
| Job Description: | Looking for an internship to gain quality, hands-on public relations experience? PR Communications Inc. is a new, growing, financially profitable PR firm focused on leveraging SEO and leading edge web marketing technology. We're offering an exciting new position where you will explore the possibilities of taking PR online. You will learn search engine optimization marketing strategies, update news and other web content, and assist with pay-per-click reporting, in addition to traditional PR duties, which include: compiling media reports, researching media inquiries, providing writing support for public and media relations, serving in a support role in answering media calls. Qualifications: Preferred and Required - Strong writing and verbal communication skills - Excellent organizational skills - Highly motivated - Marketing, PR or Communications major - Upper classman status (Junior or Senior) Internship Specifics: - September through December or January through May / approximately 15 to 30 hours per week (negotiable) - Will work with student's academic department to obtain school credit if desired PR Communications is an Equal Opportunity Employer. |
| Application Instructions: | To apply: Please send cover letter, resume, and availability to Joe Communications, joe@prcommunicationsinc.com. |