

Internships

Tips for Hosting Effective Internships

Samford University Career Development Center

- Develop intentional learning objectives.
 - Both industry related, and general professional growth related.
 - Balance learning objectives with the company's needs.
 - Supervisor and intern should create the goals together.

- Develop an in-depth intern orientation.
 - Communicate expectations.
 - Communicate company/office norms.
 - Introduce intern to the physical and social aspects of the company.
 - Include supervisors / mentors in the orientation.

- Determine projects up front.
 - Consider and decide if it will be one big project, or several small projects.
 - Avoid assigning tasks as they come up.
 - Assign real work assignments that benefit the company.

- Include a mentorship aspect if possible.
 - Someone to meet regularly with the intern, but is not checking on work progress (so not the supervisor).
 - Someone to guide and assist with personal and professional growth, share career/industry knowledge.

- Provide opportunities for team participation.
 - Assign interns projects that allow them to be part of existing company teams.
 - Encourage full-time team members to embrace interns.

- Encourage company wide buy in.
 - Allow interns to meet people at all levels of the company.
 - Have c-suite members present to interns.
 - Allow interns to present to high-level people within the organization at the end of projects.

- Read additional suggestions and learn more through the [Employer FAQ sheet](#).

***For more information, stop by or call the Career Development Center
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