

Internships

Tips for Hosting Effective Internships

Samford University Career Development Center

Hosting an intern is a significant investment of time and energy, both for the organization and the student. Below are tips that will help ensure the experience is both positive and productive for all of those involved.

1. *Develop intentional learning objectives.*
 - Create both industry related, and professional growth related.
 - Balance learning objectives with the company's needs.
 - The supervisor and intern should create the goals together.

1. *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.

2. *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.

3. *Include a mentorship aspect if possible.*
 - Arrange for someone to meet regularly with the intern, but is not checking on work progress (so not the supervisor).
 - This person should be someone to guide and assist with personal and professional growth, share career/industry knowledge.

4. *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.

5. *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.

6. *Be sure to read the [Employer FAQ sheet](#) for important additional information.*

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