

## Hire SUNY New Paltz Interns

**The SUNY New Paltz Career Resource Center prides itself on the personal attention it provides to students, alumni and employers. As an employer, the Career Resource Center can assist you with the following:**

- Personal assistance with developing internship descriptions and structuring your programs/projects
- Posting internships on the SUNY New Paltz job board, 'HawkHire'
- Forwarding internship opportunities to targeted students and faculty
- Providing assistance with learning about and supporting 'for credit' internships

### Why SUNY New Paltz Students?

SUNY New Paltz is a highly selective university with over 6500 undergraduate and 1000 graduate students representing over 150 different areas of study. In addition, our students embody a high level of cultural, ethnic, and socio-economic diversity.

### Steps to Hiring an SUNY New Paltz Intern

1. Develop a position description outlining responsibilities to be performed, skills and qualifications needed to succeed, and how to apply.
2. Request that the position be posted on HawkHire (student/alumni job board) and shared with the appropriate students and faculty. Send all postings to [careers@newpaltz.edu](mailto:careers@newpaltz.edu).
3. Attend or host a career related event. Each year, the Career Resource Center coordinates numerous career fairs, networking events, panel discussions, and site visits to regional employers. For a complete list of on-campus events - [http://www.newpaltz.edu/careers/jobfairs\\_onc.html](http://www.newpaltz.edu/careers/jobfairs_onc.html).
4. Request a resume collection. Provide the Career Resource Center with a position description and application deadline. The Career Resource Center will promote and collect resumes. Following the deadline, the resumes will be bundled into a PDF document and forwarded to you for your review.
5. Conduct on-campus interviews. Once you have identified the candidates you want to interview, you can request to have these interviews take place in the Career Resource Center.

### Elements of an Effective Internship Programs

*Meaningful project based work with clearly defined expectations*

- The best internship experiences typically include one or more well-structured projects with clear outcomes and expectations. Internship programs that are undefined, lack structure, or limited to menial tasks, usually result in more work for the supervisor and lack of opportunity for the intern to develop much needed professional skills. Identify meaningful projects that aligns with the intern's major, allows the intern to develop new skills and is beneficial to the employer.

*Structured training and on-boarding program to ensure the intern has the knowledge, skills, and familiarity with the organization.*

- Once you have identified the projects that the intern will address, develop a training program that ensures they have the skills, knowledge, and familiarity with resource (i.e. both human and non-human) to complete the project.

*Provide regular supervision and feedback*

- This is absolutely essential to the success of the intern. Setting aside regularly scheduled time to discuss the experience and provide direction will not only ensure the proper completion of the project(s), but also provides the opportunity to mentor interns in the development of their professional skills.

## Elements of an Effective Internship Programs Continued

### *Provide professional networking opportunities*

- This is often perceived as an indirect benefit. Make this an intentional benefit by introducing the intern(s) to staff in other departments and/or sister organizations.

### *Treat the intern as another professional*

- When outlining the project(s) and expectations, make it clear that they will be held to the same standard as other professional staff members.

## Credit vs. Non-Credit Bearing Internships

Depending on the number hours involved and relevance to a student's area of study, the internship can be completed for credit. It is important to note that a student must have completed 60 credit hours and have 2.5 GPA or higher in order to be eligible for a credit bearing internship.

If a student decides to pursue credit for an internship, approval will be determined by a faculty advisor and agreed to by the internship site supervisor. If it all parties agree that an internship will be completed for credit, the site supervisor may be required to do the following:

- Agree to the learning objectives developed by you, the site supervisor, the student and the student's faculty advisor
- Provide an outline of expectations and goals (i.e. job description)
- Provide sufficient training/orientation
- Provide feedback on a regular basis (e.g., weekly meetings)
- Complete a final evaluation of the intern's performance. Depending on the student's major, a mid-point evaluation may be required.
- Complete a survey following the completion of the survey

If a student is not eligible for, or decides that they don't want to complete an internship for credit, that student is not prevent from pursuing and/or being hired for such an opportunity. Non-credit bearing internship do not require any of the aforementioned actions by the site supervisor. However, these actions are elements of a mutually beneficial and successful internship.