



## SCHOOL OF BUSINESS

# EMPLOYER GUIDE TO SUCCESSFUL INTERNSHIPS

### WELCOME TO A WIN-WIN SITUATION!

Interns can be a dynamic and profitable addition to your organization. Not only are most interns highly motivated and quick learners; they can also breathe new life into a company in the form of fresh ideas and familiarity with the latest business trends. The key to a successful internship is to provide a challenging and productive work assignment for the intern.

### ABOUT THE SCHOOL OF BUSINESS

The School of Business offers Bachelor of Science degrees in accounting, finance, general business, international business, marketing, and management, as well as a Master in Business Administration (MBA) and an MBA in public accountancy. SUNY New Paltz is an accredited member of AACSB International – the Association to Advance Collegiate School of Business, the highest achievement for an educational institution that awards business degrees. Currently, about 950 undergraduate and graduate students are enrolled in the business program. The School is committed to educating and developing students to be competent business professionals in a global economy.

### WHAT IS A BUSINESS INTERNSHIP?

It is a supervised, career related, work experience for undergraduate and graduate students with an intentional academic component.

### BENEFITS TO EMPLOYERS:

- The chance to work with serious, skilled, motivated and diverse individuals
- Extra manpower to tackle unique projects that have not been completed
- An opportunity to observe/train potential employees
- A fresh perspective on the latest technology and ideas

### HOW TO SET UP AND POST AN INTERNSHIP OPPORTUNITY:

Please contact Christine Daly, Career Counselor for Business, at (845) 257-2381 or [dalyc@newpaltz.edu](mailto:dalyc@newpaltz.edu).

She can provide:

- Ongoing consultation to develop and promote new internship opportunities
- An internship posting listed on the HawkHire website and emailed to business students
- On-campus recruiting opportunities
- A packet of sample job descriptions

### KEEP IN MIND:

Internships can be paid or unpaid, full or part-time, and can occur during the academic year or summer break. Students who receive academic credit must complete a total of 120 hours for 3 credits (15 hours a week for 14 weeks). An internship job description must be approved by the School of Business for a student to receive academic credit.

### WHAT DO INTERNS EXPECT FROM EMPLOYERS?

- To learn as much as possible in a professional workplace environment
- To be included in a variety of tasks that complements their classroom learning
- To be treated with respect and to have the opportunity to make professional contacts

## INTERNSHIP GUIDELINES

Here are the steps that we recommend to build a successful internship program:

### 1. Appoint an Internship Coordinator or Mentor

Choose someone within your company who will have the time and leadership skills to implement the internship program.

### 2. Identify your company's internal needs

Some helpful questions include:

- What day-to-day or ongoing tasks take place in my company?
- What is the workload of my staff? How many hours a week should an intern be scheduled?
- What projects are currently on hold due to lack of manpower?

### 3. Take stock of your resources

Consider the time, financial and material resources needed to be allocated before hiring an intern.

### 4. Write a job description; develop clear, daily tasks for the intern

- A detailed job description can enhance your chances of getting the most qualified candidates to apply for your position. Job descriptions should include:
- Company information (name, short description, website)
- Primary responsibilities of the intern (major projects, regular and back up activities)
- Internship logistics (length of internship, time schedule, payment and/or other benefits)
- Application process (required skills and experience, application materials, submission deadlines, and contact information)

### 5. Post your internship on the HawkHire website

<https://newpaltz-csm.symplicity.com/employers> with the assistance of the Career Resource Center.

### 6. Search for students and be found

The School of Business will e-mail your internship posting to all business students, and will have the students contact you directly in the manner you prefer, (e.g., e-mail or applying directly on your company website). Companies can also recruit students on-campus.

### 7. Plan an internship orientation; determine a schedule with a start and end date

Develop a learning contract with the student that specifies both the expectations of the supervisor and the student including measurable learning objectives. This will provide clear direction for both the supervisor and the intern and serves as a communication tool throughout the internship.

### 8. Provide ongoing feedback and a final evaluation

Interns require constructive feedback that will enhance their skills. Written evaluations are expected at the mid-term and at the end of the internship. Evaluation forms are provided by the School of Business.

*Now that you have a good idea of what makes up a successful internship, you're ready to experience the tremendous opportunities interns can bring to your company!*

## CONTACT

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