

Emory & Henry University

Internship Program

emoryhenry.edu/career-center/



The van Vliissingen
Center for
Career and Professional
Development



Overview

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- ▶ The van Vliissingen Center for Career & Professional Development
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Emory & Henry University

A photograph of the Emory & Henry University building, a large red brick structure with a prominent white portico supported by tall columns. A small white cupola sits atop the roof. The building is set on a green lawn under a blue sky with light clouds.

- Located in Emory, VA
- 1,105 Undergraduate; 273 Graduate
- Over 90 academic majors, minors, and tracks
- [Link to Academics](#)

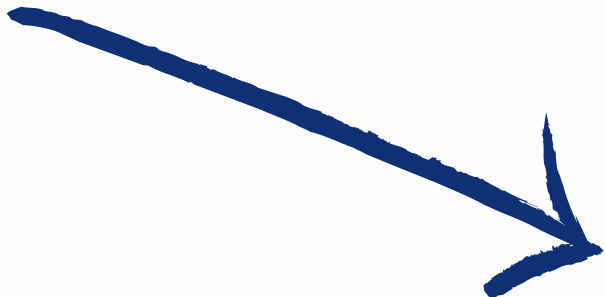
THE VAN VLISSINGEN CENTER

- Received a \$5million grant/gift from the van Vlissingen Education Foundation
- Services Include:
 - Major & Career Exploration
 - Internship Program
 - Job/Grad School Search
 - Professional Skills Prep
 - Career Events



Internships Defined

An internship is a form of **experiential learning** that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting.



Internships give students the opportunity to gain valuable **applied experience** and **make connections** in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.



REQUIRED INTERNSHIP FACETS



A Learning Experience

An extension of the classroom: a **learning experience** that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.



Transferable Skills

The **skills or knowledge learned must be transferable** to other employment settings.



Defined Goals

There are **clearly defined learning objectives/goals** related to the professional goals of the student's academic coursework.

The experience has a **defined beginning and end**, and a **job description** with desired qualifications

REQUIRED INTERNSHIP FACETS CONTINUED



Supervision

There is **supervision by a professional with expertise and educational and/or professional background** in the field of the experience.



Routine Feedback

There is **routine feedback** by the experienced supervisor.



Resources

There are **resources, equipment, and facilities** provided by the host employer that support learning objectives/goals.

STUDENT BENEFITS

01

CLASSROOM APPLICATION

02

CAREER EXPLORATION

03

WORK EXPERIENCE

04

NETWORKING

05

POTENTIAL FUTURE EMPLOYMENT



EMPLOYER BENEFITS

SHORT-TERM PROJECT ASSISTANCE

01

CHANCE TO MENTOR & TRAIN
THE NEXT GENERATION

02

IMPROVES PERSONNEL SELECTION
PROCESS BY USING ON-THE-JOB
PERFORMANCE AS A BASIS FOR HIRING
DECISIONS

03

“THE 90-DAY INTERVIEW”

04



INTERNSHIP HOW-TO

①

Can we use an intern?

- Do we have time to manage an intern?
- Could we use an intern in place of a full-time role to test their fit?
- Is there an opportunity to rotate them through different departments?
- Do we have a specific project for them?
- Will this be a paid and/or for credit experience?

②

Create a Job Description

([template linked here](#))

- Include as much detail as possible
- How do you want interested students to apply?
- What is the timeframe for the internship?
- Are you seeking specific skills, knowledge, or abilities?
- How will the intern be evaluated?
- Will this be a paid or unpaid experience?

③

Assign an Intern Manager

- Ensure that the Intern Manager has time in their daily/weekly schedule for the intern
- Arrange for the Intern Manager to meet with intern to:
 - Get the lay of the land
 - Office protocol/attire
 - Expectations/assignments
 - At least weekly check-ins
 - Complete Internship Paperwork /Evaluation

INTERNSHIP HOW-TO CONTINUED

④

Create a Space for the Intern

- Create an office space/cubicle for the intern
- Equip the office space with supplies or direct intern to where they can obtain them
- Ensure the intern has all required access from day one to start effectively.

⑤

Include the Intern from Day #1

- Inform the company about the intern's start date, work schedule, and assignments
- Consider a meet and greet on intern's first day
- Ensure intern knows about office events/gatherings
- Plan ways to recognize the intern's contributions throughout and at the end of their internship.

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INTERNSHIP PROGRAM



NACE Requirements

Our program checks all the boxes of the NACE requirements for an internship



Semester Program

Semester-long academic experience (dates are flexible)

- Fall (August - December)
- Spring (January - May)
- Summer (May - August)



Academic Credit

can also be paid!

- 40 internship hours = 1 credit hours
- 3 credit internship typical = 120 hours
- 8-10 hours/week per semester

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INTERNSHIP PROGRAM CONTINUED



It's a Partnership!

- Student Intern
- Internship Professor (Faculty Member)
- Work Site Supervisor
- E&H University Internship Program



Checks & Balances

- Paperwork
 - Goals & Objectives
 - Timesheet
 - Evaluation

QUESTIONS?

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