

Employer Internship Guide



Thank you for considering hosting a Hollins University student for an internship at your organization. As you will see from the employer reviews below, Hollins students bring exemplary dedication, spark, and smarts. In turn, your internship enables their career exploration.

For more than 50 years, Hollins has offered students the opportunity to engage in internships during an academic semester, January Term, or summer. In a rapidly changing economy and competitive marketplace, gaining work experience through internships is more important than ever. Hollins defines an internship as a learning opportunity in which a student gains supervised, practical experience with a business, nonprofit, or other organization. Students should have flexibility to explore and to discover, to ask pertinent questions, and to solve interesting problems. In addition, internships provide students with specific skills, introduce them to the rigors of the workplace, give them insights into a field, and allow them to measure their own abilities against the demands of a given profession.

Why Hollins?

Employers who host Hollins interns gain:

- Motivated and well-rounded liberal arts students
- High quality work
- Fresh perspectives on organizational systems
- A talent pipeline of potential future employees
- Increased visibility of your company, nonprofit organization, or agency on our campus

Based on reviews from recent sponsors, Hollins interns:

- "Have a positive attitude and insert themselves to make our organization run smoothly."
- "Are great at research and providing feedback."
- "Are all very well prepared and structured in their work."
- "Are intelligent, honest, hardworking, and eager to share their knowledge and skills to improve our organization."
- "Consistently excel in their dedication to their work, their professionalism, and their commitment to our mission."
- "Are hardworking, intelligent, adaptable, and work so well with our staff."
- "Are very intelligent, hardworking, and have excellent communications skills."

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What Is An Internship?

- Supervised work experience with intentional learning outcomes and goals.
- An environment where students can ask questions about the work, field, or career paths.
- Educationally enriching projects with outlined responsibilities, mentoring, quality training, supervision, and evaluation.
- Most assignments should involve autonomous projects and progressively increased levels of responsibility so students can show initiative and creative problem-solving.
- Clerical work should be kept to a minimum.

Internship Benefits

Internships offer numerous benefits for both employers and students. Here are just a few ways your organization and the students you host as interns will benefit.

Employer Benefits

A recruiting tool to:

- Offer a cost-effective training and development program
- Bring fresh perspectives and innovative ideas into the workplace
- Get valuable projects done for your organization
- Build a pipeline for future talent for your organization
- Enhance your organization's reputation and brand image among potential job candidates
- Provide a source of positive community engagement and outreach.

Student Benefits

Connect academics and experiences to:

- Gain practical experience in a chosen field, enhancing the student's resume and career prospects
- Develop core career competencies and knowledge that they may not gain in a classroom setting
- Network and make professional connections in their desired industry
- Explore different career options and determine if a particular field is a good fit
- Perhaps earn a full-time, permanent job

Partner with Hollins: The Liberal Arts Advantage

Hollins University uses the University of Minnesota's College of Liberal Arts Career Readiness Framework when working with students. We advise students at every stage of their academics so that they understand and can apply their liberal arts advantage toward successful careers and purposeful lives. Through courses, internships, study abroad, leadership positions, independent research, and related experiences, Hollins students develop core career competencies, growing into strong communicators, creative problem solvers, critical thinkers, and valuable team members.



Hollins University Guidelines for Internships for Academic Credit

Most internships are eligible for academic credit if they offer valuable experience related to the student's major. The nature of internships may vary. Most will require that the student serve as an assistant to a person in the organization, work on a special project for the organization, or some combination of the two.

Internship responsibilities and expectations must be discussed in advance by the student, their faculty sponsor, and the on-site internship supervisor. All parties must agree upon the intern's specific goals, duties, and responsibilities, and document them in Handshake.

Internships in which students perform only routine tasks such as filing and photocopying are unacceptable.

Students can complete remote internships. Employers can refer to the Remote Internship Guide for more information on remote internships.

Internship Requirements

- Semester internships can be completed over the entire semester and, depending on the credits sought, involve either 70 total hours (2 credits) or 140 total hours (4 credits). Employers and interns can determine a schedule that works best based on personal schedules and project load (e.g. 6 hours per week for 12 weeks). Internships completed in the summer, fall, and spring are considered semester internships.
- A January Short Term internship must be a full-time internship for **4 academic credits**, a minimum of 35 hours per week for four weeks.
- A student may not intern for academic credit with any organization where they have been employed before, unless the internship supervisor verifies that the intern's duties will be substantially different.
- Internship supervisors must submit an evaluation of the student at the close of the internship; this is required for the student to receive credit and/or a grade.
- Internships can be paid even if academic credit is awarded.

Hollins students completing an internship for academic credit are responsible for academic work outside of their internship hours. The items an organization must be involved in when hosting a Hollins intern earning academic credit include:

- Completing registration forms in Handshake outlining learning objectives and approving the experience.
- Providing regular informal feedback and support.
- Completing a final evaluation and reviewing it with the Hollins intern.

Hollins works with established organizations to coordinate internship opportunities. The university prefers organizations with a minimum of two employees so that students may learn about organizational dynamics and be adequately supervised.



A note on pay

Hollins University **strongly encourages paid internships**. Interns should be paid because they contribute to the company's productivity and gain valuable experience during their time at the organization. Paying interns also ensures that companies treat interns fairly and provide them with the resources they need to succeed. Additionally, unpaid internships can exclude individuals from low-income backgrounds who cannot afford to work for free, creating an inequitable system. Paying interns is not only the right thing to do, but it also benefits both the company and the intern in the long run.



Types of Internships

January Short Term

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Semester and Summer Internships

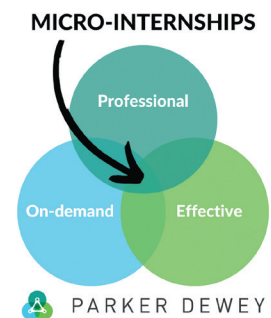
Students can participate in fall and spring internships in the Roanoke Valley or through remote work. Summer enables students to intern anywhere they wish whether it be in person or remote. Credit options available for these terms include 2 (70 hours completed) and 4 credits (140 hours completed).

- [View our academic calendar for important dates and duration of each academic term](#)

Micro-Internships with Parker Dewey

Hollins University is pleased to introduce Micro-Internships for our employer partners. These short-term, professional, paid work experiences allow students to showcase their skills, explore career paths, and build networks. Ranging from 10 to 40 hours, most of these opportunities can be completed remotely. This initiative provides immediate support to employers while enhancing your pipeline for future interns and hires.

- [Micro-Internships for students and recent grads of Hollins University](#)



Facilitating A Successful Internship

Orientation

- Provide a thorough onboarding and orientation process for your interns. Make sure all expectations and goals are clearly established at the beginning of the internship.
- Educate the intern about policies/procedures and how your organization operates to set them up for success in their new role.
- Introduce the intern to their mentor and the team they will be working with. Communicate to the team the responsibilities of the intern to facilitate success for all.

Supervision

- Maintain an open channel of communication with the intern. Not every intern will need the same type of support and supervision. It is important to ask the intern what motivates them and how they prefer to be recognized and receive feedback.
- Provide regular feedback both formally and informally.
- Be flexible with the intern's schedule and needs. Remember interns are still students who may be taking courses during the day or evenings, holding other jobs on the weekend, or have family needs they must tend to.

Professional Development

- Provide skill development opportunities for the interns, including participation in trainings, workshops, and meetings that help them learn about the industry and profession.
- Provide opportunities for the intern to network and conduct informational interviews with other members of the organization.

Remote Internships

Remote internships are internships that are done online or remotely anytime of the year. Remote interns work with an organization and report to a supervisor. They are in regular contact with their supervisor and team via virtual methods such as video calls, phone calls, emails, and instant messenger. Internships completed remotely should follow the same guidelines completed in person. Please refer to the Employer Internship Guide for how Hollins defines an internship.

Remote internships can provide students with a safe, work-based learning experience that is grounded in an authentic task or project for a firm or organization. Depending on the nature of the project, students can also develop skills — either technical, interpersonal, or intrapersonal — by successfully completing one or more professional assignments on behalf of an organization. Additionally, a remote internship can provide students experience with engaging in online project management and communications, which are common modes of project- and task-performance in many organizations.

Best practices for employers hosting remote internships

1. Create and deliver a well-balanced experience that includes the opportunity for the intern to:
 - Learn about your organization
 - Focus on professional development
 - Engage in meaningful projects and work that will help to develop their overall ability to become a valuable team member in the future
2. Allocate enough time before the start of the internship to:
 - Select and test the right software for managing work Staff training to use the new software/system (if students are expected to use new software or information technology, it should be provided free-of-charge)
 - Develop a work plan for the intern, training materials, activities, and tools that the intern will need to be successful in the role
 - Clearly define expectations for both the intern and the supervisor/mentor. These need to be agreed upon before the start of the internship. Goals and expectations should be evaluated/updated on a regular basis
3. All tasks and projects should be carefully prepared and planned in order for the remote intern to be able to manage the work effectively by themselves. The creation of a written work plan that covers the entirety of the experience is suggested.
4. Because the intern will not have the opportunity to have the everyday interactions of the workplace, the materials, instructions, and task descriptions need to be well prepared and available online so that they have access to that information when it is needed.
5. As the supervisor, it is suggested that you engage the rest of your team in the delivery of the remote internship experience. By doing this the intern will have the opportunity to interact with several individuals throughout the course of the experience. Team members need to be committed and available to engage with remote interns on a daily basis (and sometimes multiple times a day).

Adapted from "What to do about internships in light of the COVID-19 pandemic?" by The Center for Research on College-Workforce Transition, UW-Madison, 2020 (http://ccwt.wceruw.org/documents/CCWT_report_COVID-19%20Internships.pdf). In the public domain.

Developing An Internship Description

Detailed internship descriptions reach students more effectively than brief ones. This outline provides information to help you create a highly attractive opportunity to students.

Organization and Mission

Provide context for your internship by describing how your organization is situated within a wider landscape of industries.

Position Description and Overview

Where does the intern fit into the organization? Who will they report to for the duration of the internship?

Learning Objectives

Effective learning objectives describe what you want the student to be able to do by the end of the internship. Consider one or more of our core career competencies as you set goals for what the intern will gain in addition to projects completed. Here is a step-by-step guide.

Consider one or more domains:

- Knowledge (facts, explanations, theories associated with the work)
- Skills (specific skills and ways of thinking to apply in the work)
- Attitudes (professional and personal values and ways of self-presentation)

Follow this learning objective pattern:

- By the end of the internship, the successful intern will be able to _____.
- Fill in the blank with **knowledge** they'll have (e.g., explain how to X), **skills** they'll be able to apply (e.g., apply X method or edit client communications according to our guidelines), or **attitudes** (e.g., maintain professional presence in a business meeting.)

Primary Responsibilities

Itemize clearly the intern's duties or responsibilities and any opportunities for professional development.

Minimum Qualifications

Provide a list of four to five essential skills needed to do the internship.

Preferred Qualifications

Provide a list of four to five beneficial skills needed to complete the internship.

Work Schedule

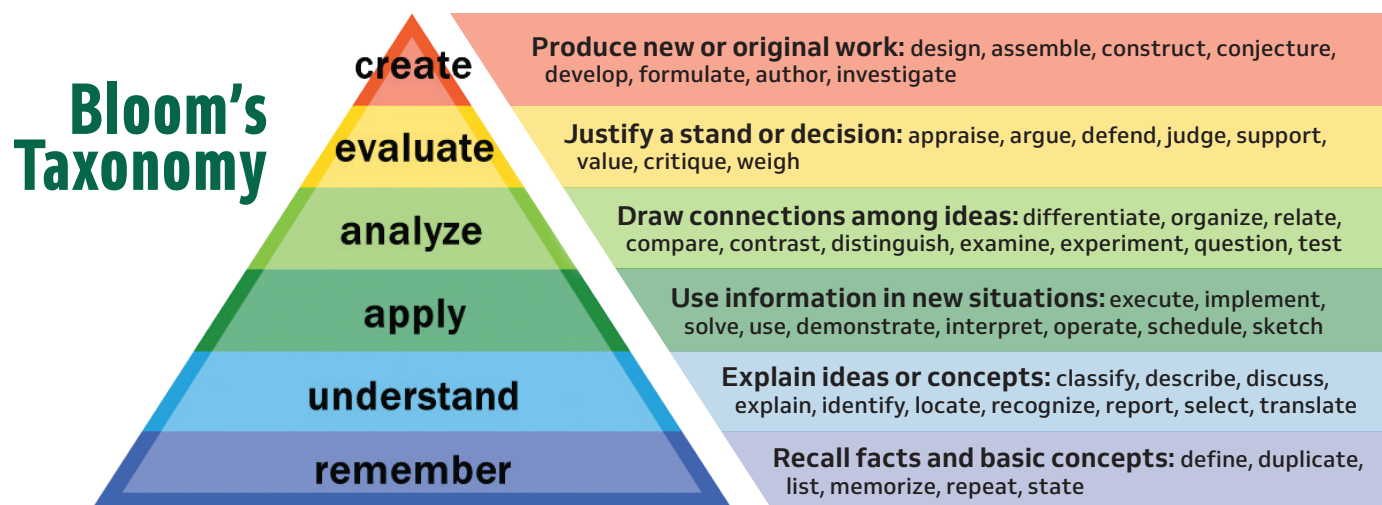
Start and End Date, Hours per Week, Modality.

Applying

Application materials required, where to apply, and deadline for submitting application.

Diversity Statement

Include a statement demonstrating that your company takes diversity seriously and has given it the proper consideration it deserves. A diversity statement for your organization is a written explanation of its commitment to diversity, equity, and inclusion for its employees and customers. It tells stakeholders how diversity fits into your organization's mission and values.



Internship Description Sample

NYC Writes is a nonprofit dedicated to supporting high school students with their writing skills, and to helping teachers inspire their students to write. Recent studies have shown that communication skills, particularly proficiency in writing, are essential to upward mobility. We partner with school systems in the greater New York metropolitan area as well as with teachers nationally to advance the skills development of youth from socioeconomically disadvantaged backgrounds. Internships are available with programming, development, and communications.

Educational Programming Internship

Though writing is at the heart of what we do, this is not a writing-based position. Working closely with the programs director and on-site programs manager, educational programming interns support all aspects of on-site and off-site programs, publishing projects, and resource and curriculum development, including writing-based STEM integration. In addition, interns may work one-on-one in a mentorship capacity, in small groups, or through large group instruction when working with students, depending on needs at the time of the internship. Candidates should have some prior experience in a professional workplace and the interests and skills described below. We foster a diverse and inclusive workplace; candidates must be comfortable working with diverse populations.

Learning Objectives

By the end of the internship, the intern will be:

- able to use strong communication skills to engage with students and colleagues.
- familiar with digital tools used in secondary education and instruction.
- able to create curriculum for students of the program.

Preferred Qualifications

- Interest in writing, the arts, education, nonprofits, youth development, or arts education.
- Experience working with children in either a formal or informal setting (teaching, summer camp, workshops, tutoring, mentoring, and babysitting).
- Strong written and verbal communication skills.
- Facility with Microsoft Office Suite.
- Though not required, Spanish language skills are a HUGE plus.

This internship will strengthen the following core career competencies in particular: communication, teamwork, leadership, intercultural fluency, and use of digital technologies.



Hiring International Students

Hollins University is home to more than [60](#) international students representing over [24](#) different countries.

The most common visa type employers will see when recruiting international students for internships is the F-1 visa. International students holding this visa are eligible to work in any unpaid internship if the internship qualifies as a trainee experience by FLSA standards. To become eligible to work in a paid internship, international students must apply for one of the following types of work authorization listed below and there are different processing times associated with the application. **Please note that as an employer, you have minimal paperwork to complete and there is no greater financial commitment to hire an international student for an internship than a domestic student.**

Curricular Practical Training (CPT) is a type of off-campus employment authorization for F-1 students who must complete an internship course to graduate from their current degree program. Detailed information is available through ASU's International Student and Scholars Center (ISSC) who have a processing time of CPT applications between 10 to 14 business days.

Optional Practical Training (OPT) is a benefit from the United States Citizenship and Immigration Services (USCIS) allowing international students in F-1 status to gain off-campus work experience in their field of study before or after completion of studies for a maximum of 12 months. F-1 students who received a bachelor's, master's, or doctoral degree in a STEM (science, technology, engineering, or math) field may apply for a single 24-month extension of their 12-month OPT period. The purpose of OPT is to complement the student's academic work. USCIS processing time is approximately 90 days for all OPT applications after which students receive their Employment Authorization Document (EAD card) which states the dates the student is eligible to work in the United States. Detailed information is available through ASU's International Student and Scholar Center.

For more information on these and other legal issues from the National Association of Colleges and Employers (NACE). Also refer to the U.S. Citizenship and Immigration Services' (USCIS).

Interested in Recruiting at Hollins?

Handshake

Connect with Hollins University on Handshake where you can post jobs, internships, and events for students to access. Review Handshake's [Employer Quick Start Guide](#) and other helpful information for maximizing the platform.

Visit campus

We invite employers to visit campus for tabling, information sessions, and networking as a means for connecting with students. Email career@hollins.edu to request a visit to campus.

Host an event

Whether you're hiring or want to educate students on your organization, employers are invited to host events both on campus or virtually to connect with students.

Additional Internship Resources

- University of Minnesota's College of Liberal Arts, How to Hire Interns
<https://cla.umn.edu/community-employer-partners/cla-employer-engagement/how-hire-cla-interns>
- Virginia Talent + Opportunity Partnership's Virginia Employer Readiness Toolkit
<https://virginiatop.org/wp-content/uploads/2020/12/EmployerToolkit.pdf>
- The Internship Scorecard presented by the University of Wisconsin-Madison Wisconsin Center for Education Research: https://ccwt.wisc.edu/wp-content/uploads/2022/04/ccwt_report_The-Internship-Scorecard.pdf

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"I have hosted interns from several institutions and have found that Hollins students are exceptional in their dedication to their internship projects."

Hollins Partner Employer

Fall 2022

