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Lansing Community College recognizes that there are important elements of business and industry which cannot adequately be taught within the confines of the laboratory or classrooms at the College. LCC offers students an Internship Program opportunity through the Career & Employment Services Department. The goal of the internship program is to provide the student with on-the-job experiences supervised by successful, experienced professionals. This experience shall directly support the development of a student’s career path. The employer shall gain a reliable, flexible and enthusiastic potential employee while assisting in the student’s career preparation goals. This manual provides the employer with information regarding the Lansing Community College Internship Program as well as information on implementing a successful internship program.

Internship Philosophy of LCC
It is the goal of the Career & Employment Services Department and the internship program to assist students with connections to business and industry for work-based learning opportunities. Internships can be part-time (most common) or full-time, paid or unpaid, and are offered by a wide variety of businesses and organizations. The duration or length of an internship can vary anywhere between 5-6 weeks, to a full semester (10 – 16 weeks) and/or summer (10 – 12 weeks), depending on the company. A typical intern usually works between 10 – 20 hours per week, but this can also vary by company. Students participating in a for-credit opportunity at LCC, must meet all pre-requisites and register for the appropriate internship course.

What Is An Internship?
An internship is any carefully monitored work or service experience in which a student has intentional learning goals and reflects actively on what she or he is learning throughout the experience. Characteristics include:

- Duration of anywhere from a month to two years, but a typical experience usually lasts from three to six months
- Generally a one-time experience
- May be part-time or full-time
- May be paid or non-paid
- Internships may be part of an educational program and carefully monitored and evaluated for academic credit, or internships can be part of a learning plan that someone develops individually
- An important element that distinguishes an internship from a short-term job or volunteer work is that an intentional “learning agenda” is structured into the experience
- Learning activities common to most internships include learning objectives, observation, reflection, evaluation and assessment
- An effort is made to establish a reasonable balance between the intern’s learning goals and the specific work an organization needs done
- Internships promote academic, career and/or personal development.

Adapted from materials published by the National Society for Experiential Education (NSEE)
How Do Internships Benefit Employers?

- Year round source of highly motivated pre-professionals.
- Provide the opportunity to train your organization’s future workforce.
- Proven, cost-effective way to recruit and evaluate potential employees.
- Interns can be another source for the recruitment of diverse employees into your workforce.
- Students bring new perspectives to old problems. Interns bring current technology and idea from the classroom to the workplace and therefore increase an organization’s intellectual capital.
- Visibility of your organization is increased on campus and in the community.
- Quality candidates for temporary or seasonal positions and projects.
- Freedom for professional staff to pursue more creative projects.
- Flexible, cost-effective work force not requiring a long-term employer commitment.
- Interns provide a management opportunity for mid-level staff.

Beginning an Internship Program

Designing an internship program that meets your needs
As varied as organizations are in age, size, industry and product, so too are their internship activities. How do you know what kind of program will work best for you? Designing an internship program to meet your needs is as easy as five steps.

Five-Steps to Developing a Quality Internship Program
Step 1: Set Goals and Policies for the Internship Program
Step 2: Write a Plan for the Internship Opportunity
Step 3: Recruit a Qualified Intern
Step 4: Manage the Intern
Step 5: Conduct Exit Interviews and Follow-up

Step 1: Set Goals and Policies for the Internship Program
What is the main goal for your company’s internship program?

- Look at current business activities and consider what ongoing work you would like to expand or projects you would like to initiate or complete.
- Consider projects that are beneficial to your organization and provide challenging learning experiences for students.
- Examine your company’s recruiting needs (i.e. employees retiring or departments that are expecting growth).

Who will supervise and mentor the intern?

- A supervisor should be selected because he/she likes to teach or train and has the resources to do it. The supervisor will help the intern keep their project on time and on budget.
- The mentor may be a department head, project leader, long-time employee or acting supervisor who is knowledgeable on the project where the intern will work and can provide some orientation and wisdom to the student.

Will you pay the intern?
Determine ahead of time if you will be able to compensate your intern, and make it clear up front. Compensation could be in the form of an hourly wage or a stipend. Be sure to review the U.S. Fair Labor Standards Act (FLSA)
Fact sheet #71: Internship Programs Under The Fair Labor Standards Act, to be sure you are in compliance with federal regulations regarding unpaid internships. In addition to, or in lieu of stipends or wages, you may also be able to provide funding for the student to go through training programs.

**Step 2: Write a Plan for the Internship Opportunity**

- Identify goals, timelines, workspace and a general description of the project, which will become your work plan, so that everyone understands the purpose and expectations involved. There is an outline to help you create this work plan along with examples of completed job descriptions under Resources – pages 12-13.
- After the work plan has been established, create a job description for the position.

*Can you involve the intern in experiences beyond the actual work of the internship?*

Yes, this could include training programs, social events and opportunities to network with executives. Best practices for social events include encouraging interns to network among themselves to share their experiences. Invite your intern to company sponsored events. Some companies host an end of the program experience, such as participation in a golf outing or a lunch/reception with upper management.

**Step 3: Recruit a Qualified Intern**

**Contact LCC’s Career & Employment Services:**

Communicate your needs with the CES office at LCC. LCC offers a free service to post internship and job opportunities on CES JobLink (lcc.experience.com). A Fax Job Order Sheet can be found under Resources - page 24 to submit internship postings to LCC. Please contact Becca Sowa, Internship Development Manager at stierr@lcc.edu or 517-483-9810, for additional information on posting internships and recruiting LCC students.

*Begin searching three to four months before you expect a student to start working:*  
The longer you accept applications you will increase your chances of finding the best person for the job.

*Choose interns just as carefully as you choose permanent employees:*  
On average, up to 45% of the students stay on full-time upon graduation from college. Once you have determined your top candidates, arrange an interview in a timely manner (best practices: 3-5 days). A sample interview structure can be found under Resources – page 14.

*Extend an offer to the intern of your choice:*  
You will find examples of a Memorandum of Understanding and an Offer Letter under Resources – page 15-16.

*Notify candidates who were interviewed, but not chosen for the position:*  
There are sample rejection letters under Resources – pages 17-18.

**Step 4: Manage the Intern**

Getting started on the right foot is important. This will lay a good foundation for the intern’s experience. Using the work plan you have developed for the internship opportunity, set up an orientation for your new intern. A sample orientation outline and confidential information agreement are included under Resources – page 19-20.

*Give your intern the resources he or she needs to do the job:*  
A proper workstation, telephone with voicemail, computer and email account is vital to your interns’ success. Point out the supply room and introduce any appropriate personnel.
Monitor the intern’s progress:

• Make sure you are aware of what’s happening with their daily tasks.
• Keep in mind this could be the first work experience for this person. When work is assigned make sure it is given with detailed explanation. A few extra minutes of explanation will pay off later when the intern produces good work independently.
• Help your intern set goals for completion of various tasks, including daily, weekly and monthly goals. This will help establish a solid work ethic for the intern.

Evaluate the intern’s progress periodically and give feedback:

• Evaluations are important for the success of your interns’ experience. Evaluation processes differ and yours might be a formal written review given at the halfway point and at the end of the program, or it may be delivered over an occasional lunch with the intern. Your evaluation structure is largely up to your corporate culture and needs.
• If the intern is participating in a for-credit internship the Internship Program Coordinator may require onsite visits, conference calls, or written evaluations during the internship to facilitate the evaluation process for grading purposes. The student intern should provide you with what is expected and the required forms.

Step 5: Conduct Exit Interviews and Follow-up

Proving the value of your internship program will require hard evidence that your organization is getting a return on its investment:

• Use the evaluation forms found under Resources – pages 21-22 for both interns and employers to evaluate each other.
• Conduct an exit interview to determine if interns are leaving the organization having had a good experience. This provides valuable feedback to upper management for future program planning. A sample exit interview form found under Resources – page 23.

In addition to qualitative measures, a number of quantitative measures can be developed:

• Common measures may include the number of interns that become full-time employees, the number of requests for interns in the company and growing numbers of qualified intern applicants.
• In order to successfully measure your program outcome, you should return to the stated program goals and address those outcomes.

Now you are ready to start preparing for your next internship.

Responsibilities

Overall Responsibilities of Employer

• Provide responsibilities and work experiences with proper supervision and guidance that are compatible with the student’s course of work at LCC and where possible, allow the student to apply his/her classroom knowledge to practical situations.
• Cooperate and communicate with the LCC Program Internship Coordinator on matters of education, training, perceptions, and concerns relevant to the student’s performance in the workplace.
• Provide a safe workplace and advise the student of any dangers associated with the workplace.
• Provide a Letter of Employment outlining the content and details of the work assignment so that it provides a variety of meaningful, educational experiences for the student.
Assign a Worksite Supervisor who will provide guidance, direction, and constructive criticism for the student.
Assure that adequate time is available during normal working hours for the Worksite Supervisor and student to have consultations, instruction, feedback and assessment of student progress.
Provide a calendar of workdays, holidays and special company events that will affect the student.
Provide the intern with an orientation of the office, introducing the intern to other staff members and providing an office tour.
In cooperation with the student, Internship Coordinator and Worksite Supervisor, develop a **Student Internship Training Plan**, which clearly states specific learning and training objectives.
Provide required evaluations of the student’s performance for the internship course assignments. The student has these forms and should provide their supervisor with them.
Reimburse the student for any work-related travel or expenses incurred other than to and from work.
Contact the LCC Program Internship Coordinator in the event of special problems.
Provide assurance to the College of compliance with Title IX, HEW Prohibition of Discrimination on basis of Sex, and Title VI, discrimination on the basis of race, color, or national origin.
Provide a copy of the insurance certificate for Worker’s Compensation protection to the LCC Program Coordinator.

**Responsibilities of Intern**
- The intern must satisfy the employer’s job requirements
- Abide by the employer’s rules and regulations
- Seek internship worksite, with assistance from Program Internship Coordinator and the CES office
- Complete and submit the Internship Application, Internship Agreement and provide a Resume to Program Internship Coordinator
- Keep track of hours, provide employer with appropriate forms and submit all forms/reports to Program Internship Coordinator
- Provide for his or her housing, if necessary, and transportation to and from work
- Notify, through proper channels, both the College and the company immediately of any illness or emergency which may prevent the performance of assigned duties
- Meet the goals and objectives as outlined in the Internship Training Plan
- Submit all reports and papers required by your Program Internship Coordinator (this may vary depending on coordinator and number of credits). Grades are awarded by successful completion of Internship Coordinator requirements
- Accept the decisions of the employer and the Internship Coordinator if it becomes necessary to terminate or change the conditions of the Internship assignment prior to the end of the original planned date
Ten Concerns of Interns

- **Give us real work!** It can’t be said too many times that interns want to work and learn. An internship can help you get a job done that you couldn’t otherwise, right? If you’ve brought on an intern as a recruitment tool, then how will you be able to assess their abilities? It just makes sense to utilize your interns well.

- **Do what you say, and say what you do!** Be honest with your interns about what they can expect during their internship. If the job will require stuffing some envelopes, then make that clear. But if you tell the intern they will be researching a project, and they spend 90% of their time doing “grunt work,” then bad feelings will develop. Honesty doesn’t cost you anything, and it will make the interns feel that much more respected.

- **We like feedback!** Remember that interns are students, and they may not have the business skills and experiences that you take for granted. If your intern makes an oversight, just pull him or her aside and explain how the situation should be handled in the future.

- **We want to be included too!** Is there a staff meeting that they can attend? Can they quietly tag along to that next project meeting? Headed to lunch with a couple of people in the office? Please include them in the daily life of your workplace. After all, if you provide a little more perspective on the intern’s work, the product will be much better.

- **Please explain.** When you assign work, make sure you give a detailed explanation. While the work may seem trivial and obvious to you, it may not be obvious to someone who’s never done it before. Patience and a few extra minutes at the beginning will pay off later when your intern can produce good work independently.

- **I want a mentor!** Make sure that interns have a mentor or supervisor to provide guidance. Make it someone who truly likes to teach, and the experience will be even better.

- **A minute of your time please.** The best mentor in the world is useless if he or she can’t or won’t spend the necessary time mentoring. As newcomers, interns may not speak up if they’re feeling ignored, so the burden of making sure they’re okay is on the mentor. If the busiest person in the office wants to be the designated mentor, he or she should schedule regular times to meet with the intern.

- **Be prepared!** That wonderful day has arrived and the intern goes to start their internship only to learn that no one knew they were coming, and there is no place for them to work.

- **Um…I need a chair.** It is amazing how many employers hire an intern and don’t think about the fact that they will need a desk, chair, phone and a computer in order to do the task assigned. It is no fun, and not efficient to move an intern from desk to desk as people are out one day to the next. If you want to get a job done, you need to supply the intern with the tools to do the job.

- **Show me the money (as best you can).** While each internship is different, and each industry has its own personality, remember that interns have expenses. Your organization may not be in a position to pay much, but anything can help. Maybe you can help pay for their parking, take them to lunch every so often, or develop some other creative way to assist them.
Legal Issues

Do you have to pay interns?
The U.S. Fair Labor Standards Act (FLSA), which applies to all companies that have at least two employees directly engaged in interstate commerce and annual sales of at least $500,000.00, severely restricts an employer’s ability to use unpaid interns or trainees. It does not limit an employer’s ability to hire paid interns. You don’t have to pay interns who qualify as learners/trainees.

The U.S. Department of Labor has outlined six criteria for determining trainee status:
1) Interns cannot displace regular employees.
2) Interns are not guaranteed a job at the end of the internship (though you may decide to hire them at the conclusion of the experience).
3) Interns are not entitled to wages during the internship.
4) Interns must receive training from your organization, even if it somewhat impedes the work.
5) Interns must get hands-on experience with equipment and processes used in your Industry.
6) Interns’ training must primarily benefit them, not the organization.

Workers’ and Unemployment Compensation
Workers’ compensation boards have found that interns contribute enough to a company to make them employees. It’s wise to cover interns under your workers’ compensation policy even though you aren’t required to do so. Student interns are not generally eligible for unemployment compensation at the end of the internship.

Keep In Mind
Even if a student is working through a school program for which he or she is being “paid” in college credits, the student is still permitted, under the FLSA, to be compensated, unless the employer is not deriving any immediate advantage by using him/her.

Paid interns make ideal workers — hungry to learn, eager to make a good impression and willing to perform a multitude of tasks. The relatively small amount of money employers spend on intern wages and benefits is a good investment, because it often produces future, long-term employees.

The employer should identify the specific terms and conditions of employment (e.g., dates of employment as an intern, including the date the internship will end; compensation; organizational and/or reporting relationships; principal duties, tasks or responsibilities; working conditions; confidentiality; any other expectations of the employer), and should discuss these with the prospective intern, so that there is no misunderstanding regarding the relationship. Also, it may make good sense to document such a discussion with a written agreement. This should be made in consultation with the educational institution. (Be sure to read the Appendices)

If an intern is harassed at your organization, and you don’t do anything about it, your organization opens itself to the risk of lawsuits. Take time to advise your interns of appropriate workplace behavior, the organization’s harassment policy and complaint procedures.
International Students
The most common visa types employers will see on college campuses, when recruiting international undergraduate or graduate students for either full-time or internship positions are the F-1 and J-1 visas.

“An F-1 visa is granted to a person coming to the United States to attend a college, university, seminary, conservatory, academic high school, elementary school, or other academic institution or language training program approved by the U.S. Attorney General for study by foreign students. The visa holder plans to return home after completing studies. This is the most common non-immigrant visa for an international student attending undergraduate and graduate school. Students are granted F-1 status until the completion of the academic program and 12 months of post-program practical training. The purpose of the F-1 visa is to provide an opportunity for study in the United States. Anything outside of study, including employment, is an exception to the visa. Authorization for employment is strictly limited to certain situations. The student holding F-1 status for a full academic year and in good academic standing may work off campus. Such work authorization is granted when the student has sustained unforeseen economic hardship. Also, the student may not work for more than 20 hours per week when school is in session, but may work full time during holidays and vacations, including breaks between terms, provided the student intends to register for the next school term.

Curricular Practical Training: An F-1 student may perform curricular practical training prior to the completion of the educational program as part of his or her educational experience. The INS defines this type of training as ‘alternate work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through agreements with the school.

Post-Completion Practical Training: This is temporary employment directly related to the student’s major area of study that takes place after the student completes a full course of study. Authorization for this training may be granted for a maximum of 12 months of full-time or part-time work. Those on a student visa can only gain authorization once for this type of training.

The above information is adapted from a web article by Rochelle Kaplan, General Counsel for the National Association of Colleges and Employers (NACE). Reprinted with permission of the National Association of Colleges and Employers, copyright holder. For more information on these and other legal issues related to hiring, see NACEWeb at www.naceweb.org. Also see the website of the U.S. Citizenship and Immigration Services http://uscis.gov/graphics/lawsregs/index.htm
Title 8 of the Code of Federal Regulations, Section 214.2 (f)

Employers can take advantage of a nationwide service provider who handles all the necessary paperwork and processing for international students to work in an organization.

Immigration Support Services
1300 Bent Creek Blvd.
Mechanicsburg, PA 17055
Web: www.immigrationsupport.com
Sample Work Plan

Marketing Internship

Length: June 1 – August 31, 2011

Schedule:

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<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Total Hours</th>
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<td>8 am – 4 pm</td>
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<td>8 am – 4 pm</td>
<td>off</td>
<td>8 am – 4 pm</td>
<td>24 hours/week</td>
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Intern Email: intern@yourorg.com   Password: #@%$&%

Projects:

- Style Guide
- Marketing Plan including demographic research
- Development and Implementation of Social Media
- Website maintenance and development
- Assist with development of Presentations and Powerpoints for staff
- Attend Marketing Committee Meetings
- Assist with development of Events/Event Planning
- Assist with general office operations

Mid-Internship Progress meeting – July 11, 2011

End-Internship meeting – August 31, 2011
Sample Job Description #1

Marketing and Business Intern

Job Description
Objective: To help promote the Prima Civitas Foundation while learning skills related to marketing, advertising, promotion, and business administration.

Hours: 20-35 hours per week. Typically 3 days per week. Schedule negotiable.

Compensation: $12.00/hr

Supervisor: Amanda Avila, Talent Development Manager

Reports to: Amiee Evans

Eligibility and skill necessary

- Students interested in marketing and business administration; coursework in fields of business, administration, and marketing.
- Cumulative GPA of 3.3 or above
- Letter detailing what the student hopes to gain from the internship
- Resourcefulness in finding information and answers; highly motivated
- Ability to prioritize/execute to achieve desired project goals with prudence and sense of urgency.
- Must have articulate communication and interpersonal skills

Responsibilities:

- Report to work on time
- Work with staff to develop a marketing plan for multiple initiatives
- Work with staff to develop a style guide for the organization
- Study the demographic details of the target consumers to help in attraction
- Assist with the development of social networking and website maintenance
- Assist in coordination and management of office operations – cleaning, supplies, conference room, etc.
- Assist in managing the flow of paperwork
- Assist with and perform any other duties as needed or assigned
- Help integrate projects into PCF branding
Sample Intern Job Description #2

Position: Accounting Intern  
Date: 1/02/12  
Organization:  
Location: Lansing, MI  
Department: Accounting & Control  
Salary: 10.00/hour  
Cycle: Summer  
Start Date: 05/10/12  
Time Requirements: 15-25 hours/week  
Major(s) Requested: Accounting, Finance, or Business Administration  
GPA desired:  
Number of Openings: 2  

Job Description:

• Prepares and consolidates results and budgets  
• Coordinates and issues actual and forecast reporting requirements  
• Analyzes monthly budget variances  
• Analyzes various General Ledger accounts  
• Prepares monthly financial reports  
• Participates in special projects  

Qualifications:

• Minimum of 2 Accounting courses  
• Proficiency in PC environment, preferably in Windows, required  
• Familiarity with WordPerfect and Excel or Lotus 1-2-3 preferred  
• Must be incoming Junior status or above  

Application Procedure:

Please forward resume to:

Contact  
Title  
Company name  
Company address  
Phone number  
Fax  
Email address  
Website
Sample Interview Structure

Stages of the Interview

1. Prepare questions about:
   - Specific coursework related to the position
   - Knowledge or familiarity of equipment, techniques, computers, etc.
   - Previous experiences related to the position
   - Career interests, goals

2. Analyze resumes
   - Check for signs of organization, clarity, and accuracy
   - Trace chronology and look for time gaps
   - Note involvement and roles in campus and community organizations
   - Check grade average overall and in major
   - Look for accomplishments, patterns of progression, and growth

3. Open the Interview (1-2 minutes)
   - Build friendly rapport through small talk
   - Provide an overview of the interview
   - Indicate that the student will have an opportunity to ask questions later
   - Explain that you will be taking notes and invite the student to do so

4. Ask Questions and Gather Information (15 minutes)
   - Use behavioral type questions as well as open ended questions

5. Allow for Questions and Comments (5 minutes)
   - Answer honestly and illustrate with your own experiences if possible
   - Assess the quality of the student's questions
   - Avoid giving answers that indicate a commitment to a position
   - Be prepared to answer questions about the position, expected training, company structure, company products

6. Give Information (1-2 minutes)
   - Briefly recap information about the position.
   - Discuss candidate's availability for the internship to ensure your needs are met
   - Discuss any academic requirements for course credit

7. Wrap-Up (1-2 minutes)
   - Close on a positive note
   - Briefly describe the next steps
   - Give an estimate of when the student will hear from you
   - Avoid making statements that may be interpreted as a promise of employment

8. Evaluate the candidate against the requirements for the position.
   - Review your notes before your next interview
   - Be objective and base your decision on the evidence

9. Follow up with candidates promptly.
   - Send rejection letters to students who do not match your requirements
   - Offer the position to the candidate that you have chosen
Internship Memorandum of Understanding

The following is designed to assist in providing a high-quality internship experience for both the intern and the employer. This form should be completed together by the intern and the immediate supervisor or mentor. Both parties should provide input into the completion of the form and agree to the terms outlined. Please note: this is not a legal contract.

Student Information
Name:____________________________________________________________
Address:__________________________________________________________
Phone:____________________________Email:___________________________
College/University:___________________________________________________
College/University contact:____________________________________________

Internship Information
Company Name:___________________________________________________
Company Address:___________________________________________________
Immediate Supervisor:________________________________________________
Supervisor Phone:____________________Email:___________________________

Internship Description
Student internship will begin on________________ and end on ________________
Internship title: _____________________________________________________
Goals to accomplish during internship: ___________________________________
________________________________________________________________
________________________________________________________________
What do you want to experience or learn during this internship?_________________
________________________________________________________________
________________________________________________________________
List the projects that will be assigned to the intern.___________________________
________________________________________________________________
________________________________________________________________
Other goals:________________________________________________________
________________________________________________________________
________________________________________________________________

Intern signature:________________________________   Date:______________
Supervisor signature:_____________________________  Date:______________

A copy of this form should be given to the intern and the supervisor/mentor
Sample Internship Offer Letter

Date:
Student Name
Student Address

Dear (Student’s first name):

I am pleased to confirm your acceptance of an internship position as (Title) in the (Department Name) at a pay rate (if applicable) of (Hourly wage/stipend). Your first day of the work will be (Date). Your duties and assignments for this position will be those described to you in your orientation with (Supervisors Name).

This offer is contingent upon completion of a physical examination, including a drug screen, and completion of employment processing procedures. Please report to the Human Resources Department at (Time) on (Start Date) with the appropriate documents and completed forms.

If you have any questions, please feel free to contact (Supervisor's name) or me. We are very pleased that you have decided to join (Operating Company name). We look forward to seeing you on (Start Date) and offer a very warm welcome.

Sincerely,

(Your Name)
(Your Title)
Sample Rejection Letter Without Interview

Date
Student Name
Student Address

Dear (Student's First Name):

Thank you for your interest in an internship assignment with (Company Name). Although your background and qualifications are impressive, we do not have an appropriate opportunity at this time. I have forwarded your resume to our Human Resources Department. They will contact you in the event that an appropriate future opportunity arises.

Thank you again for your interest in (Company Name). We wish you success in your career.

Sincerely,

(Your Name)
(Your Title)
Sample “No Thank-You” Letter With On-site Interview

Date:

Student’s Name
Student’s Address

Dear (Student’s First Name):

Thank you for meeting with me to discuss an internship assignment with (Company Name). Although your background and qualifications are impressive, we have selected another candidate who more closely fits our needs.

I have forwarded your information to our Human Resources Department. They will contact you directly in the event that an appropriate future opportunity arises.

Thank you again for your interest in (Company Name). We wish you success in your career.

Sincerely,
(Your Name)
(Your Title)
CONFIDENTIAL INFORMATION AND INVENTION AGREEMENT

I am an intern of (company name). In consideration of my internship with (company name), I agree to the following:

1. I will not at any time, either during or after my internship with (company name), use or disclose to other any trade secrets or other confidential information about PCF’s business or any of its proprietary rights, except as required in the ordinary course of performing my internship duties for (company name).

2. On termination of my internship, I will deliver to (company name) all documents or papers (including electronic storage) relative to (company name) business or such trade secrets or confidential information that are in my possession or under my contract without making copies or summaries of any such material.

3. Any inventions, proprietary information, or discoveries, whether patentable or copyrightable or not, resulting from work I do as an intern (alone or with others) of (company name) shall be promptly disclosed to (company name) and shall be its exclusive property. I assign to (company name) any rights I may have or acquire in such property and agree to sign and deliver at any time any instruments confirming the exclusive ownership by (company name).

4. All inventions, proprietary information, or discoveries that belong to me before my internship with (company name), and which I wish to exempt from this agreement, are listed on the attached schedule “A”.

5. I recognize that if I breach this agreement, irreparable harm will come to (company name) and that I remedy art law is inadequate; therefore, I agree that (company name) shall be entitled to injunctive relief against any such actual or threatened breach, in addition to any remedy provided by law.

6. I agree that this agreement (a) shall not be construed as an agreement by (company name) to engage me as an intern for any specified period of time; (b) cannot be modified except in a writing signed by (company name); (c) shall insure to the benefit of (company name) and its successors and assigns; and (e) shall be governed by Michigan law.

Dated: __________________________   __________________________

Intern

Accepted and Agreed:

By: __________________________

Its:
Sample Orientation Outline

• Review organization vision and department missions
• Give the intern a feel for the organizational structure, provide an organizational chart or staff list with phone numbers
• Explain the need-to-know items
  o Parking
  o Work station
  o Specific work dates and times
  o Office hours, breaks and lunches
  o Intranet
  o Using office equipment, ie. Copy machine, phone
  o Dress code
  o Attendance and punctuality
• Review organizational and employee policies
• Review the internship
  o Identify and discuss main projects
  o Job description
  o Results expected
  o Action plan
• Set regular evaluation meetings
• Inform the intern of departmental or staff meetings he/she is expected to attend, and provide time during those meetings for the interns to report progress on his/her project
• Identify a back-up supervisor or support person who can answer the intern’s questions if his/her regular supervisor is unavailable
• Ensure that your intern understands his/her responsibilities
• Provide a tour of the facility, introduction to staff
Sample Form Intern Evaluation of Employer

Student: _____________________________ Date: ______________________
Employer: ___________________________

1. Did you feel the work was a valuable experience in relation to your academic studies?

2. Were you given responsibilities that enabled you to apply knowledge and skills?

3. Were you allowed to take the initiative to work beyond the basic requirements of the job?

4. Did the organization and/or supervisor work with you regularly? Were they available to answer questions when necessary?

5. Briefly note new skills, techniques and knowledge gained in this position.

6. Discuss the weak points of your internship experience and ways they may be improved.

7. Discuss the strong points of your internship experience.

8. Was there anything that was not covered that should have been covered in the internship program?

9. Do you think your academic program adequately prepared you for this internship?

10. If you had any aspect of your internship to do over, what changes would you make?

11. Would you recommend this internship to other students?

Note any comments about your particular job not covered above.
Sample Form Employer Evaluation of Student Intern

Student:_________________________________________________ Date:________

Dates of Internship:__________________________________________

1. How well was the intern prepared for this internship?

2. Can you suggest instructional areas which would benefit this intern?

3. Please provide examples in which the intern applied good judgment and had a technical competence for the assigned tasks.

4. How would you rate the intern’s sense of responsibility toward his or her assignments?

5. Please provide some examples in which the intern worked quickly, thoroughly and efficiently.

6. What are the intern’s strengths and weaknesses when interacting with others?

7. What are the intern’s strengths and weaknesses when it comes to leadership?

8. Discuss areas where the intern has made significant improvement.

9. What are the intern’s strengths and weaknesses in oral and written communication?

10. Would you recommend this intern for future employment? Why or why not?

11. Are there other areas involving the internship program or the intern that you wish to comment on?
Sample Exit Interview

Schedule in advance to give the student opportunity to prepare thoughts and questions. Avoid scheduling on the student’s last day on the job so that there is time to take care of any action items that come up.

Exit Interview Steps

1. Explain the purpose of the exit interview
2. Encourage the student to be as candid as possible
3. Explain that you will be taking notes
4. Begin with less sensitive questions to put the student at ease
5. Gradually move into areas of greater sensitivity
6. Ask the student if he/she has any remaining questions or suggestions for improving the internship program
7. Conclude by thanking the student for his/her time and honesty

Exit Interview Summary

Name: Date:
Department: Supervisor:

Company property returned:
Keys
Badge
Other

1. How similar was your actual assignment to your expectations?
2. How would you rate (company name) as a place to work?
3. How well did your experience provide information about your chosen field?
4. What was the best part of your intern experience?
5. What was the worst part of your intern experience?
6. Would you recommend (company name) to other students for an internship assignment? Why or why not?
7. What suggestions do you have for improving the internship program?

Include any other comments you would like to write down
**LANSING COMMUNITY COLLEGE**

1141- Career & Employment Services  
Lansing Community College  
P. O. Box 40010, Mail Code 1141  
Lansing, Michigan 48901-7210  
Phone: (517) 483-1172  
Fax: (517) 483-9706  
E-Mail: cesjoblink@lcc.edu

http://www.lcc.edu/ces | cesjoblink@lcc.edu

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**FAX YOUR JOB ORDER  517-483-9706**

For your convenience, fax your job order to us, and we will act immediately. If you have any questions, please give us a call. You may fax this form back to us with the requested information or a job posting you have prepared for the position.

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You may also register and enter your job postings directly at: [http://lcc.experience.com](http://lcc.experience.com) Select the Create an account link in the Employers box to get started. Complete the required information and submit your request for access to LCC’s site.

NOTE: Jobs for private households or individuals need to be faxed or emailed.

Would you like us to create your employer access to post your jobs on CES JobLink? □ Yes □ No

If yes, we will email you an invite to link to our site within 2 business days. You must have an email address to use this function.

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**CONTACT INFO**

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>WWW URL:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: (Street) (City), (State) (ZIP Code)</td>
<td></td>
</tr>
<tr>
<td>Contact Person:</td>
<td>Title:</td>
</tr>
<tr>
<td>E-Mail:</td>
<td>Phone No.:</td>
</tr>
<tr>
<td>Are you an LCC Alumnus?</td>
<td>□ Yes □ No</td>
</tr>
</tbody>
</table>

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**JOB / INTERNSHIP POSTING**

<table>
<thead>
<tr>
<th>Job / Internship Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Full-Time □ Part-Time □ Temporary (Length of time needed)</td>
</tr>
</tbody>
</table>

Employment Location (if different than above): 

Description & Qualifications: 

Working Hours/ Days: 

Wage/ Salary: 

Starting Date: 

Benefits (if any): 

How to Apply: □ Phone □ In Person □ Send Resume □ Fax Resume □ Email Resume

Application Deadline (if any): 

Additional Information: 

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Thank you for listing your job opening with us. There is no charge for this service. The job referral service offered through Career and Employment Services was established to assist Lansing Community College students and alumni in acquiring part-time and full-time employment and to assist students with internship opportunities. Please contact us when you have filled this position or wish to discontinue the posting. We would also like to know how many individuals apply because of your posting with us at Lansing Community College.