

Interns Welcomed

How to Implement & Utilize Internships In Your Program

DEFINE

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. "

-Technology Council of Central Pennsylvania

An advanced student or graduate usually in a professional field gaining supervised practical experience.

-Merriam-Webster

Internship Guidelines

- Duration: a month to two years; typically 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 part of a learning plan. *
- 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.

How Can Your Program Benefit?

- Year round source of highly motivated pre-professionals
- "FRESH EYES": Students bring new perspectives to old problems
- Visibility of your organization is increased on campus
- Quality candidates for projects
- Freedom for professional staff to pursue more creative projects
- Flexible, cost-effective work force not requiring a long-term employer commitment
- Proven, cost-effective way to recruit and evaluate potential employees
- Your image in the community is enhanced as you contribute your expertise to the

educational enterprise

"...I would encourage anyone who's interested in working with individuals that have disabilities, or anyone who just loves horses to volunteer or sign up for an internship opportunity with your program adviser. It has been such a rewarding experience to be alongside the riders as they each make progress. I love watching them improve and grow into becoming as independent as possible!

-Rebecca Blankenship

Reins of Life, Inc. Intern 2017

Purdue University Northwest Campus

LEGALITY

Do you have to pay interns?

You don't have to pay interns who qualify as leaders/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 company, even if it somewhat impedes the work of your organization
- 5) Interns must get hands-on experience with equipment and processes used in your industry
- 6) Interns' training must primarily benefit them, not the company.

-The U.S. Department of Labor

Workers' & 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 are not required to do so. Student interns are not generally eligible for unemployment compensation at the end of the internship.

Workplace Culture

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 and your organization's policies and complaint procedures.

International Students

Visa Types: full-time or internship positions are the F-1 and J-1

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.

- General Counsel for the National Association of Colleges and Employers (NACE)

-www.immigrationsupport.com

METHOD

Step 1: Understanding Intention

- What does your organization hope to achieve from the program?
- Are you a small organization searching for additional help on a specific project?
- Is your organization growing quickly and having difficulty finding motivated new employees and/or volunteers?
- Are you a nonprofit that doesn't have a lot of money to pay, but can provide an

interesting and rewarding experience?

- Is your organization searching out new employees with management potential?

Step 2: Write a Plan

- Will you pay your intern(s)?
- Where will your intern work?
- What sort of academic background and experience do you want in an intern?
- Who will have the primary responsibility of supervision/"task instructor"?
- How many hours per week can your organization commit?
- What will the intern be doing? [Goals + Expectations]
- Is on-site training needed?
- Create an agreement.

Step 3: Recruit THEN Interview

- Develop and foster relationships with local resources.
- Advertise through social media and low/no-cost outlets.
- Attend internship and job fairs.
- Interview the right candidates.

Step 4: On-boarding & Orientation

1. Complete necessary "volunteer" paperwork.
2. Agree on start and end date.
3. Review Goals + Expectations together.
4. Sign Internship Agreement.

5. Schedule on-site training.
6. Schedule position shadowing.
7. Coordinate weekly re-occurring schedule; Availability Form.
8. Include Webinars & HIPAA review
9. Give + Keep copies of documents.
10. Introduce Your Intern.

Step 5: Guide to Success

- Communication
- Draft & periodically review plan to meet university requirements.
- Include interns on staff communications; when appropriate.
- Invite to Continuing Education opportunities, meetings, networking events...etc.
- Foster opportunities for creativity, learning, and expression; Internship Project.
- Give credit and feedback.

Step 6: Concluding & Post-Internship

- Final Evaluations
- Project Presentation
- Exit Interview: Review set goals and expectations.
- Post-Internship Survey
- Share file folder for photos and videos.
- Keep in touch.

Step 7: Look Forward

- Current interns could be future employees and/or consultants.
- Post-internship students will already be trained for your workplace and development associate with your organization; reducing:
 - training time
 - recruiting costs

Keep Building ...

- Student group volunteer projects
- Professor volunteer hour requirements
- Service Groups & Brainstorms
- Continue building a reputation that emphasizes education.

ORIENTATION CHECKLIST

Explain the Mission of the Organization

- How did your organization start? Why?

- What is unique about your service(s)?
- Who benefits?
- What are the organization's current objectives? Short term and long term goals.
- How may the intern contribute to those objectives?

Explain the Organization Structure

- Who reports to whom, and who, specifically, is the intern's supervisor?
- What access to supervisor (days, times, and duration) does your intern have? Set boundaries.
- Which personnel can answer different kinds of questions? ROL Talks.
- How are decisions made?

Outline Organizational Rules, Policies, Decorum and Expectations

- What are the specific policies and where can they be found?
- How do the mail, telephone and e-mail/network systems work?
- What forms or reports need to be completed?
- What is acceptable with regard to dress and appearance?
- How should they maintain their work area?
- Is there special industry jargon?
- Breaks, restroom, lunch practices...etc.

Define the Intern's Role

- What resources are available to your intern?
- What continued-training is needed?
- How would your organization like your intern to address clients, vendors and phone calls?
- What tasks can be completed without supervision?
- Do other employees understand your intern's role and goals?

Projects

ROL Schools+Major+Projects

- Coordinate Community Outreach
- Instructor in Training
- Accessibility of Website
- Translating Forms & Brochures
- Website Design
- Volunteer Training Videos
- Grant Research & Writing
- Planning Specials Events
- Resource Manual for Riders & Families
- Intake Evaluations & Goal Setting
- Sensory Integration Stations
- Program Brochure Design

- Newsletter Stories
- Equine Science
- Equine Studies
- Animal Science
- Non-Profit Management
- Social Work
- English
- Education
- Marketing
- Business
- Finance
- Masters in Non-Profit Admin.
- Masters in Business Admin.
- Mathematics
- Psychology
- Masters in Social Work
- Colorado Sate
- Saint Mary-of-the-Woods
- University of Notre Dame
- Butler University
- Holy Cross College
- Saint Mary's College
- Bethel College
- Indiana University South Bend
- Indiana University North
- Purdue Northwest
- Indiana University
- Murray State
- Career Academy
- Marquette High School
- Purdue University
- IUPUI

RESOURCES

Contact:

Aly Stscherban

Reins of Life, Inc.

Assistant to Executive Director

Internship Program Manager

PATH Certified Therapeutic Riding Instructor & Equine Specialist in Mental Health & Learning

aly.olson@reinsolife.org

Resources:

Cooperative Education and Internship Association (CEIA):<http://www.ceiainc.org/>

National Association of Colleges and Employers (NACE): <http://www.naceweb.org/>

National Society for Experiential Education (NSEE) : <https://www.nsee.org/>

Technology Council of Central Pennsylvania : <http://www.tccp.org/>

Merriam-Webster: <https://www.merriam-webster.com/>

The U.S. Department of Labor: <https://www.dol.gov/>