



College of
Social and Behavioral Science
THE UNIVERSITY OF UTAH

GUIDE TO Creating Internship Positions

Some content has been adapted from "Starting and Maintaining a Quality Internship Program," compiled and edited by Michael True, Messiah College

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Benefits of Hosting Interns

We're excited that you are interested in hosting interns and look forward to working with you throughout the process!

Getting started can seem like extra work, but we're here to help you! There are also many benefits to hosting interns, including having:

- Energetic & enthusiastic workers
- Access to new perspectives & content knowledge
- The ability to complete tasks & projects that staff don't have time for
- Proven, cost-effective way to recruit and evaluate potential employees
- Increased visibility & community involvement
- Supervisory & mentorship opportunities

The Internship Position

Internships are experiences that allow students to practice their knowledge and skills in a real-world setting. Internships also have a learning component for students, so while you are thinking about what they can do, it may be easiest to think of some central projects or tasks that relate to a real position or an academic subject. Below are some steps for creating an internship position.

Step 1: The Main Tasks or Project

What are some tasks or projects that you or your organization need to accomplish or that would benefit your organization? Do you need a marketing plan? Social media help? Help analyzing data? Someone to do community outreach? Students who are great with kids? Help with patients? Sample descriptions follow for some idea, but write a short description or some bullet points about what you need done.

Step 2: Timing & Qualifications

Once you have determined what the intern can accomplish, you will need to determine how much time the project or tasks will take to complete, by when it needs to be done, and how many hours per week you can support an intern. Sometimes timing is very flexible and the constraints may come from how many hours per week you have funds for an intern or have space available for a student. If you are hiring an intern for community outreach, you may need to consider when events are taking place and how many hours the intern will need to commit.

You will also need to determine intern qualifications, if any. Some tasks, like informatics, may require very specific qualifications. However, we encourage you not to be too restrictive on your qualifications. You may be inclined to ask for a marketing major, but being too restrictive can mean you miss some amazing applicants. Going back to the above example, Psychology students and Family & Consumer Studies students are often excellent with marketing.

Lastly, consider your qualifications and your team's qualifications. While they can figure a lot out on their own, interns thrive in environments where they have guidance and mentorship. Consider what you need done and who on your team has the skills and capacity to guide the intern when they need assistance.

Step 3: Other Duties As Assigned

The bulk of the internship needs to be meaningful work, but there are a lot of other great ways to include your intern and show them the ropes., particularly if they are moving more quickly on the project than expected or have requested extra hours to meet course requirements. (More on course requirements is covered in another section.)

Some possible items to add to your intern's plate:

- A second project
- Outreach and social media management
- Completing tasks in another department or division
- Shadowing other staff members
- Attending meetings and taking minutes
- Putting together a presentation
- Analyzing the organization from another perspective and making recommendations
- Informational interviews with other staff
- Networking on behalf of the organization
- Completing additional training for the organization
- Training the new interns

Step 4: Details & Flexibility

You can't know everything at the start of the internship, but some details do matter! Interns do their best work when they know the scope of their position, whom to ask questions of, the time commitment, and pay. Include the details you do know in the position description, particularly if there are certain times that the intern must be available or a certain location the intern needs to be. For instance, if you need the intern to be available 5 days a week between 9: am-12:00 pm for a client meeting, include that so applicants can plan accordingly. Our interns are very committed to our community partners, but they do have classes and other life happening as well.

Where possible, allow some flexibility. For example, having a range of hours they can work (for example, 10-15 hours/week) allows students to meet course requirements. Allowing remote and hybrid work can allow interns to get more done and increase the number of hours they can put in since it reduces their commute.

Grant Writing Intern

Position Title: Grant Writing Intern, Fixed Term

Reports to: Grant Writing Coordinator

Time commitment: 10-15 hours/week, for 3 months. Must be available Fridays at 10:00 am. Other times are flexible to meet intern's needs, but must be done between 9:00 am-5:00 pm Monday-Friday.

Location: Downtown SLC, some remote work possible

Pay: \$12/hour, non-negotiable

Position Description: The Grant Writing Intern will develop an understanding of the organization, its projects, and funding needs. From there, they will research grant possibilities, identify grants that will be a good fit for the organization, then note requirements and timelines on a spreadsheet. Working closely with the Grant Writing Coordinator, the intern will create projects in Asana with appropriate timelines for completion and designees. Intern will assist with grant writing, writing letters of intent (LOIs) and proofreading. Depending on skills and interests, the intern may work with partners on grant initiatives and projects, or assist part-time in other departments. This is a fantastic opportunity to gain grant-writing experience, which is useful in a variety of fields.

Qualifications: Strong writing and time-management skills and solid attention to detail. Completion of at least one writing course at the undergraduate level. Interest in grants and non-profit work.

To apply: Submit your resume and cover letter to the Grant Writing Coordinator.

Summer Program Education Intern

The Organization Committed to Kids (OCK) has a mission of delivering high-quality education to children from preschool through high school. We work in a variety of areas including providing educational materials for K-12 teachers (particularly in the realm of STEM and art programming), providing educational "boxes" for parents, operating after-school programs for low-income students, and providing nature summer experiences.

We are looking for an intern for Summer 2023 (starting late May and going through August) to assist with our nature summer experiences. At the start of the internship in May, the intern will use their knowledge to plan educational summer experiences for K-3 children that can be done outside. The intern will work with the city, the county, and local businesses to book relevant field trip areas, provide supplies, and use appropriate resources.

From June-August, the intern will work directly with enrolled children, full-time OCK staff, and volunteer staff leading these experiences and trips. Intern will document successes and issues. In late August, the intern will be responsible for writing up a report on the programming, including suggestions for future improvements, then presenting this to staff. If time allows, the intern will create a training manual for future interns.

This internship is paid at \$15/hour and the intern must be available 15-20 hours/week. The planning and reporting parts of the internship can be accomplished remotely during times that work for the intern. During the times when children are enrolled, the intern must be available between either 8:00 am-12:00 pm or between 12:00 pm-4:00 pm three days per week, with additional remote time for planning and documenting.

We welcome all interested applicants, particularly those who are interested in and have experience working with kids and who have solid writing and leadership skills.

To apply, send your resume to the OCK Internship & Volunteer Coordinator by March 28, 2023. Please note any experience with children and teaching you have along with examples of leadership skills and volunteer positions.

Marketing Intern

Position Title: Marketing Intern

Reports to: Marketing Manager

Time commitment: Flexible.

Location: Remote

Pay: This position is paid based on the number of hours worked. We have hourly funding available to interns who can work 20+ hours/week and stipends for those working on short-term projects for fewer hours per week.

Position Description: We have a variety of projects available depending on the interests and experience level of the intern. Potential projects could include competitor and SWOT analysis, branding, website design, social media, video, or print marketing. The supervisor will be assigned based on the intern's interests and availability, but the intern will have a designated mentor as well.

Qualifications: Must be a current student (any major) interested in marketing

To apply: Submit your resume and cover letter to contact@organization.org. Experience is not required, but if you have examples of previous marketing work, please include them so that we can best place you.

Legal & Pay Considerations

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 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.

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 receiving college credits, the student still has the right, under the FLSA, to be paid unless the employer is not deriving any immediate advantage by using him/her/them. Students must also pay for credit, so offering compensation helps them pay for useful credits. Additionally, offering compensation also encourages a more diverse applicant pool. Some amazing potential interns are unable to work without pay and you may miss out on these students with important perspectives and contributions.

Paid interns make ideal workers — hungry to learn, eager to make a good impression and willing to perform even the most menial 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 intern, including date internship will end; compensation; organizational and/or reporting relationships; principal duties, tasks or responsibilities; working conditions; 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 setting forth both parties' understandings, and have it signed by both the employer and the intern. 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.

Working with CSBS

The College

The College of Social and Behavioral Science (CSBS) has 11 majors including Anthropology, Criminology, Economics, Environmental & Sustainability Studies, Family & Consumer Studies, GIS, Geography, HSP (Health, Society and Policy), Political Science, Psychology, and Sociology. Additionally, we have several certificate programs.

To better serve our students and community partners, CSBS has had an internship coordinator since 2016. Since then we have grown, providing student internship advising, creating a database of opportunities for students, and sharing positions with them. We also offer nine internship courses within the College that allow students to make meaningful progress toward graduation.

Since our students have a wide variety of professional interests, we love working with a diverse population of community partners. While many of our partners work in fields related to our majors, many others work in other programs and sectors. Our students inspire human solutions to life's challenges and we look forward to having you consider them as interns!

Sharing Positions

We have a few ways we share community partner internships with CSBS students. If you are interested in frequently hosting interns or student workers, we can share your organization on our internship database: <https://internships.csbs.utah.edu/students/internship-opportunities.php>. This is the first stop for many of our students when looking for positions. If you have a specific timeline or only want to solicit applications infrequently, we can share your position(s) on our weekly student newsletter (September through April) or via our student listserv (year-round).

To get started, email the Associate Director for Internship Programming at jacqueline.broida@utah.edu.

There are many other ways to engage with the College of Social and Behavioral Science. If you are interested in other ways to connect, please reach out! We look forward to working with you!

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