

University of Pittsburgh Internship Development Webinar

Alyson Kavalukas

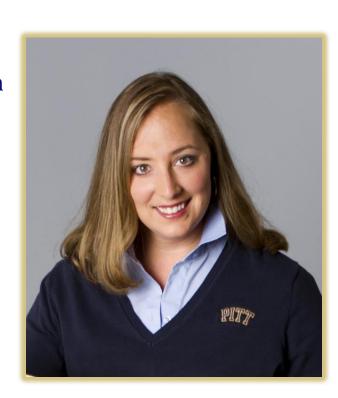
Internship Coordinator
Office of Career Development and Placement Assistance

About the Presenter

Alyson Kavalukas

Internship Coordinator Office of Career Development and Placement Assistance

- •University of Pittsburgh Graduate, B.A. French
- Worked in Retail, Digital Imaging, Marketing, Education
- At Pitt, 10 years in Alumni Relations and Career Development
- Presented at local, national and international conferences
- •Member of PennACE and EasternACE professional associations.
- •Had 3 internships as an undergraduate long, long ago.



Overview

- How to create valuable internships for your organization
- Understand the department of Labor's test for unpaid interns
- Prepare supervisors to provide positive learning experiences
- Onboard interns successfully
- Manage expectations for retaining interns and converting them to hires
- Recruiting at Pitt

Internship Wish List

Forbes Magazine 2014 report:

Universum, a global research and advisory firm, asked 65,679 undergraduates in the U.S. to identify the three they'd most like their internship employer to offer.

Top 12 Things Students Value in an Internship

- 1. Opportunity for full-time employment (51%)
- 2. Job orientation and training (42%)
- 3. A good employer reference (29%)
- 4. Challenging assignments (20%)
- 5. Flexible working conditions (19%)
- 6. Competitive compensation (18%)
- 7. Internal networking opportunities (16%)
- 8. Assigned mentor (15%)
- 9. Client exposure (13%)
- 10. Inspiring colleagues (12%)
- 11. Teamwork (11%)
- 12. International internship opportunities (10%)

Creating Valuable Internships

- Make it a learning experience
 - Company orientation, skills training, clear expectations, professional practice, meet other staff
- Provide adequate supervision
 - Prioritize regular meetings and check points, train necessary skills, software, etc., review performance
- Provide independent and collaborative work
 - Give a realistic experience of a professional in the field
- Give them a chance to present their findings
 - To fellow interns or executives
- Treat them like a regular staff member
 - Provide a proper orientation, make introductions, include them in meetings, administer reviews

Department's Labor Test for Unpaid Internships

- Certain circumstances allow for individuals to partake in internships without compensation
- Six criteria for unpaid internships
 - 1. The internship, even though it includes actual operation of the facilities of the employer, is **similar to training** which would be given in an educational environment;
 - 2. The internship experience is **for the benefit of the intern**;
 - 3. The intern **does not displace regular employees**, but works under close supervision of existing staff;
 - 4. The employer that provides the training derives **no immediate advantage** from the activities of the intern; and on occasion its operations may actually be impeded;
 - 5. The intern is **not necessarily entitled to a job** at the conclusion of the internship; and
 - 6. The employer and the intern **understand that the intern is not entitled to wages** for the time spent in the internship.

Does Academic Credit count as Compensation?

 This is a question that only your organization's legal counsel can determine.

Preparing the Supervisor

Before the internship

- Plan the training period & plan suitable tasks
- Prepare/request company cards, computer login, security access
- Check if necessary insurance coverage is provided
- Check the company's checklist for new employees
- Schedule a regular meeting time (daily or weekly)
- Pass the information to the colleagues and future co-workers in your department
- Prepare practical information about: work clothes, security rules and routines, fire alarm, injury, safety regulations, routines when sick/time off, time of lunch/coffee breaks, floor plan of the company (lunch room, toilets),-necessary phone numbers, company values, code of conduct

During the internship

- Give feedback: listen follow up positive and negative aspects
- Ask for questions
- Have an assessment conversation with the intern at midpoint and conclusion

Onboarding Interns Successfully

Reception and Introduction (first day/week)

- Welcome the first impression is important provide general company overview
- Review their role and your expectations, have any necessary documents signed
- Tour of the workplace: show the company in whole & different departments
- Present the intern to your colleagues
- Ergonomics: working postures, handling of materials and tools, workplace layout

Training (during the internship)

- Try to engage the intern in the work team
- Motivate the intern
- Take your responsibility as a mentor
- Treat the intern with respect
- Have a dialogue with the intern continuously
- A intern has no responsibility for production

Managing Expectations for After Internship

- Be honest in reviews
- Be honest about post-graduation opportunities
- If opportunities do exist, provide timelines
- Offer to serve as a reference, connect on LinkedIn, etc.
- If a post-grad opportunity exists and you want to convert the intern to a full time position, make that known and complete the process as quickly as possible.

Recruiting from Pitt

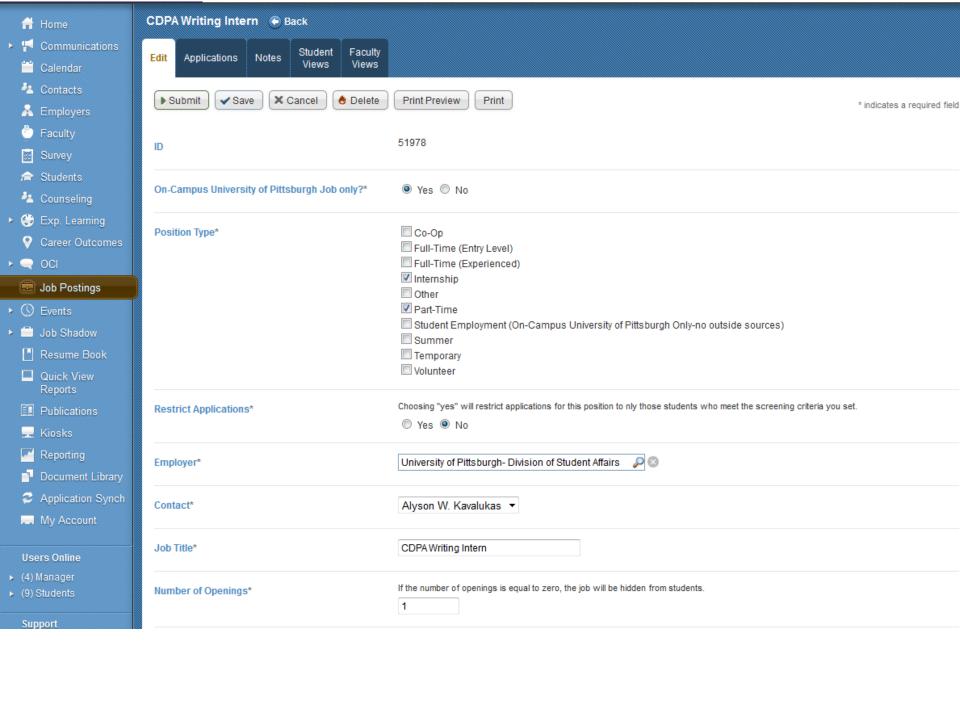
- Post internship descriptions in FutureLinks database
 - Email <u>intern@pitt.edu</u> to request account
- Recruit On Campus
 - Spring Career Fair, February 18 and 19 (fees apply)
 - Summer Job and Internship Fair, April 9 (no fees)
 - Fall Career Fair, September 24 (fees apply)
- Build your brand on campus
 - Participate in Internship Week, January 26-30
 - Presentations, Panels, Mock Interviews
 - Host Information Sessions
 - Host Panther Shadow group site visits
- Interview On Campus
 - Convenient interview suites available to screen all of your candidates in one day



Contact

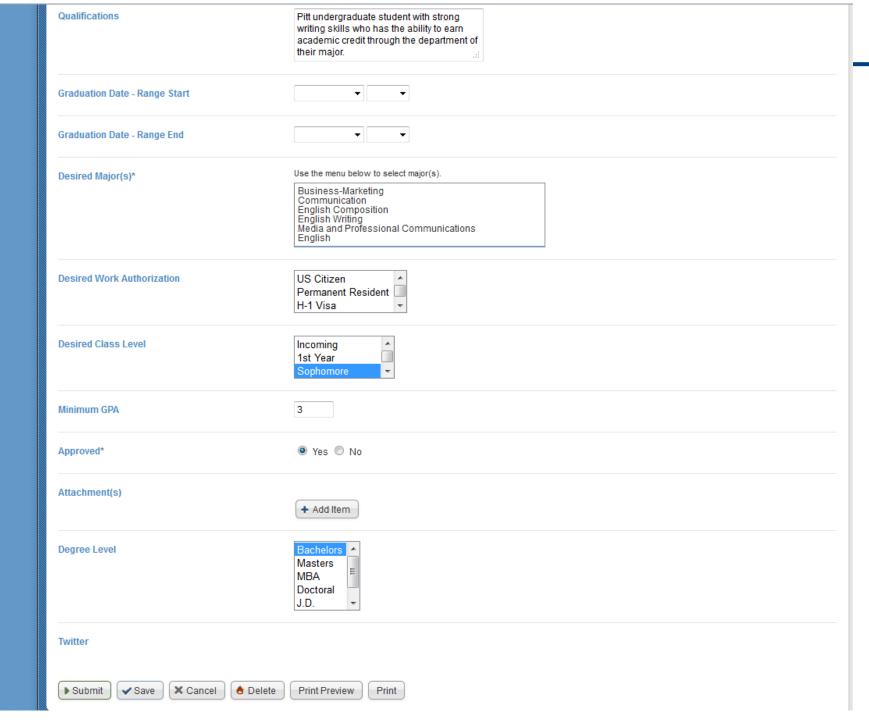
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Symplicity* NEIGHBORHOOD Client Support Portal Take me there! Call Help Desk: 1-703-373-7040	Job Function* Resume Receipt	Broadcasting Business Development Buying/Purchasing Childcare Communication Select methods for the employer to receive student emails for non-OCR positions. E-mail Accumulate Online Other (enter below)
Hours: Mon-Fri 9am-8pm ET (except holidays) Famil Support OneStop Profile Edit Profile	How to Apply*	Email your resume and student spotlight to Alyson Kavalukas, Internship Coordinator at kalyson@pitt.edu by the posting deadline. Check Spelling Update/overwrite with contact information
	Description*	The Office of Career Development & Placement Assistance offers career counseling, guidance on resume preparation, job and internship searches, networking opportunities, career fairs, and many other events and services. The writing intern will have the central responsibility of documenting student experiences, events, and other various projects for the Career Development and Check Spelling
	Additional Documents	Which additional documents do you request for non-ocr positions. Cover Letter Unofficial Transcript
	Display Contact Information To Students	If checked, please provide information in 'Contact Information' field
	Posting Date*	2014-11-24
	Expiration Date*	2014-12-12

Location*	Location #1
	Nation Wide* © Yes No
	City* Enter the City
	Pittsburgh
	State/Province*
	Enter the State/Province
	Pennsylvania ▼
	Country*
	Enter the Country
	United States ▼
	♦ Delete
	+ Add Item
Salary Level	N/A, Credit optional
Requisition #	
Desired Start Date	2015-01-05
Duration	Spring Semester
Approximate Hours Per Week	8-10
Travel Percentage	•



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studentaffairs







"Students who complete the Internship Preparation Program and related requirements are guaranteed placement in at least one internship or other experiential learning opportunity during their undergraduate career." The Internship Preparation Program is a combination of workshops and individual appointments hosted by the Office of Career Development and Placement Assistance."