



UNIVERSITY OF  
PITTSBURGH

**studentaffairs**

# **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 [intern@pitt.edu](mailto:intern@pitt.edu) 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**

Alyson Kavalukas

Internship Coordinator

[kalyson@pitt.edu](mailto:kalyson@pitt.edu)

412-648-7135

[www.internships.pitt.edu](http://www.internships.pitt.edu)

University of Pittsburgh

Career Development and Placement Assistance

200 William Pitt Union, 3959 Fifth Avenue, Pittsburgh, PA 15260

[www.careers.pitt.edu](http://www.careers.pitt.edu)

CDPA Writing Intern Back

EditApplicationsNotesStudent ViewsFaculty Views

SubmitSaveCancelDeletePrint PreviewPrint

\* indicates a required field

ID51978

On-Campus University of Pittsburgh Job only?\*

YesNo

Position Type\*

☐ Co-Op

☐ Full-Time (Entry Level)

☐ Full-Time (Experienced)

☒ Internship

☐ Other

☒ Part-Time

☐ Student Employment (On-Campus University of Pittsburgh Only-no outside sources)

☐ Summer

☐ Temporary

☐ Volunteer

Restrict Applications\*

Choosing "yes" will restrict applications for this position to nly those students who meet the screening criteria you set.

YesNo

Employer\*

University of Pittsburgh- Division of Student Affairs

Contact\*

Alyson W. Kavalukas

Job Title\*

CDPA Writing Intern

Number of Openings\*

If the number of openings is equal to zero, the job will be hidden from students.

1



Call Help Desk:  
1-703-373-7040

Hours:  
Mon-Fri 9am-8pm ET  
(except holidays)

► Email Support

OneStop Profile

► Edit Profile

#### Job Function\*

Broadcasting  
Business Development  
Buying/Purchasing  
Childcare  
Communication

#### Resume Receipt

Select methods for the employer to receive student emails for non-OCR positions.

☐ E-mail ☐ Accumulate Online ☒ Other (enter below)

#### How to Apply\*

Email your resume and student spotlight to Alyson Kavalukas, Internship Coordinator at [kalyson@pitt.edu](mailto: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

Qualifications

Pitt undergraduate student with strong writing skills who has the ability to earn academic credit through the department of their major.



Qualifications

Pitt undergraduate student with strong writing skills who has the ability to earn academic credit through the department of their major.

Graduation Date - Range Start

Graduation Date - Range End

Desired Major(s)\*

Use the menu below to select major(s).

Business-Marketing  
Communication  
English Composition  
English Writing  
Media and Professional Communications  
English

Desired Work Authorization

US Citizen  
Permanent Resident  
H-1 Visa

Desired Class Level

Incoming  
1st Year  
Sophomore

Minimum GPA

3

Approved\*

☒ Yes ☐ No

Attachment(s)

+ Add Item

Degree Level

Bachelors  
Masters  
MBA  
Doctoral  
J.D.

Twitter



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## INTERNSHIP GUARANTEE

*“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.”*