EMPLOYER INTERNSHIP HANDBOOK

Information and practical steps needed to create an effective and beneficial internship for employers and their intern.

A part of Center for Career and Professional Development
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Box 344007
Clemson, SC 29634-4007
864.656.6000
http://career.clemson.edu
Recruit-L@clemson.edu
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INTERNSHIP OVERVIEW

An internship is a well-defined short-term work/learning experience to help students prepare for a chosen career field. With intentional learning goals, supervision, and evaluation, interns apply their classroom learning to “real world” experiences, enhancing their education and adding value to the employer.

Typically, students participate in projects or work alongside practicing professionals as they tackle special day-to-day challenges.

Internship characteristics include:
- Most internships last one semester (14 to 16 weeks) or one summer (10 to 14 weeks).
- Most internships are paid, but some internships are voluntary depending on the organization and industry. Average intern salaries range from $10-$14 per hour for non-technical majors and $14-$20 for technical majors.
- Some academic departments award course credit, and some departments even require an internship experience. Students can also enroll in the zero credit hour Career Center Internship class (INT 2010), which will maintain their status as a full-time student.

Clemson offers three types of internships for students:
1. Not for academic credit - The internship is directly related to the student’s major and is project related. With this option, students can enroll in the zero credit hour Career Center Internship Class (part-time INT 1010 or full-time INT 2010), which will maintain their status as a full time student.
2. Required by the department, not for academic credit - The academic department will contact the employer regarding goals and procedures that are required.
3. For academic credit - The student and the internship provider will develop the specific structure of the internship before the internship begins. Then the academic department must approve the structure of the internship. The academic departments handle granting credit for an internship.

WHY HIRE CLEMSON INTERNS?

In any economy, businesses and organizations of all types have a variety of staffing needs. Some employers have dormant projects, just waiting for attention from overworked staff members. While others have seasonal needs that disrupt the productivity of the staff. All organizations want to hire the best and brightest new staff.

Employers reap many benefits from hiring interns, including:
- Meet project needs
- Meet seasonal changes in staffing needs
- Bring new, innovative ideas to the workplace
- Base permanent hire decisions on knowledge and observation of candidate’s work, rather than merely on interview interaction
- Increase awareness of your organization on campus to attract additional qualified full-time and internship candidates
- Avoid a long-term budget commitment necessary for permanent hires or co-ops
## Differences Between Internships and Co-op Assignments

<table>
<thead>
<tr>
<th>Internships</th>
<th>Co-op Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Center for Career and Professional Development coordinates internships for all majors. Employers can post their internships, interview students on campus, or view electronic resume books via ClemsonJobLink, an online job listing service.</td>
<td>The Cooperative Education Program is designed to provide the student with an opportunity to learn under a mentor in his or her field of study. Students are employed full-time, with pay, by companies who participate in the program as teaching partners. Co-op students select a schedule of companies to interview. About 95% of co-op students match with a teaching partner.</td>
</tr>
<tr>
<td>Contact: 864.656.6000, <a href="mailto:Recruit-L@clemson.edu">Recruit-L@clemson.edu</a> <a href="http://career.clemson.edu">http://career.clemson.edu</a></td>
<td>Contact: 864.656.3150 <a href="http://www.clemson.edu/coop">http://www.clemson.edu/coop</a></td>
</tr>
<tr>
<td><strong>Length:</strong> Students will complete their internship either part-time or full-time. 1. Fall or Spring: Internships are offered during these semester run 14-16 weeks. 2. Summer: Internships during the summer occur for 10-14 weeks.</td>
<td><strong>Length:</strong> For engineering students, a minimum of... 3 Rotations - Two 18-Week Semesters - One Summer Semester For non-engineering students, a minimum of... 2 Rotations - One 18-week Semester - One Summer Semester Common for non-engineering students, such as Packaging Science and Business students, to complete back-to-back rotations • Spring-Summer or Summer-Fall</td>
</tr>
<tr>
<td><strong>Assignments:</strong> Interns enhance their career development while exploring interests and gaining work experience related to their field of study. Internships involve a project that relates to a student's major and career interest.</td>
<td><strong>Assignments:</strong> Students' experiences are monitored and evaluated by one of the academic staff of co-op advisors to ensure a successful teaching and learning process. Engineering co-op students secure at least 1 year of full-time experience by graduation.</td>
</tr>
<tr>
<td><strong>Compensation:</strong> Most positions are paid, but some will be voluntary depending on the field.</td>
<td><strong>Compensation:</strong> Co-op assignments are paid positions. Of the co-op assignments that will require students to relocate, most provide assistance with housing. Some teaching partners provide other benefits, such as paid leave.</td>
</tr>
<tr>
<td>Information on federal minimum wage can be found at <a href="http://www.wagehour.dol.gov/">http://www.wagehour.dol.gov/</a></td>
<td><strong>Location:</strong> More than half of co-op assignments are in South Carolina, but there are co-op students on assignment throughout the United States. A small number of assignments are located in other countries.</td>
</tr>
<tr>
<td><strong>Location:</strong> Most interns are in the southeast, with some are in other areas. Companies are often willing to assist with locating housing and in some cases will contribute to housing expenses.</td>
<td><strong>Eligibility:</strong> A minimum Clemson University GPA of 2.5 is required to be eligible to enter the program, although some companies require higher GPA.</td>
</tr>
<tr>
<td><strong>Eligibility:</strong> Varies. Employers determine necessary qualifications.</td>
<td><strong>Important dates:</strong> The Co-op Interview Days event is held in October and March. Students enter the program the semester before their starting rotation. The Co-op Program has more than 300 company teaching partners and approximately one-third of these companies come to campus each semester to interview students for their open co-op assignments.</td>
</tr>
<tr>
<td><strong>Important dates:</strong> The Career Fairs are excellent recruiting tools and are held in mid September and mid February each year.</td>
<td><strong>Courses Offered:</strong> There are multiple Co-op Program courses. A co-op advisor will guide the student regarding the appropriate course selection. Students must satisfy certain requirements to receive a grade of Pass for each course.</td>
</tr>
<tr>
<td><strong>Courses Offered:</strong> 1. Various classes/credit dependent on major 2. INT 1010 Part-Time 0 Credit Hours 3. INT 2010 Full-Time 0 Credit Hours</td>
<td><strong>Courses Offered:</strong></td>
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</tbody>
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### Internship by Undergraduate Majors at Clemson University

**Center for Career and Professional Development**

<table>
<thead>
<tr>
<th>MAJOR/ (Requirements)</th>
<th>COURSE</th>
<th>CREDIT</th>
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<tbody>
<tr>
<td><strong>College of Agriculture, Forestry, and Life Sciences</strong></td>
<td></td>
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<tr>
<td>Agribusiness</td>
<td>INT 1010/2010</td>
<td>0 Hours</td>
</tr>
<tr>
<td>Agricultural Education (400 level classes)</td>
<td>AGED 4070</td>
<td>12 Hours</td>
</tr>
<tr>
<td>Agricultural Mechanization and Business</td>
<td>INT 1010/2010</td>
<td>0 Hours</td>
</tr>
<tr>
<td>Animal and Veterinary Sciences</td>
<td>AVS 3900</td>
<td>1-3 Hours</td>
</tr>
<tr>
<td>Biochemistry</td>
<td>INT 1010/2010</td>
<td>0 Hours</td>
</tr>
<tr>
<td>Biological Sciences</td>
<td>BIOL 4920</td>
<td>1-4 Hours</td>
</tr>
<tr>
<td>Environmental &amp; Natural Resources</td>
<td>INT 1010/2010</td>
<td>0 Hours</td>
</tr>
<tr>
<td>Food Science</td>
<td>INT 1010/2010</td>
<td>0 Hours</td>
</tr>
<tr>
<td>Forest Resource Management</td>
<td>Summer Camp</td>
<td>7 Hours</td>
</tr>
<tr>
<td>Genetics</td>
<td>INT 1010/2010</td>
<td>0 Hours</td>
</tr>
<tr>
<td>Horticulture</td>
<td>HORT 2710/4710</td>
<td>1-6 Hours</td>
</tr>
<tr>
<td>Microbiology</td>
<td>INT 1010/2010</td>
<td>0 Hours</td>
</tr>
<tr>
<td>Packaging Science (15 weeks required)</td>
<td>COOP 1010, INT 1010/2010</td>
<td>0 Hours</td>
</tr>
<tr>
<td>Plant and Environmental Sciences</td>
<td>INT 1010/2010</td>
<td>0 Hours</td>
</tr>
<tr>
<td>Pre-Professional Health Studies</td>
<td>INT 1010/2010</td>
<td>0 Hours</td>
</tr>
<tr>
<td>Turfgrass</td>
<td>INT 1010/2010</td>
<td>0 Hours</td>
</tr>
<tr>
<td>Wildlife and Fisheries Biology</td>
<td>INT 1010/2010</td>
<td>0 Hours</td>
</tr>
<tr>
<td><strong>College of Architecture, Arts, and Humanities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Architecture</td>
<td>ARCH 4890</td>
<td>1-3 Hours</td>
</tr>
<tr>
<td>Communication Studies</td>
<td>COMM 3900</td>
<td>3 Hours</td>
</tr>
<tr>
<td>Construction Science and Management (800 Hour Log)</td>
<td>CSM 4500</td>
<td>1-3/0 Hours</td>
</tr>
<tr>
<td>English</td>
<td>ENGL 4990</td>
<td>3 Hours</td>
</tr>
<tr>
<td>History</td>
<td>HIST 2020</td>
<td>1-3 Hours</td>
</tr>
<tr>
<td>Landscape Architecture</td>
<td>LARC 2930</td>
<td>1-3 Hours</td>
</tr>
<tr>
<td>Language and International Health (FT &amp; class requirement)</td>
<td>LIT 4000</td>
<td>0-6 Hours</td>
</tr>
<tr>
<td>Language and International Trade (FT &amp; class requirement)</td>
<td>LIT 4000</td>
<td>0-3 X 2 Hours</td>
</tr>
<tr>
<td>Modern Languages</td>
<td>INT 1010/2010</td>
<td>0 Hours</td>
</tr>
<tr>
<td>Pan African Studies</td>
<td>INT 1010/2010</td>
<td>0 Hours</td>
</tr>
<tr>
<td>Philosophy</td>
<td>INT 1010/2010</td>
<td>0 Hours</td>
</tr>
<tr>
<td>Production Studies in Performing Arts</td>
<td>PA 2790</td>
<td>1 Hours</td>
</tr>
<tr>
<td>Religious Studies</td>
<td>INT 1010/2010</td>
<td>0 Hours</td>
</tr>
<tr>
<td>Sports Communication Studies</td>
<td>INT 1010/2010</td>
<td>0 Hours</td>
</tr>
<tr>
<td>Visual Art</td>
<td>INT 1010/2010</td>
<td>0 Hours</td>
</tr>
<tr>
<td>Womens Leadership</td>
<td>INT 1010/2010</td>
<td>0 Hours</td>
</tr>
<tr>
<td>World Cinema</td>
<td>INT 1010/2010</td>
<td>0 Hours</td>
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<tr>
<td><strong>College of Business and Behavioral Science</strong></td>
<td></td>
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</tr>
<tr>
<td>Accounting (Junior Status)</td>
<td>ACCT 3990</td>
<td>1-3 Hours</td>
</tr>
<tr>
<td>Anthropology</td>
<td>INT 1010/2010</td>
<td>0 Hours</td>
</tr>
<tr>
<td>Economics</td>
<td>ECON 4980</td>
<td>3 Hours</td>
</tr>
<tr>
<td>Financial Management (Junior Status)</td>
<td>FIN 3990</td>
<td>1-3 Hours</td>
</tr>
<tr>
<td>MAJOR/ (Requirements)</td>
<td>COURSE</td>
<td>CREDIT</td>
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<tr>
<td>Graphic Communications</td>
<td>COOP 1010/GC 3500</td>
<td>1 Hour</td>
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<tr>
<td></td>
<td>COOP 1020/GC 450</td>
<td>1 Hour</td>
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<tr>
<td></td>
<td>COOP 1030/GC 455</td>
<td>1 Hour</td>
</tr>
<tr>
<td>Management</td>
<td>MGT 3980</td>
<td>1-3 Hours</td>
</tr>
<tr>
<td>Marketing (10 wks F-T for credit)</td>
<td>MKT 3990</td>
<td>3 Hours</td>
</tr>
<tr>
<td>Political Science</td>
<td>POSC 3100</td>
<td>1-3 Hours</td>
</tr>
<tr>
<td>Psychology</td>
<td>PSYC 4930/4970</td>
<td>3/1-4 Hours</td>
</tr>
<tr>
<td>Sociology</td>
<td>SOC 4980</td>
<td>3 Hours</td>
</tr>
</tbody>
</table>

**College of Engineering and Science**

| Bioengineering                  | COOP 1010, INT 1010/2010 | 0 Hours |
| Biosystems Engineering          | COOP 1010, INT 1010/2010 | 0 Hours |
| Chemical Engineering            | COOP 1010, INT 1010/2010 | 0 Hours |
| Chemistry                       | COOP 1010, INT 1010/2010 | 0 Hours |
| Civil Engineering               | COOP 1010, INT 1010/2010 | 0 Hours |
| Computer Engineering            | COOP 1010, INT 1010/2010 | 0 Hours |
| Computer Information Systems    | COOP 1010, INT 1010/2010 | 0 Hours |
| Computer Science                | COOP 1010, INT 1010/2010 | 0 Hours |
| Electrical Engineering          | COOP 1010, INT 1010/2010 | 0 Hours |
| Environmental Engineering       | COOP 1010, INT 1010/2010 | 0 Hours |
| Geology                         | COOP 1010, INT 1010/2010 | 0 Hours |
| Industrial Engineering          | COOP 1010, INT 1010/2010 | 0 Hours |
| Mathematical Sciences           | COOP 1010, INT 1010/2010 | 0 Hours |
| Material Science and Engineering| COOP 1010, INT 1010/2010 | 0 Hours |
| Mechanical Engineering          | COOP 1010, INT 1010/2010 | 0 Hours |
| Physics                         | COOP 1010, INT 1010/2010 | 0 Hours |

**College of Health, Education, and Human Development**

| Health Science (junior/2.0 GPR) | HLTH 4200 | 4 Hours |
| Language and International Health (FT & class requirement) | LIT 4000 | 0-6 Hours |
|                                | LIT 4010 | 0-6 Hours |
| Nursing                       | INT 1010/2010 | 0 Hours |
| Parks, Recreation, & Tourism Mngmt. (senior/2.0 GPR) | PRTM 4040/4050 | 6 Hours |
| (sophomore/90 hrs.)            | PRTM2060/2070 | 1 Hour |
| Youth Development Studies      | YDP 4990 | 3 Hours |

**Eugene T. Moore of Education**

| Agriculture Education          | AGED 4070 | 12 Hours |
| Early Childhood Education      | EDEC 4840 | 12 Hours |
| Elementary Education           | EDEL 4810 | 12 Hours |
| Mathematics Teaching           | EDSEC 4460 | 9 Hours |
| Science Teaching (400 level classes, Praxis test) | EDSEC 4470 | 9 Hours |
| Biological Sciences (400 level classes, Praxis test) | EDSEC 4470 | 9 Hours |
| Earth Sciences                 | EDSEC 4470 | 9 Hours |
| Physical Sciences (400 level classes, Praxis test) | EDSEC 4470 | 9 Hours |
| Secondary Education (400 level classes, Praxis test) | EDSEC 4470 | 9 Hours |
| English (400 level classes, Praxis test) | EDSEC 4440 | 9 Hours |
| History & Geography (400 level classes, Praxis test) | EDSEC 4480 | 9 Hours |
| Mathematics (400 level classes, Praxis test) | EDSEC 4460 | 9 Hours |
| Modern Languages (400 level classes, Praxis test) | EDSEC 4120 | 12 Hours |
| Political Science & Econ.(400 level classes, Praxis) | EDSEC 4480 | 9 Hours |
| Psychology & Sociology (400 level classes, Praxis) | EDSEC 4480 | 12 Hours |
| Special Education (400 level classes, Praxis test) | ED SP 4980 | 12 Hours |
INTERNSHIPS FOR GRADUATE STUDENTS

Clemson University is committed to its distinct population of graduate students. Clemson offers over 75 different graduate programs of study in everything from Packaging Science and Environment Toxicology to Marketing and Psychology. With a graduate population of over 4,000 students from around the world, there are numerous students actively looking for internships to gain real-world experience while using their educational background.

Some graduate programs at Clemson have their own specific course codes that are required to obtain their degree. Students who do not have an internship course required through their degree often look for internships outside of their coursework. Many of the sciences and engineering programs have a heavy research component, which may limit the time for an internship.

As Clemson’s Center for Career and Professional Development, we are dedicated to enhancing the professional and educational aspirations of our graduate students, as well as our undergraduates. We have seen increasing traffic among our graduate student population that is looking for an internship experience. Thus, we encourage you to consider creating internship positions for graduate students who may be able to bring more ideas to your organization. These students are deeply immersed in their coursework and eager to apply their knowledge.

Listed on the following page, you will find graduate programs here at Clemson. Some of those programs have an internship course code, others do not. Even though the program may not have a specific code, students within those programs are still looking for internships.
# Internships by Graduate Study at Clemson University*

**Center for Career and Professional Development**

<table>
<thead>
<tr>
<th>Area of Study/ [Possible Degrees]</th>
<th>COURSE</th>
<th>CREDIT</th>
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<tbody>
<tr>
<td><strong>College of Agriculture, Forestry, and Life Sciences</strong></td>
<td></td>
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</tr>
<tr>
<td>Agricultural Education [MAgEd]</td>
<td>AGED 7360/7370</td>
<td>3 Hours</td>
</tr>
<tr>
<td>Animal and Veterinary Sciences [MS, PhD]</td>
<td>APEC 8810</td>
<td>1-6 Hours</td>
</tr>
<tr>
<td>Applied Economics [MS]</td>
<td>APEC 8810</td>
<td>1-6 Hours</td>
</tr>
<tr>
<td>Biochemistry and Molecular Biology [MS &amp; PhD]</td>
<td>NUTR 8060</td>
<td>1-6 Hours</td>
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<tr>
<td>Biological Sciences [MS &amp; PhD]</td>
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<tr>
<td>Biosystems Engineering [MS &amp; PhD]</td>
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<tr>
<td>Entomology [MS &amp; PhD]</td>
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<tr>
<td>Environmental Toxicology [MS &amp; PhD]</td>
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<tr>
<td>Food, Nutrition, and Culinary Sciences [MS]</td>
<td></td>
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<tr>
<td>Food Technology [PhD]</td>
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<td>Forest Resources [MS, MFR &amp; PhD]</td>
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<td>Genetics [MS &amp; PhD]</td>
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<td>Microbiology [MS &amp; PhD]</td>
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<tr>
<td>Packaging Science [MS]</td>
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<td>Wildlife and Fisheries Biology [MS &amp; PhD]</td>
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| **College of Architecture, Arts, and Humanities**                        |        |        |
| Architecture [MArch & MS]        | CRP 8940 | 3 Hours |
| City and Regional Planning [MCRP] |        |        |
| Construction Science and Management [MCSM & Certificate] |        |        |
| Digital Production Arts [MFA]    |          |        |
| English [MA & Certificate]      |          |        |
| Environmental Design and Planning [PhD] |        |        |
| Historic Preservation [MS & Certificate] | HP 8000 | 1-3 Hours |
| History [MA]                    | HIST 8930 /8940 | 3 Hours |
| Landscape Architecture [MLA]     |          |        |
| Professional Communication [MA & Certificate] |        |        |
| Real Estate Development [MRED]   | RED 8110 | 3 Hours |
| Rhetorics, Communication and Information Design [PhD] |        |        |
| Visual Arts [MFA]               |          |        |

| **College of Business and Behavioral Science**                             |        |        |
| Accounting [MPAcc]             | APEC 8810 | 1-6 Hours |
| Applied Economics [PhD]        |          |        |
| Applied Psychology [MS]        |          |        |
| Applied Sociology [MS]         | SOC 8950 | 3-6 Hours |
| Business Administration [MBA]  | MBA 8880 | 1-3 Hours |
| Economics [MA]                 |          |        |
| Graphic Communications [MS]    | GC 8500  | 1 Hour  |
| Human Factors Psychology [PhD] |          |        |
| Industrial/Organizational Psychology [PhD] |        |        |
| Management [MS & PhD]          |          |        |
| Public Administration [MPA]     |          |        |
| Real Estate Development [MRED] |          |        |
### College of Engineering and Science

<table>
<thead>
<tr>
<th>Area of Study/ [Possible Degrees]</th>
<th>COURSE</th>
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<tbody>
<tr>
<td>Automotive Engineering [MS &amp; PhD]</td>
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<tr>
<td>Bioengineering [MS &amp; PhD]</td>
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<tr>
<td>Biosystems Engineering [MS &amp; PhD]</td>
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<tr>
<td>Chemical Engineering [MS &amp; PhD]</td>
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<tr>
<td>Chemistry [MS &amp; PhD]</td>
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<tr>
<td>Civil Engineering [MS &amp; PhD]</td>
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<tr>
<td>Computer Engineering [MS &amp; PhD]</td>
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<td></td>
</tr>
<tr>
<td>Computer Science [MS &amp; PhD]</td>
<td></td>
<td></td>
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<tr>
<td>Digital Production Arts [MFA]</td>
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<tr>
<td>Electrical Engineering [MEngr, MS &amp; PhD]</td>
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<tr>
<td>Environmental Engineering and Science [MEngr, MS &amp; PhD]</td>
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<tr>
<td>Environmental Health Physics Concentration [MS]</td>
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<tr>
<td>Environmental Toxicology [MD &amp; PhD]</td>
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<tr>
<td>Hydrogeology [MS]</td>
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<td>Industrial Engineering [MS &amp; PhD]</td>
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<tr>
<td>Materials Sciences and Engineering [MS &amp; PhD]</td>
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<td>Mathematical Sciences [MS &amp; PhD]</td>
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<tr>
<td>Mechanical Engineering [MS &amp; PhD]</td>
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<tr>
<td>Physics [MS &amp; PhD]</td>
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<tr>
<td>Polymer and Fiber Sciences [MS &amp; PhD]</td>
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### College of Health, Education, and Human Development

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDIT</th>
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<tbody>
<tr>
<td>NURS 8470</td>
<td>3 Hour</td>
</tr>
<tr>
<td>PRTM 7050</td>
<td>1-3 Hours</td>
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</table>

### Eugene T. Moore School of Education

**Administration and Supervision [MEd, EdS]**

<table>
<thead>
<tr>
<th>Emphasis</th>
<th>COURSE</th>
<th>CREDIT</th>
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<tbody>
<tr>
<td>Community Counseling Emphasis</td>
<td>EDC 8360/8460</td>
<td>16 Hours</td>
</tr>
<tr>
<td>School Counseling Emphasis</td>
<td>EDC 8300/8410</td>
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<td>Student Affairs Emphasis</td>
<td>EDC 8340/8440</td>
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<td>Elementary Education Emphasis</td>
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</tr>
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<td>Reading Education Emphasis</td>
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</tr>
<tr>
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<td>Literacy or Literacy, Language and Culture [MEd &amp; PhD]</td>
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</tr>
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<td>Teaching and Learning [MEd]</td>
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### College of Agriculture, Forestry & Life Sciences

<table>
<thead>
<tr>
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<tbody>
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</tr>
<tr>
<td>17%</td>
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<td>Agribusiness</td>
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</tr>
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<td>30%</td>
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<td>Agricultural Mechanization and Business</td>
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<tr>
<td>15%</td>
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<td>Biochemistry</td>
<td>Food Science</td>
</tr>
<tr>
<td>8%</td>
<td>$14.00-$15.99 per hour</td>
<td>Environmental &amp; Natural Resources</td>
<td>Genetics</td>
</tr>
<tr>
<td>3%</td>
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<td>Forest Resource Management</td>
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</tr>
<tr>
<td>5%</td>
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<td>Horticulture</td>
<td>Plant and Environmental Sciences</td>
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<tr>
<td>3%</td>
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</tr>
<tr>
<td>2%</td>
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</tr>
<tr>
<td>2%</td>
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### College of Architecture, Arts, and Humanities

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<tbody>
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<td>19%</td>
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<td>3%</td>
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<td>3%</td>
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<td>Philosophy</td>
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<td>3%</td>
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</tr>
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<td>3%</td>
<td>$22.00-$23.99 per hour</td>
<td>Visual Arts</td>
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<tr>
<td>3%</td>
<td>$24.00-$25.99 per hour</td>
<td>World Cinema</td>
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### College of Business and Behavioral Science

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</tr>
<tr>
<td>9%</td>
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</tr>
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<td>30%</td>
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<td>Economics</td>
</tr>
<tr>
<td>16%</td>
<td>$12.00-$13.99 per hour</td>
<td>Graphic Communications</td>
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<td>$14.00-$15.99 per hour</td>
<td>Marketing</td>
</tr>
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<td>13%</td>
<td>$16.00-$17.99 per hour</td>
<td>Psychology</td>
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<tr>
<td>5%</td>
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</tr>
<tr>
<td>2%</td>
<td>$20.00-$21.99 per hour</td>
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<tr>
<td>4%</td>
<td>$22.00-$23.99 per hour</td>
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</tr>
<tr>
<td>3%</td>
<td>$24.00-$25.99 per hour</td>
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</tr>
<tr>
<td>4%</td>
<td>$26.00 or more per hour</td>
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### COLLEGE OF ENGINEERING & SCIENCES

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<td>Bioengineering</td>
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<tr>
<td>3%</td>
<td>$8.00-$9.99 per hour</td>
<td>Biosystems Engineering</td>
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<tr>
<td>12%</td>
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<td>10%</td>
<td>$12.00-$13.99 per hour</td>
<td>Civil Engineering</td>
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<td>15%</td>
<td>$14.00-$15.99 per hour</td>
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<td>14%</td>
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<td>8%</td>
<td>$22.00-$23.99 per hour</td>
<td>Physics</td>
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<tr>
<td>5%</td>
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</tr>
<tr>
<td>8%</td>
<td>$26.00 or more per hour</td>
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### COLLEGE OF HEALTH EDUCATION & HUMAN DEVELOPMENT

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<td>21%</td>
<td>$8.00-$9.99 per hour</td>
<td>Language and International Health</td>
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<td>Nursing</td>
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<td>5%</td>
<td>$12.00-$13.99 per hour</td>
<td>Parks, Recreation, and Tourism Management</td>
</tr>
<tr>
<td>11%</td>
<td>$14.00-$15.99 per hour</td>
<td>Youth Development Studies</td>
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<td>5%</td>
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<tr>
<td>0%</td>
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### EUGENE T. MOORE SCHOOL OF EDUCATION

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<tbody>
<tr>
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<td>Agricultural Education</td>
</tr>
<tr>
<td>0%</td>
<td>$8.00-$9.99 per hour</td>
<td>Early Childhood Education</td>
</tr>
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<td>100%</td>
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<td>Elementary Education</td>
</tr>
<tr>
<td>0%</td>
<td>$12.00-$13.99 per hour</td>
<td>Mathematics Teaching</td>
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<td>Secondary Education</td>
</tr>
<tr>
<td>0%</td>
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<td></td>
</tr>
<tr>
<td>0%</td>
<td>$18.00-$19.00 per hour</td>
<td></td>
</tr>
<tr>
<td>0%</td>
<td>$20.00-$21.99 per hour</td>
<td></td>
</tr>
<tr>
<td>0%</td>
<td>$22.00-$23.99 per hour</td>
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</tr>
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</table>
CREATING AN INTERNSHIP PROGRAM

Internship programs are as varied as the types of companies that support them. There is no consistent set of expectations or assignments for interns except that employers should strive to make this a positive learning experience for the intern. Your internship program should be tailored to meet the needs of your organization yet remain flexible enough to accommodate the specific interests and skills of the student intern.

Step 1: Set Goals

Why are you considering hiring an intern?
What do you hope to accomplish with this program?
Is the organization able to provide the accommodations needed to run a successful internship program? (consider mentors/supervisors, recruiting and training, space, funding)

Setting goals within your organization will ensure the internship starts off on the right foot. Preparing the organization to accept an intern is an important part of creating a strong program.

Step 2: Create Internship Program Plan

There is more to hiring an intern than just calling campus. Documenting the details of your plan will help you recruit a great intern, ensure a positive experience for your organization, and sustain the internship program.

What will the intern do? Be as specific as possible in regard to projects to be completed, committees or meetings the student can join/observe, etc. While most interns will spend a portion of their time on clerical work, it is expected that the majority of their time be spent on professional work – not administrative.

Who will supervise the intern? A professional staff member (non-clerical) should be chosen to serve as the point person for the intern. This person will be the contact with the intern’s college, provide leadership and direction for the intern, and evaluate the intern throughout and at the end of the experience. Choose someone who is committed to teaching and mentoring a new professional (and has the time to do so).

What qualifications do you want the intern to have? Think about the skills you’ll need this intern to bring to the position – technical/computer skills, communication skills, teamwork, etc. If you need help determining which majors would provide the skills you need, contact Clemson’s career center. We encourage you to avoid listing a GPA requirement because GPA is not a predictor of success on the job. You might be ruling out a qualified, hard-working student on the basis of an arbitrary number.

What type of programmatic options can you offer an intern? Decide how the intern will be trained and who in the organization will be involved. Try to find ways for the intern to interact with other staff in the department and other departments in the organization. Seek ways to assimilate them into the organization – lunches with executives, attending/observing meetings, shadowing sales calls, etc. Remember, a good intern experience will reap you much positive word of mouth on campus while a negative experience will make it more difficult for you to recruit future interns or permanent hires.

Will you pay the intern? Most students work part-time to contribute to college expenses and would be unable to leave a part-time position for an unpaid internship. Offering a wage for the internship program will ensure you are attracting the best candidates. Most industries offer an hourly wage averaging $10 to $14 for nontechnical degrees and $14 to $20 for technical degrees. If you are unable to make a salary commitment, at least find ways to help the student cover his internship-related expenses (mileage, parking, lunch) or pay a stipend at the end of the internship. For legal guidelines and information on Department of Labor Regulations and hiring an unpaid intern in a for-profit sector please review p.22 of this packet.
LEGAL INFORMATION

CLEMSON UNIVERSITY STATEMENT REGARDING NON-DISCRIMINATION

Clemson University does not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation or veteran’s status or genetic information.

The Office of Access and Equity is responsible for investigating and processing all complaints of discrimination made by or against any member of the Clemson University community, including faculty, staff, students, vendors, or contractors conducting business within the university. Any person having a question regarding applicable laws, regulations, and university policies, or who feels discriminated against, is encouraged to contact the Office of Access and Equity, 110 Holtzenforff Hall. Phone numbers are 656-3181 (voice) or 656-3553 (TDD).

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY POLICY

Clemson University is committed to affirmative action and equal employment opportunity. The policy of equality extends to both the employment practices and administration of programs and activities within the University. It applies (1) to persons seeking employment and those employed, and (2) to persons who wish to participate in and benefit from programs and activities, along with those who are now participants.

Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act of 1967, the Vietnam Veterans Readjustment Assistance Act of 1974 and the South Carolina Human Affairs Law provide for certain previously excluded or neglected classes of people to participate more fully in the American way of life. Discrimination based on age, color, disability, gender, national origin, race, religion, sexual orientation or veteran’s status is prohibited. It is the policy of Clemson University that no person shall be excluded from participation in or be denied the benefits of any program or activity of the University. It is the policy of the University to recruit, hire, train and promote employees without discrimination.

Furthermore, it is the intention of the University to take affirmative action to remove any disparate effects of past discrimination until parity is reached. This is to extend to all levels and phases of personnel administration such as recruitment or recruitment advertising, testing, hiring, training, promotion, transfer, leave, compensation, selection for supervisory positions, and administration of employee reduction in force and benefit programs.

To accomplish this objective, the University has developed an Affirmative Action Plan that establishes employment goals and benchmarks for reaching these goals. The University also endorses the policy of eliminating the remaining vestiges of prior segregation. It further endorses the specific goals adopted toward this end, including those actions and goals contained in our Affirmative Action Plan. The achievement of the goals and the interim benchmarks, as specified in the Affirmative Action Plan, have been adopted as the official policy of the institution.
Paramount to the success of the University’s affirmative action program is its administration. The Office of Access and Equity was established in September 1980 to coordinate and direct the affirmative action program for faculty, staff, and students. The policy is distributed annually and reaffirmed through signatures of the Chairman of the Board of Trustees and the President.

This policy shall be posted in places conspicuous to all members of the faculty, staff, and student body; it shall be communicated to all applicants for employment and admission; and it shall be given such external dissemination as is necessary to inform and secure the cooperation of individuals and organizations constituting sources of employment and student referrals to the University.

Any person having a question regarding applicable laws and regulations, or who feels discriminated against, is encouraged to contact the Office of Access and Equity, 110 Holtzendorff Hall. Phone numbers are 656-3181 (voice) or 656-0899 (TDD).

DEPARTMENT OF LABOR GUIDELINES

The U.S. Department of Labor has established a **strict set of guidelines** for employers hosting interns in the **for-profit sector**.

When a **for-profit employer hires an unpaid intern**, all six of the following **criteria must be met**.

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training that 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.

6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.


If you have any questions, feel free to contact us!
Navigating ClemsonJobLink

ClemsonJobLink is our online recruiting system for employers and students to connect. This service allows 24/7 access to employers to post positions, schedule on-campus interviews and register for fairs to effectively manage your campus recruiting process at Clemson. ClemsonJobLink is part of the national NACElink/Symplicity online recruiting system.

Register To Obtain A Username And Password
- Go to clemson.edu/career/clemsonjoblink.
- Select “Employers click here to log into ClemsonJobLink.”
- Fill out all information.
- To increase interest, include an “about us” overview of your company, including website, videos and social media links (such as Twitter, Facebook and LinkedIn) for students to review.
- Click “submit.”
- We will review and approve your registration within 24 business hours. **Note: we have the right of refusal on any registration.**
- You will receive an email from “Symplicity” with a system-generated password. You may go back into the system to change your password.
- Your username will be the email address you used to register.

Post A Job
- Login to clemson-csm.symplicity.com/employers.
- Select “Create a Job Posting” under SHORTCUTS on the right side.
- Complete all information, including a detailed job description.
- In addition to the required fields, add information to make your position more interesting to students.
- You will receive an email when your job posting is “live” in ClemsonJobLink for students to view.

Schedule On-Campus Interviews
- Login to ClemsonJobLink.
- Select “Create New Schedule Request” under SHORTCUTS.
- On the right, you can view the calendar and number of rooms available on each date.
- Select a session (semester).
- Choose the schedule type:
  - None — Room Reservation Only: Employer already has candidates selected.
  - Preselect: Students must submit an application to be considered for an interview.
  - Preselect to Alternate: If schedule is not filled by preselected students by the deadline, alternate students may sign up for a time slot.
  - Open: Any student who meets the criteria in the job description may sign up for a time slot on the schedule.
- Answer all questions on the form.
- Click “submit.”
- We will review your request and send an email once your schedule has been approved.
- After receiving the approval email:
  - Log back into ClemsonJobLink.
  - Post your position(s).

Information Sessions
- Login to ClemsonJobLink.
- Click on “Promote Your Information Session” under the SHORTCUTS.
- Fill out the information requested and click “submit.”
Building Your Brand — Increase Student Visibility

Career Fair Sponsorship
• Fair sponsors are invited to participate in two pre-fair events:
  • Career Fair Inside Edition Workshop – employer tips for students about the do’s and don’ts when attending networking events.
  • Resume Blitz – an opportunity to review student resumes.
• Limited sponsorships are available for each fair.
• For more information, contact Deb Herman at 864-710-9747 or dherman@clemson.edu.

Corporate Partner Program
• In addition to the many services offered to our Corporate Partners, members are given numerous opportunities throughout the semester to promote their companies and connect with students and faculty with special invitations to participate in on-campus workshops, career events, and networking activities.
• For more information, visit clemson.edu/career/od/about_us/partners/about.php.

Social Networking Sites
• On ClemsonJobLink, you can add social networking links to your company profile so students can follow your activities on Twitter, Facebook, LinkedIn and YouTube.
• The Center welcomes employer engagement on our social networking sites. Links can be found on the front page of the Center website at clemson.edu/career.
• A comprehensive listing of Clemson University sites can be found at clemson.edu/campus-life/social-media.

Partner With Departments And Faculty
• The Center can assist in connecting you with the right contacts in the departments with the majors you are seeking.
• For assistance, contact Deb Herman at 864-710-9747 or dherman@clemson.edu.

Student Organizations
• Many student organizations welcome industry-related speakers to their meetings and events.
• A list of student organizations and clubs, along with a description and contact information for each, can be found at clemson.edu/campus-life/student-orgs.

Other Valuable Resources
• Michelin Career Center’s Employers Page: clemson.edu/career/od/michelin_career_center/employers.
• Salary Survey of what Clemson graduates have voluntarily reported: clemson.edu/career/od/salary_survey.
• Clemson University’s Mini Fact-Book: clemson.edu/oirweb1/FB/factbook/mini/factbook.cgi.
• Majors at Clemson: clemson.edu/majors.
• Center for Career and Professional Development: clemson.edu/career.
• Have a question or need? recruit-l@lists.clemson.edu.

Employer Relations Team
• Director of Employer Relations: Deb Herman at 864-710-9747 or dherman@clemson.edu.
• Assistant Director of Events: Lisa Bundrick at 864-656-4189 or mbundrick@clemson.edu.
• Scheduling Coordinator: Lona Dunston at 864-656-2152 or lond@clemson.edu.
• Employer Relations Assistant: Kiara Glaze at 864-656-0335 or kglaze@clemson.edu.

Internship Team

Kathy Horner
mailto:khorner@clemson.edu
Assistant Director of Graduate Programs,
& Off-campus Internships

Michelle Foulke
mfoulke@clemson.edu
Graduate Assistant for Graduate Programs
& Off-Campus Internships

Division of Student Affairs
and Academic Affairs
(P) 864-656-6000 • (F) 864-656-0439

clemson.edu/career

/ClemsonCCPD
/TigerJobs
/cucareercenter
HOW TO RECRUIT THE BEST INTERNS

The Center for Career and Professional Development lists internship positions on ClemsonJobLink, our free online job listing service. This service is used by all Clemson students searching for a job and is recommended in every workshop and individual counseling appointment conducted by the CCPD.

To list a position, simply call the CCPD at 864.656.6000. A staff member will establish an account for you and provide further instructions on how to activate your listing. We will then send new listings to the appropriate academic department and to students who meet the criteria. Students will submit their resumes electronically through the system and you can interview and select the intern of your choice.

To ensure greater success in recruiting the best interns, consider these tips:

• **Create a thoughtful, well-defined position description.** Students won’t apply for a job that they don’t understand. Provide as much detail as possible about what the student can expect from the internship.

• **Start the process 3 to 4 months before you want the intern to begin work.** The process of placing an intern is much like placing a permanent hire. You will need time for the job listing to be seen by students, for them to submit their resumes, for you to conduct interviews, and to negotiate start date and other details with the successful candidate. Remember that students typically register for the following semester’s classes at the beginning of the November and April months. The most successful companies make offers before those months.

• **Pay.** As mentioned previously, pay is not a requirement but does tend to attract the more competitive candidates.

• **Visit campus.** Intern employers are encouraged to attend the Career Fair, which is sponsored each semester, or to conduct on-campus interviews. Intern employers can also speak to classes or student organizations. Over time, you will establish a relationship with the career center staff and the faculty in your field, which will help market your internship and permanent hire needs.

• **Choose your interns as carefully as you would choose permanent hires.** Hiring intern that “fit” your organization will help them have a good experience and possibly become candidates for permanent positions.

• **Communicate with the Center for Career and Professional Development.** A partnership with us will help you advertise the position, manage the intern, provide necessary feedback, and ensure continuity for your internship program.
MANAGING INTERNS

Because interns are part employee – part student, managing them takes special attention. The same care and orientation should be given an intern as a permanent hire. Remember that not only are these students new employees in your organization, this internship may be among their first professional experiences.

Orientation. Take time the first day to orient the intern to the office, introducing your intern to other staff members and providing an overview of the organization hierarchy. It is helpful to identify particular staff members the interns should go to for help with office procedures and other questions if their supervisor is not available. Even simple gestures like pointing out the restroom and break room will make the intern feel welcome.

Company information. A good first step in helping the intern understand the organization is to supply information in the form of websites, manuals, newsletters and other literature that will help the intern understand the organization and industry in which they now work. Be sure to help the intern understand corporate culture as much as possible.

Resources. A desk, computer, phone, and a small selection of office supplies, the intern will make them more effective and comfortable.

Expectations. During the first week, discuss your expectations of the student’s performance and his expectations of the internship experience. Write down these expectations and review them on a regular basis. Having an open discussion about these items at the beginning of the experience will help both parties stay on track and will result in a more positive experience.

Direction. In addition to a well-written position description, an intern will need, especially at first, very clear instructions on tasks to complete. Help the intern learn by giving background behind a particular project, teaching him about the purpose of the project and inviting his questions.

Assigning the right amount and type of work is a challenging part of supervising an intern. Be sure to provide challenging projects from the beginning; interns that are underutilized often feel unneeded. Watch for signs that they are confused or bored – they might not verbalize their concerns.

Feedback. Interns need feedback on their work on a project basis and also midway through and at the conclusion of the internship. As with any evaluation, make sure you point out both positive elements of the intern’s work and points that can be improved upon. Give the intern time to ask questions and clarify expectations. Having at least one evaluation in writing will provide quantitative feedback and help with your record keeping. Consider requiring the intern to evaluate his internship experience so you can make internal changes to your program.
TOP 10 CONCERNS OF INTERNS

1. **We want real work!**
   The top complaint from interns is that they are doing grunt work. Some amount of clerical work comes with any internship, but please try to find good learning experiences for your interns. You brought them on board to take advantage of their ideas and assess their abilities, right? Give them good projects and they will shine.

2. **Lay out your expectations**
   Be honest with your interns about what they can expect from the experience and what you expect of them. Discussing your expectations up front will help avoid miscommunications and hard feelings in the long run.

3. **Give us feedback**
   Interns can’t improve their performance if you don’t help them learn from their mistakes and congratulate them on their successes.

4. **Include us in company events**
   Can the intern attend a staff meeting, a project meeting, or a social lunch with office-mates? Including them in the daily life of the office helps them feel welcome and gives them a better perspective on the organization.

5. **Help us understand by explaining**
   Give a detailed explanation of projects you assign to help the intern understand the purpose of the project.

6. **We need mentors**
   Find a staff member who truly likes to teach and help new professionals to provide guidance to the intern.

7. **Give us your time**
   Interns might not speak up if they are feeling ignored or have questions. The mentor/supervisor should schedule time to spend with the intern.

8. **Be prepared for us**
   Create a job description, inform others in the office, and find time to spend with the intern on the first day. Make sure to plan start date, pay and any logistics ahead of time.

9. **Arrange the details of our arrival**
   Interns will need a place to sit, a computer to work at, and a phone. If you want to get a job done, give the intern the appropriate tools to do so (ie supplies, email, parking, manual if appropriate).

10. **Every little bit helps**
    Remember what it’s like to be a poor student? Not every employer is in a position to pay their interns, but if you can offer an hourly rate, a stipend, meal or parking benefits, you’ll be greatly assisting your student.
Employer Evaluation of Intern Student
Center for Career and Professional Development

STUDENT INFORMATION

Students Name: 
Position: 
Term (Fall/Spring/Summer and Year) 
Has this evaluation been discussed with your student yet?

GENERAL EVALUATION QUESTIONS

Please indicate how this person performed during the internship term

5----------------------------------------------4-----------------------------------------------3----------------------------------------------2-----------------------------------------------1----------------------------------------------UA

Excellent         Good        Average   Below Average                   Poor                  Unable to Assess

SKILLS

Adequate technical background to complete assigned projects

Ability to think critically

Ability to think analytically

Ability to think creatively

Ability to take initiative and perform independently

Ability to effectively communicate verbally

Ability to effectively communicate in written form

To what degree was the intern able to handle responsibility?

A great deal

Considerably

Moderately

Not very much

None at all

Unable to assess

5----------------------------------------------4-----------------------------------------------3----------------------------------------------2-----------------------------------------------1----------------------------------------------UA

Excellent         Good        Average   Below Average                   Poor                  Unable to Assess

KNOWLEDGE

Ability to grasp new knowledge/concepts/situations
Ability to use academic knowledge and apply it to internship assignments

Demonstrates sound judgment when making decisions

Recognition of the need for and ability to engage in life-long learning

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<tr>
<td>Excellent</td>
<td>Good</td>
<td>Average</td>
<td>Below Average</td>
<td>Poor</td>
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ATTITUDE

Dependability, attendance, punctuality, and cooperation

Capacity to initiate, accept, and profit from constructive criticism

Relations with others and ability to function on a multi-disciplinary team

Sense of adequacy, self-worth, and self-confidence

Understanding of professional and ethical responsibility

To what extent was the intern enthusiastic/interested in his/her internship placement
  - A great deal
  - Considerably
  - Moderately
  - Not very much
  - None at all
  - Unable to assess

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OVERALL

Likelihood you would hire a candidate similar to this intern

Overall performance.

SPECIFIC LEARNING OUTCOME & EVALUATION QUESTIONS

Please describe the student’s strengths as demonstrated throughout his/her internship, along with areas for improvement.

Please briefly describe the major project(s) “tackled” by the student intern.

If you employ students from other universities in the same discipline, how does this student compare?

Do you have any additional comments? If yes, please explain.

EMPLOYER INFORMATION

Employer (Company/Organization Name): 
Employer Location:
Evaluation of Employer
Center for Career and Professional Development

EMPLOYER INFORMATION

Employer (Company/Organization Name): 

Employer Location: 

Site Mentor’s Name: 

GENERAL KNOWLEDGE, SKILLS APPLICATIONS, AND COMMUNICATION QUESTIONS

Please evaluate your current internship site by answering the following questions as honestly as possible. The information will assist in placing future internship students.

How challenging was the internship position?

a. Extremely challenging
b. Very challenging
c. Moderately challenging
d. Not very challenging
e. Not at all challenging

What was your degree of responsibility?

a. A great deal
b. Considerably
c. Moderately
d. Not very much
e. None at all

How interesting did you find this internship position?

a. Extremely interesting
b. Very interesting
c. Moderately interesting
d. Slightly interesting
e. Not at all interesting

How would you rate the practical value you gained through this internship?

a. Excellent
b. Good
c. Average
d. Below Average
e. Poor
How would you rate the relationship between you and your internship site mentor?
   a. Excellent
   b. Good
   c. Average
   d. Below Average
   e. Poor

How would you rate the communication patterns between you and your internship site mentor?
   a. Excellent
   b. Good
   c. Average
   d. Below Average
   e. Poor

How well does your internship site mentor communicate effectively with you?
   a. Excellent
   b. Good
   c. Average
   d. Below Average
   e. Poor

How would you rate the relationship between you and other employees?
   a. Excellent
   b. Good
   c. Average
   d. Below Average
   e. Poor

How would you rate the communication patterns between you and other employees?
   a. Excellent
   b. Good
   c. Average
   d. Below Average
   e. Poor

How would you rate the amount of time supervisors and other employees spent in observations and conferences with you?
   a. Spent too much time in observations and conferences
   b. Spent adequate time in observations and conferences
   c. Did not spend adequate time in observations and conferences

How would you rate the disposition of the site mentor, and other employees, in general for facilitating learning?
   a. Excellent
   b. Good
   c. Average
   d. Below Average
   e. Poor

If I were to assign a letter grade for the internship site, I would give it a(n):
Approximately how many times did you interact with your Michelin Career Center CCINT course instructor during your internship (either by email, text, phone, in person, etc.)?

Please describe major projects you tackled throughout the semester.

Were there unattractive aspects of your internship experience? If yes, please explain.

Do you have suggestions of how your internship experience could have been improved? If yes, please explain what improvements you would like to see implemented.

Please explain the significance of this internship experience in relation to your future career goals. (Please list specific companies or professions you might now be interested in pursuing after graduation).

Please describe the skills and attributes you have gained from this internship experience.

Please use the space below for additional comments.

Discuss in detail your personal and professional growth during the internship experience. Please refer back to the prospectus goals from the beginning of the semester. Discuss your achievements as well the areas in your professional development which need further improvements.

OPTIONAL – If you have a picture of your internship site that can be used for media, please email it to khorner@clemson.edu.

STUDENT INFORMATION

Students Name:                       Student CU ID Number:

Course Code/Number: (INT 1010,1020,1030,2010,2020,2030)  Major:

Total Hours Worked:                        Start Date:

Term: (semester and year)                  End Date:
The Center for Career and Professional Development is a member of both the Division of Academic Affairs and the Division of Student Affairs.

career.clemson.edu