



Career Services

Let's Get Started! Designing your program.

Advance planning is one of the keys to a successful internship program. The following six guidelines should help you get started in establishing an internship site:

- **Job Description:** Your internship program should include specific duties and projects. It is also important to include the timing (fall, spring, or summer), hours (part- or full-time), and compensation in the description.
- **Supervision:** Interns should be paired with an on-site supervisor. The supervisor should be readily available to the intern during the experience and should meet on a regular basis.
- **Objectives and Assignments:** It is helpful to delegate projects that have a definite beginning and end within the internship time frame. This allows interns to have concrete and measurable outcomes at the conclusion of the experience.
- **Promotion:** Posting an internship on a hiring system such as the [Golden Hire Network](#) is a great way to market your internship. Here students send resumes and stay in direct contact with you. You may also want to participate in on-campus activities such as; career fairs, information sessions, and on-campus interviews to reach the right candidates. It is important to be proactive and involved to reach the best students on a university campus. Click [here](#) for descriptions and dates of ORU career events and opportunities.
- **Selection Process:** Recruiting interns is similar to selecting an entry-level professional employee. The interview process can be conducted at your organization or on the ORU campus depending upon the strategies you are utilizing to reach the right students.
- **Finalization:** Internships have become extremely competitive in today's job market; therefore, a prompt response in the selection process is very important. Depending on the academic field, many employers recruit and make offers at least one semester prior to its beginning.

Click on these links for more helpful information:

Internships.com: [12 Steps to Setting Up an Internship Program](#)

Internships.com: [10 Internship Characteristics that Attract Exceptional Interns](#)