



Employer
Internship Toolkit

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What is...

Berry College & Lifeworks?

Founded in 1902, Berry College distinguishes itself through its unique “LifeWorks Program,” which provides all students with eight semesters of paid professional experience. All of the experiences we offer provide students the opportunity to:

- Foster a strong work ethic
- Engage in hands-on, real-world learning of practical skills
- Help students stand out post-graduation
- Build time-management and communication skills



What is... **An Internship?**

The Berry College Center for Personal and Professional Development follows NACE standards, defining an internship as an experiential learning opportunity that bridges classroom theory with professional practice. These internships enable students to build career skills and connections while allowing employers to mentor and evaluate potential talent. Internships:

- Typically last 4-10 months
- Can be virtual, in-person, or hybrid
- Help students gain experience
- May qualify for academic course credit
- Are typically paid experiences per NACE recommendation

Why Does Mentorship Matter?



Benefits for Employers:

- Strengthened college connections
- Stay connected with the future workforce
- Completion of important projects
- Potential workforce cost savings
- Bring a fresh perspective to your team

Benefits for Students:

- Real-world experience
- Network with professionals in the industry
- Develop core career competencies and confidence
- Build a portfolio showcasing skills
- Increased opportunity for long-term employment

Mentorship partnerships are designed to create a mutually beneficial exchange between interns and mentors, fostering professional development for both parties.

Academic vs. C&I Internships

Berry students may pursue either an academic internship for course credit or an experience with a Community and Industry Partner. Sometimes, students may secure a C&I internship and work with a faculty advisor to also earn academic credit. Please refer to the chart below for more details:

Academic Internships		C&I Partnerships
Completion of an Academic Internship Learning Agreement is required	Established Learning Objectives	Completion of a SMART Goals form is strongly recommended
Employer responsible for payment. See recommendations from NACE	Compensation	Employer responsible for wages, may elect to have Berry College process payroll
Integrated into the student's academic program	Structure	Focused on providing practical industry experience
Typically 10-15 weeks	Length	Long-term partnerships that can last multiple semesters
Employer responsible for recruitment	Advertising & Recruiting	Berry College team partners with employer to recruit
Geographically diverse locations	Location	Within a 30 minute drive from campus
Both the student AND the supervisor are required to fill out an evaluation form at the end of the internship	Mentor Evaluations	Regularly scheduled meetings to evaluate progress are highly recommended, bi-annual evaluation recommended
For every 45 hours of work completed, one academic credit hour may be earned	Work Hours	Students may work up to 20 hours per week when classes are in session, or 40 hours over academic breaks

Creating an Internship Opportunity

- ☐ Create a Handshake account to become an approved employer for Berry College.
- ☐ Select a staff member to act as the Internship Site Supervisor.
- ☐ Conduct an organizational/department assessment to identify:
 - Specific goals you want achieved
 - Opportunities available
 - Benefits of having an intern
 - What would be needed from an intern
 - If academic credit/pay is an option
 - If there is enough space, materials, and other resources
- ☐ Prepare the supervisor to train and onboard a new intern.
- ☐ Determine when you would want the intern to work. Refer to the chart on the next page.
- ☐ Review all relevant local, state, and federal legislation and ensure the program complies with applicable laws.
- ☐ Determine whether this will be an in-person, hybrid, or remote position.
- ☐ Discuss whether this position is appropriate for a college student's schedule.
- ☐ Consider the requirements of this position:
 - **Physical:** standing for long periods, lifting heavy boxes, etc.
 - **Academic:** Can all majors apply? Ex. Do you only want human science majors?
 - **Graduation status:** What year must a student be? (Ex. Sophomores, juniors, seniors)
 - **Certifications:** CPR, AED, First Aid, Specific software programs, etc.
- ☐ Draft an internship position description (see Appendix for sample).

Expected Start Time	Date to Post Job	Student Search Volume
September	Early August	Low/Medium
January	September-November	Medium
May	Early January	Medium/High
May	March	Very High

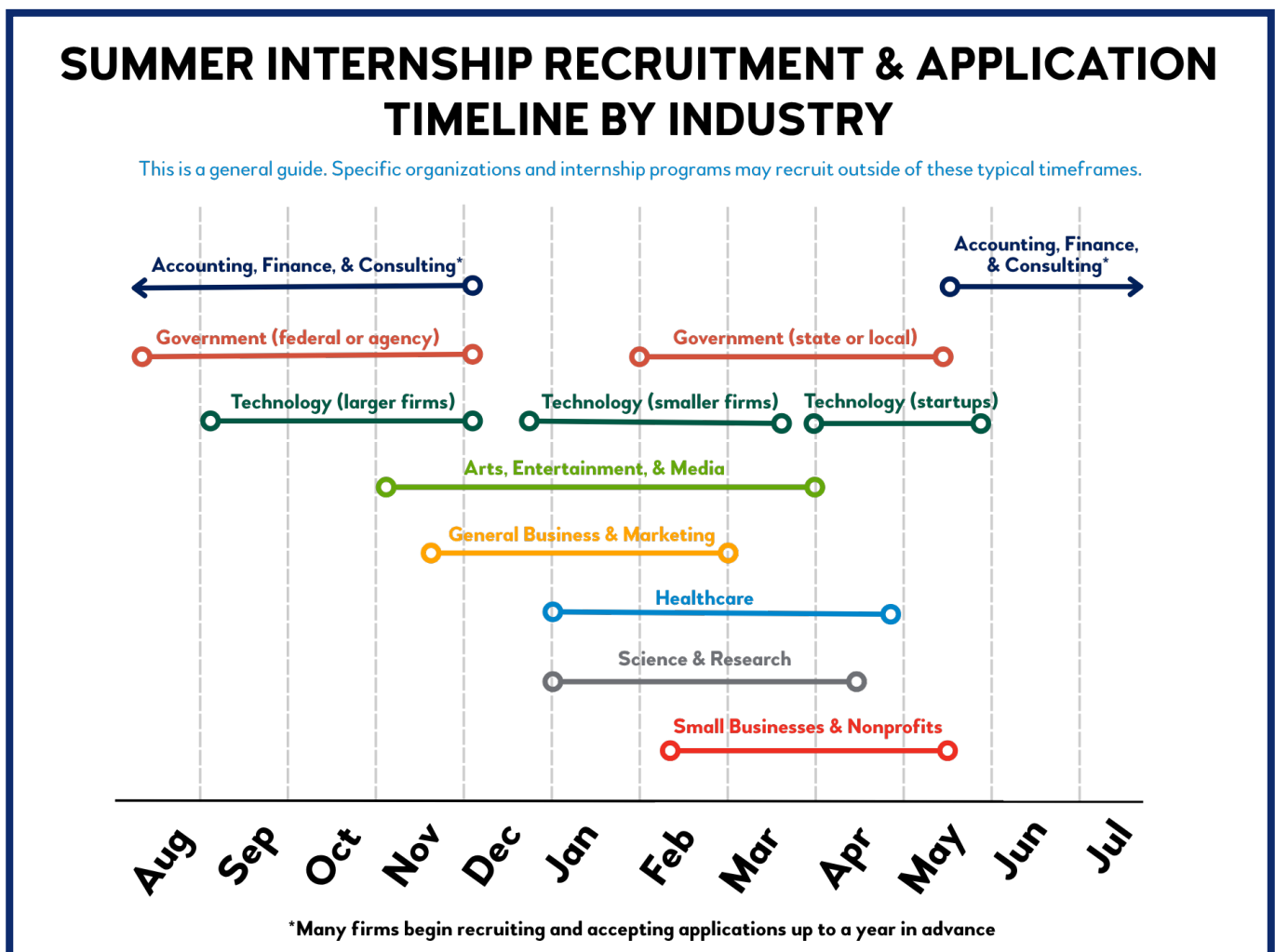
Promoting Your Internship

- Create an employer profile on Handshake to promote your internship opportunities to college students.
- Additionally, advertise the openings on social media platforms.
- Community and Industry Partners may submit an internship position description to Berry College for additional assistance with on-campus promotion and posting jobs to the student online job board.
-> Send the descriptions to ci@berry.edu
- Register for Berry's College and Career Fairs on Handshake.



Interviewing Berry Students for Internships

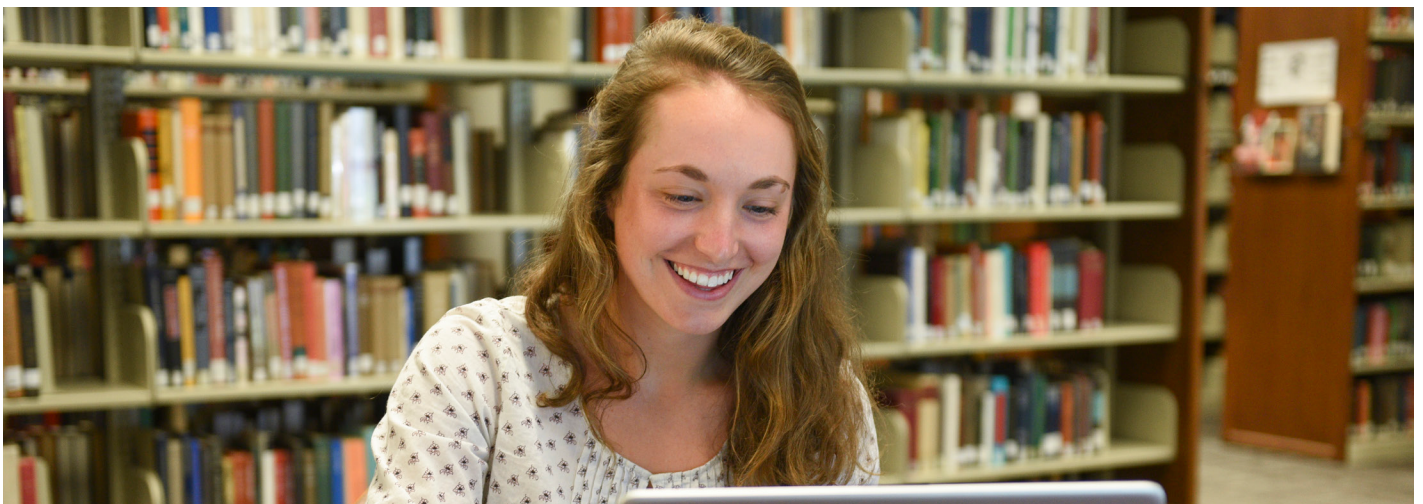
- In highly competitive industries, employers recruit in the fall for summer internships. The image below shows a general timeline for the application process in different industries.
- Determine a timeline for accepting and interviewing applications.
- Develop selection criteria, interview questions, and a recruitment strategy
- Appoint a hiring committee.
- Create an application process and post the position on Handshake.
- Conduct standardized interviews and communicate clearly with candidates throughout the process.



Orienting Your Intern

Your intern is unlikely to arrive knowing all the skills needed to get the job done. Provide initial and ongoing training and support to help make your intern feel like they are part of the team! Consider adding the following to an internship orientation:

- Share the reporting structure and organizational chart.
- Explain any industry/company vocabulary that would be helpful for the intern
- Complete the SMART Goals worksheet on pages 15-17 with your intern to support a meaningful experience
- Review work standards, for example:
 - Office norms (workplace protocol regarding breaks, meals, etc.)
 - Time-off requests and protocol for calling out sick
 - Dress code
 - Technology usage expectations (personal phone use, calls, etc.)
 - Security/confidentiality policies
- Explain local/state/federal working laws that apply to the internship's work
- Outline how the intern should order/request supplies
- Discuss what safety regulations need to be followed
- Demonstrate how to log their hours for an academic course credit and/or pay
- Confirm the expected date of completion for the experience



Evaluating Your Intern

- Evaluations and checking in with your intern helps you both to reach goals and remain accountable
- Proactively schedule a mid-semester performance review with your intern
- Consider what progress your intern has made toward their learning objectives as you prepare for the evaluation
- Be specific and give examples when discussing any gaps between your expectations of your intern's performance and reality
- Give your intern an opportunity to participate in the evaluation by accepting responsibility, invite them to ask questions and develop an action plan together
- Remember, this is a learning experience for your intern. Try to be patient and flexible.



Internships and the Law

• • • *FLSA Statement on General Workplace Rules* • • •

FLSA Minimum Wage: The federal minimum wage is \$7.25 per hour effective July 24, 2009. Many states also have minimum wage laws. In cases where an employee is subject to both state and federal minimum wage laws, the employee is entitled to the higher minimum wage.

FLSA Overtime: Covered nonexempt employees must receive overtime pay for hours worked over 40 per workweek (any fixed and regularly recurring period of 168 hours – seven consecutive 24-hour periods) at a rate not less than one and one-half times the regular rate of pay. There is no limit on the number of hours employees 16 years or older may work in any workweek. The FLSA does not require overtime pay for work on weekends, holidays, or regular days of rest, unless overtime is worked on such days.

Hours Worked: Hours worked ordinarily include all the time during which an employee is required to be on the employer's premises, on duty, or at a prescribed workplace.

Recordkeeping: Employers must display an official poster outlining the requirements of the FLSA. Employers must also keep employee time and pay records.

Child Labor: These provisions are designed to protect the educational opportunities of minors and prohibit their employment in jobs and under conditions detrimental to their health or well-being.

Internships and the Law

• • • *International Students* • • •

Immigration Reform and Control Act of 1986 (IRCA)

All student employees, regardless of citizenship status, must abide by IRCA regulations by providing suitable documentation that enables the employer to comply with this law. Employers are advised to secure appropriate documentation to establish both the student employee's identity and authorization to work.

Work Visas

The F-1 and J-1 visas are the most common for international students seeking full-time or internship positions on U.S. college campuses. F-1 visas are for students enrolled in approved academic programs and allow limited employment under specific circumstances, such as unforeseen economic hardship or as part of their curriculum. F-1 students may work up to 20 hours per week during the academic year and full-time during school breaks if they intend to continue their studies.

Curricular Practical Training

An F-1 student may perform curricular practical training prior to the completion of the educational program as part of his or her educational experience. The INS defines this type of training as 'alternate work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through agreements with the school.

Optional Practice Training

This is temporary employment directly related to the student's major area of study that takes place after the student completes a full course of study. Authorization for this training may be granted for a maximum of 12 months of full-time or part-time work. Those on a student visa can only gain authorization once for this type of training.

Equitable Practices

National Association of Colleges and Employers (NACE)'s Statements on Internships

In short, NACE promotes an equitable work environment for people of all races, genders, religions, and classes. Furthermore, they state that all internships should be paid, as their research shows greater long-term benefits from paid internships than from unpaid ones. “Internships serve as an important bridge from college to career. NACE research has demonstrated that internship experiences are avenues to increased skills, expanded networks, and enhanced social capital, and offer direct pathways to job offers and jobs.”

Paid vs. Unpaid Internships According to NACE

- While many internships are paid, “unpaid internships are problematic for many reasons. Using an equity lens, NACE’s position statement on unpaid internships is a call to policymakers to address the inherent inequities unpaid internships cause and to work to ensure all internships are paid” (NACE).
- “Providing paid internships or, at the very least, providing supplementary funding through WIOA funds, federal work-study, stipends, and similar sources for under- or unpaid internships are the two most immediate solutions to these inequities.”(NACE)
- According to survey data provided directly by students, women, Black, Hispanic, and first-generation students were underrepresented in paid internships. In 2022, NACE analyzed internship data from 187 employers, and the findings were nearly identical. Again, women, Black, and Hispanic students were significantly underrepresented as a proportion of paid interns

Sample Position Description

Organization Name:

Job/Internship Title:

Location: Indicate if remote work is an option and/or if accessible by public transportation.

Hours: Hours/week, Days/week (example: 20 hours per week Monday – Friday).

Note for internships: Average for academic year internships is 10-20 hours per week.

Note for internships: Indicate if hours are flexible with class schedule and/or weekend hours are available.

Expected Start Date:

Expected End Date:

Note for internships: Typical academic internship length is approximately 12 weeks usually during fall or spring semester or summer (June – August). C&I Internships have flexible start/end dates.

Compensation: Wage per hour

Number of Openings:

Supervisor/Recruiter: Name and contact information

About:

Include basic information about your organization, services, or products. Describe your organization's values and core mission.

Job Description & Primary Duties:

Describe the opportunities the intern will have, potential projects, and learning outcomes

- Be as specific as possible.
- Avoid including physical demands if they are not truly required for the position.
- Avoid acronyms or jargon unique to your organization.
- Avoid gender-coded words or expressions.

Job/Internship Requirements:

- When possible, be flexible with requirements in order to attract a broad range of strong candidates.
- Consider including must-haves rather than a long list of nice-to-haves.
- Rather than stating specific years of experience, offer alternative experience or expertise when possible (3+ years of experience in sales vs. Experience in sales involving a variety of industries and customers).
- Minimum year in school or degree requirements.
- Consider including, "Not all job seekers meet every qualification. Consider applying if several of these match your current abilities as well as future areas of growth."
- If open to all majors, be clear by stating 'open to all majors' or a list of majors.
- Include skills, interests, and/or academic requirements.
- Consider the whole package! The best candidates will bring diverse perspectives, experiences, and skills, not just a high GPA.

Benefits:

- List all available benefits.
- Include other employee perks such as transportation, food, event tickets, etc.
- Highlight opportunities for career growth or mentorship.

Primary Work Environment:

Office, outdoor, classroom, lab, etc.

Berry College Internship Goal-Setting Form

Supervisor Name: _____
Supervisor Title: _____
Supervisor Email: _____
Organization: _____
Student Name: _____
Student Email: _____

Review the sample goal below and work with your internship site supervisor to define three learning goals for your internship experience. Keep this form for final internship evaluation.

Sample Goal – Enhance Project Management Skills

Specific:	I would like to learn how to create project timelines, delegate task, and meet deadlines
Measurable	I will manage at least one project from start to finish and deliver a report summarizing outcomes
Attainable	I will observe my supervisor's project planning process, take on smaller responsibilities, and gradually manage a full project.
Realistic	This aligns with my role and the team's ongoing projects, and I will dedicate specific hours to this goal.
Time-Bound	I will achieve this by the end of my internship period
Why this Matters	This skill is critical for my desired career in operations management

Internships are a cornerstone of Berry College's mission to blend academic knowledge with hands-on experience, allowing students to develop and demonstrate the NACE competencies essential for career readiness (click here to read more about each competency: <https://tinyurl.com/34e2uzyb>)

NACE Competencies (select all that apply)

- ☐ Self & Career Development
- ☐ Communication (Verbal and Written)
- ☐ Critical Thinking
- ☐ Equity and Inclusion
- ☐ Leadership
- ☐ Professionalism
- ☐ Teamwork
- ☐ Technology

GOALS	SPECIFIC	MEASURABLE	ATTAINABLE	REALISTIC	TIME
Goal #1 (What do I want to achieve)					
Specific					
Measurable					
Attainable					
Realistic					

Time-Bound	
Why This Matters: how is this connected to your academic / professional goals?	
Goal #2 (What do I want to achieve)	
Specific	
Measurable	
Attainable	
Realistic	
Time-Bound	
Why This Matters: how is this connected to your academic / professional goals?	
Goal # 3 (What do I want to achieve)	
Specific	
Measurable	
Attainable	
Realistic	
Time-Bound	
Why This Matters: how is this connected to your academic / professional goals?	
Supervisor's Signature_____	
Student's Signature_____	

List of Sample Goals for Inspiration

Develop Proficiency in financial reporting and auditing	Enhance practical livestock handling and veterinary care skills	Strengthen creative portfolio through hands-on studio projects
Advance laboratory techniques and data analysis skills	Cultivate leadership abilities and team management strategies	Enhance stage performance and production design expertise
Gain experience in chemical analysis and R&D	Build expertise in multimedia storytelling & public relations	Improve software development and coding proficiency
Develop skills in content creation and editing for publication	Practice classroom management & curriculum design strategies	Expand knowledge in ecosystem management & sustainability practices
Strengthen investment analysis & portfolio management skills	Enhance research and archival documentation techniques	Build cross-cultural communication and policy analysis skills
Develop strategies for social media campaigns & brand promotion	Apply quantitative analysis to real-world problem-solving	Hone performance techniques and collaborative composition skills
Enhance clinical skills in patient care and medical documentation	Gain experience in governmental policy research and civic engagement	Deepen understanding of theological principles and community outreach
Enhance knowledge of human movement, exercise rehabilitation, and biomechanics	Build expertise in behavioral observation and data interpretation	Strengthen critical thinking and ethical decision-making abilities

BERRY COLLEGE

Internship Program

SITE SUPERVISOR'S EVALUATION

Student _____ Semester / year _____
Host Organization _____
Supervisor _____ Supervisor Position _____
Phone Number _____ Email _____

Instructions: Evaluation form should be completed by student's immediate supervisor. Evaluation is used to facilitate the student's professional growth and improve the internship process. Please provide as much information as possible and return to:

Internship Coordinator
internships@berry.edu

Using the following scale, please assess your student worker in each of the categories below.

5 = Outstanding; 4 = Above Average; 3 = Average; 2 = Below Average; 1 = Poor; NA = Not Applicable

SKILLS

Analytical

Computer

Organizational

Written/verbal communication

Subject knowledge

Additional Comments: _____

SUPERVISION

Reaction to supervision

Ability to work independently

Acceptance of criticism and suggestions

Additional Comments: _____

RELATING TO OTHERS

Ability to work as a team

Communication with staff

Communication with clients/customers

Additional Comments: _____

QUALITY OF WORK

Ability to meet deadlines

Ability to understand and follow directions

Ability to learn new skills effectively

Ability to make appropriate job-related decisions

Additional Comments: _____

PERSONAL QUALITIES

Adherence to policies

Attitude

Dependability

Initiative

Flexibility

Honesty/integrity/professional work ethic

Professional appearance

Additional Comments: _____

Is there anything else that you feel the student needs to learn to be successful in this field?

What can be done to improve the internship experience and/or process for both the student and the organization?

Supervisor's Signature

Date

Contact Us

CPPD Office: 706.236.2292

Office of Allison Hattaway, Associate Director of Employer
Engagement & Internships: 706.236.1757



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Community and
Industry Work
Experience Program