



Student Internship Handbook

EMPORIA STATE
UNIVERSITY

CAREER SERVICES

Welcome and Overview

Internships are one of the best ways for students to enhance their professional skills and resume, and ultimately, can lead directly to a full-time job after graduation. While there are many benefits to participating in an internship, the process of finding an internship and understanding how they work can be very confusing, difficult, and frustrating for students. However, there are ways to make that process go smoother. What you do before, during and

after your internship are critical to your success as an intern. Remember: participating in an internship is an investment in your future and is almost always worth it! This section lays out all the different things students need to consider throughout the internship process—from beginning to end. In addition to reading this section, be sure to check out the **CAREER SERVICES HORNET SITE ON INTERNSHIPS** for more assistance.

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Definitions

Internships Defined

What is an internship?

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent (NACE).

Attributes of Internships

- **Duration:** Internships have a pre-determined start and end date and are generally a one-time experience. They usually last anywhere from a month to a year, with many organizations offering internships for a semester or summer. Occasionally, employers will extend the duration or offer students the opportunity to intern again at a later time.
- **Mentorship:** Interns are typically assigned a mentor who help with their learning and growth.
- **Organization:** Internships are well-planned experiences for students.
- **Feedback:** Internships feature regular assessment and feedback for the employer, student, and academic advisor.

Cooperative Education Defined

Cooperative Education (Co-op) Programs

Cooperative Education (Co-op) is an academic program that is meant to complement the student's education through hands-on application in their field of study. It is a long-term plan that can start as early

as their freshman year, depending on the university, and can last the duration of the student's academic career. When participating in co-ops, students spend extended time away from campus exploring their chosen career fields while receiving academic credit. Co-ops are traditionally full-time, paid positions.

Differences Between Internships, Co-Ops and Part-time Jobs

The primary difference between a co-op and an internship is the duration of the experience and often the level of planning that is required. A co-op involves a semester or multi-term work assignments with increased tasks and responsibilities as the student progresses through classes, obtaining in-depth work experience. Many universities require the student to remain with the same employer for the duration of their co-op position.

Internships are often project based and typically only last for a semester (or often a summer-only), and if they are local, there is potential for the student to continue working part-time during the school year. Internships can be full- or part-time, paid or unpaid, while co-ops are traditionally full-time, paid positions. At ESU, it is much more common that students participate in internships, rather than co-op programs. Part-time jobs are different than both internships and co-ops because they may not be tied directly to the student's future career path. Internships and co-ops are directly tied to their future career, are much more substantial in terms of responsibilities and require more academic planning."

Benefits of Internships and High Impact Learning for Students

- Students gain valuable hands-on work experience that increase employability.
- Students get an opportunity to explore a career path and determine if it is a good fit.
- Students who have had an internship gain skills that give them an edge in the job market.
- On average, students who complete internships receive more full-time job offers after graduation than non-interns.
- Interns hired as permanent employees after their internships have higher retention rates than non-interns.
- Students with internship experience often have an easier transition into a permanent job.

Paid vs. Unpaid Interns: Fair Labor Standards Act (FLSA) and Department of Labor (DOL) Laws

Guidelines to Determine Paid or Unpaid Internships

- The U.S. Fair Labor Standards Act (FLSA) applies to all companies that have at least two employees directly engaged in interstate commerce and annual sales of at least \$500,000.00. FLSA severely restricts employer's ability to use unpaid interns or trainees. It does not limit an employer's ability to hire paid interns.
- The U.S. Department of Labor does not require employers to pay interns who qualify as learners/trainees. There are six outlined criteria for determining trainee status:
 1. Interns cannot displace regular employees
 2. Interns are not guaranteed a job at the end of the internship. Although, employers do have the option to hire interns at the conclusion of the experience
 3. Interns are not entitled to wages during the internship
 4. Interns must receive training from the organization, even if it somewhat impedes the work
 5. Interns must get hands-on experience with equipment and processes used in the industry
 6. Interns' training must primarily benefit them, not the organization.
- Most organizations determine pay based on student class level and types of responsibilities. It is up to the employer to decide whether or not to pay interns and how much they will be paid.
- In the past, courts have used "primary beneficiary tests" to examine the "economic reality" of the intern employer relationship to determine which party is the "primary beneficiary" of the relationship.
- When considering intern pay rates it is recommended that employers consider carefully

what the "average wage" for interns from a particular university or geographic area is, the cost of living, the opportunities for pay students give up when accepting internships instead of part-time jobs, and what kinds of candidates the employer would like to attract.

Guidelines for Unpaid Internships

According to the Department of Labor, the following guidelines must be followed for an intern to be unpaid:

- The intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, expressed or implied, suggests that the intern is an employee—and vice versa.
- The internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.
- The internship is tied to the intern's formal education program by integrated coursework or the receipt of academic credit.
- The internship accommodates the intern's academic commitments by corresponding to the academic calendar.
- The internship's duration is limited to the period in which the internship provides the intern with beneficial learning.
- The intern's work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
- The training and work of the intern must primarily benefit the intern and not the organization.
- The intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

Department of Labor & Employment Law Considerations

Workers Compensation

It is extremely important for organizations and students to understand Workers Compensation laws and regulations regarding paid and unpaid internships.

These rules are subject to change, and may vary from state-to-state, so we encourage host organizations and students to discuss these matters with the Human Resources Department of the host organization as well as the Department of Labor in its state to determine these laws and regulations before the internship begins.

Discrimination and Harassment

Title VII of the Civil Rights Act of 1964 is a federal law that prohibits employers from discriminating against employees on the basis of sex, race, color, national origin and religion. It generally applies to employers with 15 or more employees, including federal, state and local governments.

Title IX is a federal civil rights law in the United States of America that was passed as part of the Education Amendments of 1972. This law protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Laws and protections may differ between paid and unpaid interns. As an intern, it is crucial that you contact the Human Resources department of your internship host organization before the start of your internship to determine what protections and rights you have as an intern.

Interns should be advised of appropriate workplace behavior, the organization's discrimination and harassment policies, and reporting procedures. Both the internship host organization and the student intern should be diligent in communicating and understanding the rules, protections and expectations regarding discrimination and harassment in the workplace.

Click [HERE](#) to learn about Emporia State University's policies and procedures regarding Discrimination and Harassment in internship settings. The policies and procedures include information about:

- The different forms of discrimination and harassment that can occur in a workplace
- Your protections as a student—both by the University and the Employer
- Policies and Procedures of the University and Employer
- How to report an incident
- Resources that you can utilize in educating yourself about discrimination and harassment
- Steps to help you avoid an incident or how to proceed if one occurs

Income Taxes

The employer is responsible for withholding all deductions required by federal and state income tax laws from the wages of all student-employees. The courts have ruled that compensation for work performed as a student-employee is remuneration for services performed for the benefit of the employer and, therefore, is a taxable income. International students on F-1 and J-1 visas are subject to withholding payment of federal, state, and local taxes unless they are exempt by provision of a tax treaty. In cases where a tax treaty applies, students must provide documentation to the employer on the appropriate IRS form. Information regarding tax treaties may be found in International Revenue Service publications.

Fringe Benefits

The employer may or may not offer a fringe-benefits package to student-employees. Benefits may include as much as full benefits accrued on an equal basis with other employees in similar personnel categories. Many employers provide some vacation and sick-leave benefits. Other benefits such as group life insurance, medical insurance, profit-sharing, and bonuses may or may not be available, depending on company policy.

The Americans with Disabilities Act (ADA)

Student-employees are covered under the Americans with Disabilities Act of 1990. This law protects disabled student-employees from discrimination in employment, hiring, transportation, and covers access to public facilities and services, and telecommunications. Employers are required to provide reasonable accommodation to all qualified student-employees with known disabilities.

Immigration Reform and Control Act of 1986 (IRCA)

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

Social Security Tax

Unless exempt under the Social Security law, employers must deduct Social Security taxes from the wages of all student-employees, except those with an F-1 or J-1 visa.

Internship Offer Challenges

Rescinded Offers from Employers

Most positions are offered on an "at will" basis. However, if conditions change and require the

employing organization to revoke its commitment to an internship, we advise employers to notify students of a rescinded offer immediately. The employer should consider a course of action for the affected candidate that is fair and equitable. This is in accordance with the National Association of Colleges and Employers (NACE) Position Statement on Rescinded and Deferred Employment offers.

Student Reneges

Emporia State University strongly discourages students from accepting and then turning down internship/job offers (also known as a renege) and makes efforts to educate students about the implications of taking this action. If a student reneges on an offer with your organization, please contact ESU Career Services immediately.

Internship Roles and Responsibilities

Student

- Find and select an internship and then complete the required internship paperwork before the beginning of the internship, such as the **INTERNSHIP STUDENT AGREEMENT FORM** and **INTERNSHIP EMPLOYER AGREEMENT FORM**, then check with your individual academic department to confirm if any other paperwork needs to be completed
- Abide by the rules and regulations of both the internship host site and ESU
- Determine whether you are going to participate in an internship course to receive academic credit or not
- Work with the Host Site to create a schedule, learning objectives, goals and evaluation procedures before the internship begins
- Submit evaluation of the internship Host Site, if required.
- Complete all assignments as part of the internship course, if you are enrolled in one

The Internship Process: Before, During and After

Before Your Internship: Search Tips and Other Information

1. Figure out what you are looking for in an internship.

Before you begin your internship search, make sure you can answer the following questions:

- Why am I looking for an internship and what is the purpose of it? Is it for work experience, academic credit, learning new skills, choosing a career, or a different reason?
 - What year in school should I pursue an internship? Students can do internships at any point during college—and you can do multiple internships before graduation, but there are different benefits to doing them at different points during your college career. Some students prefer to do internships earlier in their college career as a tool to help them decide their future career path and to set them apart from their follow students, while others prefer to wait until their Junior and Senior years to participate in an internship after they have determine what career they want to pursue. Regardless of when and how many internships you complete, it is strongly recommended that you complete at least one internship during college.
 - When do I want to participate in an internship? During the Summer, Fall or Spring Semester?
 - How many hours per week can I work at my internship? Internships may have a wide range of hours per week required on-site or remotely. During the school year, internships might require anywhere from 5-20 hours per week, but during the Summer, many internships may require up to 40 hours per week. Do I still have enough time to do my internship and be a successful student?
 - Where do I want to do my internship? Do I want a local internship or one in another location? Will I be looking for an on-campus internship or one in my hometown or even in another state or country? Where would be a good location for me to intern? Do I have any personal connections or a network that I can utilize in certain locations?
 - If I am considering an internship in another country, will I be able to afford the flight, housing and visa costs? Have I checked with the Financial Aid on campus office to see if any of my scholarships can be used on these expenses? Are there language requirements for these internships and do I meet those requirements?
- Am I seeking a paid or unpaid internship? How much money will I need to make at my internship to meet my financial responsibilities? If it is unpaid, can I still afford to take the position? How do my rights differ between a paid or unpaid internship? For more information on paid/unpaid internships and your rights, see the sections under the title “Paid vs. Unpaid Interns” above.
 - Do I want/need academic credit for my internship? Many students have an option to receive academic credit for their internship through their academic department. Some majors require an internship as part of their curriculum. Discuss these options and requirements with your academic advisor before choosing what academic credit you enroll in for your internship, if any. If your department does NOT offer academic credit for internships, but you want to receive academic credit, Career Services offers an Internship Course that provides anywhere from 0-6 credit hours.
 - Am I willing and able to relocate or travel for my internship?
 - What types of organizations, industries and work environments align with my interests, abilities and values?
 - What type of internship am I seeking? A specific type of position or something more general or broad?
 - Am I qualified for the internships I want to apply for? Is there a minimum GPA requirement? Have I taken enough courses in my major or had enough training to be a qualified applicant? Am I in the right year in school to qualify for specific internships?
 - Is my resume ready? Does it look professional and show that I am a qualified candidate for the positions I want to apply for?

2. Start researching internship opportunities.

Once you have a good idea of what your ideal internship looks like, it's time to begin your search. Much like a full-time job search, it is recommended that you begin your internship search about 4-6 months before your desired start date for internships in the U.S. For internships abroad in another country, you should start searching about a year in advance in

order to find a position and have enough time for your applications and documents like your passport and visa to be processed.

Here are some general tips and questions you should answer when searching for internship opportunities:

- Where to begin your search? Many students focus their internship searches almost entirely on the internet. While websites are a great tool to search for opportunities, they shouldn't be your only means for finding internships. Make sure you talk to people in your personal network (family, friends, ESU faculty and staff, friends of your family, professionals you meet through career fairs and networking events, etc.) to help find internships. Your personal network is a great place to start.
- In addition to your network, there are some great websites that can aid you in your search. Start with Handshake, which is ESU's premier job and internship posting website. On Handshake, you can also gain access to the GoinGlobal and Vault websites by selecting "Career Center" and then choosing "Resources." Both sites have extensive internship databases. To access Handshake, click [here](#) and log in with your regular Hornet 365 credentials. In addition, well-known sites, such as LinkedIn, Google Jobs, Indeed, etc. are also good places to look. If you are searching for specific companies, industries or associations, visit their individual websites.
- When to search? As was stated above, allow 4-6 months before your desired start date to find an internship. If you want a Summer internship, you will likely need to apply for those positions in the Fall semester or early in the Spring semester. Most internship positions are posted by organizations between the months of September and November, and then again from January through March. Obviously, internships are posted throughout the year, but these months have the largest number of positions posted. Some interviews can begin as early as September, so be aware of early deadlines to apply.
- Schedule an appointment with Career Services and/or your Academic Advisor. We can help by discussing potential internship opportunities with you and also help you develop a plan for landing a position.
- Follow Career Services' and your academic department's social media accounts. Internship positions are regularly

posted on these social media pages.

- Attend the ESU Fall Career Fair, on-campus interviews and other information sessions throughout the year to network and meet with representatives of organizations that you would consider interning with. Ask them about internship opportunities at their organizations.

3. Narrow down your search results and apply for the ones that are right for you. Now that you have identified some good opportunities, start applying for them. Please keep in mind that you may have to apply for a large number of internships in order to get hired. It is very common for students to apply for 20 or more positions when you are searching for an internship in the U.S. There is a lot of competition for these positions. If you are seeking an internship abroad, they are often placed by a 3rd party company, so you will want to find the company that is right for you. When you begin applying for internships, consider the following recommendations to make the process go more smoothly:

- Create a tracking process for your job applications, such as an Excel spreadsheet or a Google Document, to help you keep track of all your applications in one place. Enter contact information for the organizations and their representatives, the specific names of the positions, deadlines for applications, the dates you applied, and any other general notes on the position. This will help you avoid missing deadlines and allow you to quickly follow-up with organizations if you need to contact them, as well as tracking the process.
- Carefully read the instructions for applications and follow them exactly. Resumes are almost always required in the application process. However, some organizations will ask for a cover letter in addition to your resume. If they don't ask for a cover letter, you don't need to submit one. Also, be sure that your documents are high-quality before submitting them. Customize your resume and cover letter (if required) to the requirements of the position you are applying for, so that you can best-display your qualifications. Handshake has resources to help you write your resume and cover letter. You can find this information in Handshake by selecting "Career Center" and then choosing "Resources." You can also schedule an appointment with Career Services to review them. If you are applying for positions

abroad, GoinGlobal (available on the Handshake website) has information on how to write resumes and cover letters in different countries.

- Organizations will often ask you for references. Before you apply for positions, identify people who would be good references for you (current or former supervisors, professors, mentors, co-workers, etc.) and include them on your resume and application materials. Always ask them if they will serve as a reference before you include them on resumes or applications.
- The application process varies from organization-to-organization. Some will have you fill out an extensive, formal application for the position, while others may simply request your resume and references.

4. Wait for responses. This is easier said than done! It may take up to a month to receive responses about your applications in the U.S., and sometimes you don't receive any response at all.

- One or two weeks after you have applied for the position, consider following-up with the organization to make sure they received your application and to see if they need any further information or materials.
- Once the deadline has passed for the applications, you may contact the organization again to see when interviews are being conducted.
- A general rule of thumb: be persistent, but not annoying. You want to find a balance between getting enough information while not turning off the employer.
- For internships abroad, your 3rd party company should provide you with updates throughout the process.

5. Interview for positions. Most organizations will request an interview if you are in their final pool of candidates. These interviews may be conducted in-person, by phone, or by video, using Skype, Zoom or other programs. Interviewing for positions can be nerve-racking, but Career Services can help! Schedule a Mock Interview with us on Handshake before interviewing for a position to get some tips and practice before the real-deal. You can also access information on interviewing on Handshake by selecting "Career Center" and then choosing "Resources."

6. Accepting a position. Congratulations! If you have reached this step, you have been offered a position. However, you must consider all internship offers before accepting.

- Compare the offer you receive with the guidelines you set for yourself in Step 1 of this section. Does the offer meet your criteria? Will it be a good fit?
- Before accepting, make sure you get all of the official details, such as compensation, job description, start and end date, hours, etc., in writing. It isn't a formal or official offer until it is in writing.
- Do not accept the position until you are sure you want to take it. It is strongly discouraged to accept an offer and then turn it down later if you receive a better or different opportunity. Ask for a deadline for accepting or rejecting your offer if you are still considering other options.
- If you do not want the internship that is offered to you, be professional and polite and inform the organization in a prompt manner that you will not be accepting the position.
- If you are rejected or not offered a position, take it as a learning opportunity and try to find out if there are ways to make your application stronger or for you to improve as a candidate. Most people get rejected multiple times before they receive an offer.
- Once you have accepted a position, fill out the proper ESU paperwork for completing an internship. Regardless if you are doing your internship for academic credit or not, make sure the Internship Student Agreement Form and the Internship Employer Agreement Form are both completed and turned in to your academic advisor or internship course instructor. If you are doing the internship as part of course credit, check with your individual academic department and internship course instructor to confirm if any other paperwork needs to be completed.
- If possible, before your internship begins, find out who will be supervising you. Set up a time to meet with them and develop your work schedule, specific learning objectives and goals for your internship, as well as establishing an evaluation method and a plan to help you reach these goals. If you can't do this before your internship begins, make sure you do this at the very beginning.

During the Internship: Maximizing The Internship

Ask Questions

- As a student intern, you have the unique ability to engage with professionals and learn from them in a way that you might not be able to once you begin

your career. Ask your manager, mentor (if you are assigned one) and other employees questions.

- Ask questions that will help you understand your career field and industry better and also to clarify tasks, situations or requests that you are confused about or need more information on
- Asking questions builds your knowledge that you will need in your career and helps form relationships with professionals in your career

Develop Professional Relationships

- One of the major benefits of doing an internship is the professional network you will develop during your experience. Use these connections to find opportunities in the future
- Connecting with professionals at your work site will increase your knowledge and is beneficial to your career. If you are assigned with a mentor, this can be a key professional relationship throughout your career.
- Professionals can teach you the “real-life” lessons that can best be learned in a work environment
- Many jobs are filled through networking, so the more that you can add to your network, the better chance you will have at landing jobs when you graduate and in the future

Set Personal Goals

- Set specific goals at the beginning of your internship to help you target specific learning objectives and advocate for your needs.
- If you can identify and articulate your goals, you are much more likely to succeed and walk away with the experience you desired
- Don't focus on what you don't know, but instead on what you want to learn. No one knows “everything,” so be willing to learn and not get overwhelmed with what you don't know.
- Make sure you set goals to not only improve on your strengths, but also to focus on weaknesses or areas you need to further-develop

Conduct Informational Interviews

- Informational interviews involve a meeting or informal conversation with a professional in which you can learn more about your career or area of interest. Don't limit your interviews to your manager and/or mentor. Target other key employees.
- This is an important skill to develop and is one that you will utilize throughout your career
- By doing this, you can gain a lot of knowledge about

a career or industry, such as the education, skills experience required, challenges, etc.) and help you confirm or clarify your career choice—while also expanding your professional network

Feature Your Internship on Your Resume

- Students often don't feature their internships on their resume, but they are typically the most impressive and relevant positions to your career that you have had
- Take time DURING your internship to identify the skills, knowledge and experience you have gained or utilized in your experience and adequately describe them on your resume

Develop a LinkedIn Profile and Feature Your Internship On It

- Much like your resume, a LinkedIn Profile can showcase your skills and experience. If you don't have a profile, create one
- Before you conclude your internship, connect with professionals at your host site and ask if they will write recommendations and provide endorsements on your profile. And then do the same for them

General Tips for Success

- Show up, be on time, work hard and be persistent. Remember that an internship is pre-professional training and you will be expected to exhibit a professional attitude and work ethic throughout the experience. You are also not only representing yourself, but also ESU. Negative behaviors not only reflect poorly on you, but also the university and your classmates, and hurts the chances of students receiving internships in the future with that organization.
- It is strongly discouraged that you withdrawal from the experience, but if you do, make sure you notify both the internship site and your ESU internship course/faculty supervisor as well if you are enrolled in academic credit.
- Complete all course assignments and requirements. If you are receiving academic credit for your internship, carefully read the guidelines and assignments for the course and follow those policies.
- Submit a Final Report or Reflection to your Faculty Supervisor (if required). At the end of your internship, you may be required to complete a Final Report, Reflection or Assignment as part of your internship's academic course. It is helpful to maintain a regular, detailed journal during your internship in

order to write a quality, comprehensive report at the end of your experience.

After the Internship: Wrapping Up the Process

Once the internship ends, students should try to capitalize on their experience by taking a few extra steps to end the internship on a great note:

- **Say thank-you.** Whether you had a great experience or not, you need to personally thank everyone that you worked with during your internship. You can do this before the end of the internship or immediately after. Many of these people spent considerable time and effort assisting you along the way, and recognition is important. A hand-written thank-you note would be a nice touch to show your appreciation.
- **Don't badmouth people or organizations.** Even if you had a bad experience or didn't get along perfectly with everyone, keep your opinions to yourself. Don't put your distaste for the organization or any of its employees on social media or speak negatively about them publicly. If you had issues that you want to address, do it privately with your employer—perhaps in the Exit Interview.
- **Be honest about your experience.** Don't exaggerate your frustrations if you had a bad experience, but you should also tactfully let your academic Internship Course Supervisor and your Internship Host Supervisor know about your issues.
- **Maintain confidentiality.** If you learned confidential information during your internship, keep it that way. If you filled out a Non-Disclosure Agreement (NDA) or Confidentiality Agreement (CA), make sure you follow those policies. You could face legal action if you break these agreements.
- **Stay in touch.** By the end of your internship, you will have added new professionals to your network. Maintain these professional relationships by connecting with them on LinkedIn and other social media networks, or by phone or email. Check-in from time-to-time and continue the relationships. A great way to do this is by asking your former managers or co-workers for an update on projects you worked on.
- **If you're going to ask for a job, do it the right way.** At the end of the internship, make sure you have the appropriate conversations about the next step in your career—either with that organization or not. If you want to have an opportunity with the company, but haven't been asked, consider compiling your best work during the internship and schedule a time to present your pitch to your manager. Even if they don't hire you, they might know of another organization that would be a good fit. Make your desire to continue working with the organization known, but do it in a tactful way.
- **Maintain professionalism.** When you finish your internship, you might be compelled to relax or “let loose” a little too much around your employer. Remember that you can make a bad impression or burn a bridge at any time, and the employer will be on your resume for years.
- **Get feedback.** You will likely have an Exit Interview or final Performance Evaluation by your manager. Ask for honest, specific feedback and suggestions on what you do well and what you need to improve on.
- **Update your LinkedIn profile and resume.** After your internship is over, make sure you add and update the position on both your LinkedIn profile and on your resume. On your resume, don't just provide your position description. Instead, create bullet points that describe your accomplishments and skills utilized within your roles. What impact did you have on the organization? If you can quantify this impact by providing numbers, dollars and percentages, do it. The more details, the better! Describe things like how much you increased your company's revenue, how many new clients you added, what size of budget you monitored, etc.
- **Talk about your internship.** Whether it is in a future job interview, or on your resume, you need to highlight your internship as one of the most (if not THE most) important and relevant experiences you've had in your career. Promote and discuss the skills, knowledge and experience you gained or improved upon during your internship. Develop a plan for how you are going to describe your internship experience to employers in a job interview or similar settings.

International Student Information and Considerations

There are many different words, phrases and abbreviations that can make it complicated to understand the different terminologies describing international student visas and eligibility for internships and work experience. Click [HERE](#) to learn more about international student considerations.

Essential Questions for Choosing an Internship Abroad Program

1. How long has the provider been in existence and how many interns have they placed in positions over the years?

Ensure that the provider you choose has successfully connected many students with employers for internships (hundreds or even thousands, preferably).

2. Does the provider have established partnerships with any universities?

Check and see if other universities endorse the internship program. If you don't find endorsements or partnerships with other universities, it may be a sign that the provider isn't established enough or has not been successful in placing students in internships.

3. Are there alumni or references you can talk to about the provider?

Organizations who have a good track record can usually provide you with alums of the program who can speak about their experiences. It is also a good idea to get unbiased opinions on the program you are considering.

4. What is the provider's internship placement process?

Find out what process the provider follows to secure your internship. If you get a vague answer or it sounds too good to be true, you should probably be very cautious in selecting them. Remember: a quality internship is the most important part of your program, so you want to ensure the provider can deliver that.

5. Do you get matched with your potential organization, or will you get to interview for your position?

While some people don't like interviewing, it does allow you to get more information about your fit with the position and company before your internship.

6. Does the provider have staff present on the ground?

Having staff available in-person in the area helps ensure a more successful and consistent program. If no one from the staff of the provider is located near your internship site, it can present challenges in terms of communication and quality of the program.

7. Are you guaranteed to be placed in an internship in your career field?

Will you be placed in an experience within your career field, or in a position that isn't related to your career field? If so, it probably isn't worth joining the program.

8. Will your internship be confirmed before you arrive?

Some providers confirm your position well in advance of your arrival, while others may wait until you get there. What are you comfortable with?

9. Will you have a consistent point of contact person you can turn to?

You are going to have many questions before you travel abroad, so you will want someone who understands your questions, concerns and situation. Having a consistent contact person will help make this process of communication easier.

10. What are the provider's health and safety protocols?

It may not be the most exciting topic to discuss, but it is extremely important. You must ensure that your provider has a thorough plan in place for any health or safety issues.

11. What kind of information and advice do you get during the preparation period?

How do you receive information and documents: mail, email, on their website, by watching webinars? Also, how do you send them information? Is communication between you and the organization timely?

12. What is included in the price of the program?

Does the cost of the program include the price of your visa, housing, meals, transportation, language training,

social events, and other expenses that will likely be involved? Pay close attention to what is included in the base cost that you pay for the program and if you will have to add-on these costs.

13. Is academic credit included?

Is earning college credit important to you? Check to see if there is academic credit built into the program that you can transfer back to ESU or if you can receive academic credit from ESU for your experience.

Internship Forms for Employers and Students

Emporia State University requires a few documents that all interns and employers need to complete before the start of an internship for legal protections and liabilities. ESU Student interns must complete an **INTERNSHIP STUDENT AGREEMENT FORM** and employers must complete an **INTERNSHIP EMPLOYER AGREEMENT FORM**.

Evaluations of internships are also an important part of the internship process. Although not always required for each internship, there are two internship evaluation forms that can be used to evaluate the internship. The **INTERN PERFORMANCE EVALUATION FORM**

is the evaluation of how the student intern performed in the internship. The **STUDENT EVALUATION OF INTERNSHIP FORM** is the student intern's evaluation of the employer during the internship. These evaluation forms may differ by department on campus or by organization, so please follow the specific guidelines for your internship.

These forms may also be completed electronically through Adobe DocuSign. Please contact Career Services at 620-341-5407 or career@emporia.edu for any questions about this process.

How to Search for Internships

Emporia State University Career Services has a variety of platforms that students can access to search for internships. Students may schedule an “Internships” appointment on Handshake for assistance with searching for internships. Students who wish to search for internships online should start with these resources:

Handshake

There are many different places to search for internships, but the first place to look is on Handshake. This website provides a collection of internship positions you can search and apply for.

To visit Handshake, click [HERE](#).

Handshake also houses many different great resources that can help you in your internship search. To access them, log in to Handshake, select "Career Center" and then choose "Resources."

GoinGlobal

This website is great resource for domestic and international students who are looking for internships in the U.S. or abroad! GoinGlobal includes worldwide postings of internships and full-time jobs, a list of employers who have sponsored H-1B Visas, and city and country guides around the world, including the United States.

Vault

This website lets you research internship rankings and reviews by past interns and provides career guides for each industry.

WayUp

Visit this resource to connect with nationwide opportunities with Fortune 500 companies.

Other Sources

There are many other high-quality websites you can use to search for internships. Here is a list of a few of our favorites:

- LinkedIn
- Google Jobs
- Glassdoor
- Internships.com
- USAJobs.gov
- The Balance Careers

While we encourage students to use online resources when searching for internships, it is extremely important to also use your personal network of professors, family, friends and professionals that you have developed. Networking is often the most effective and efficient way to land an internship.

ESU Career Services Contact Information

If you have any questions about creating or posting internships, recruiting ESU students or any of the processes described in this handbook, please contact ESU Career Services at 620-341-5407 or career@emporia.edu. More information can be found on our website at emporia.edu/alumni-careers/career-services/.

EMPORIA STATE UNIVERSITY

CAREER SERVICES

1 Kellogg Circle | Campus Box 4014

Emporia, KS 66801

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emporia.edu/careerservices



Professional Membership Affiliations

Kansas Association of Colleges and Employers (KACE)

National Career Development Association (NCDA)

National Association of Colleges and Employers (NACE)

Southern Association of Colleges and Employers (SoACE)