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**DESIGNING  
AN  
INTERNSHIP**

CREATE AND RECRUIT

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# Things to Consider

- What is the need for your intern? Define the project and terms.
- What are the outcomes that a student would gain by participating in your internship program?
- Is your experience project based? Is it filling a short term need? Are you looking to cultivate a student? Are you looking to tap into new perspective and information?
- Will this be a paid opportunity or unpaid? Paid opportunities get more viability and applications on Handshake. Payment is expected if the position is looking for a specific skill (i.e., Adobe Photoshop) If unpaid, your internship position will need to follow the Department of Labor Guidelines. (see DOL Fact Sheet #71)
- What do you need from a student? What level of experience? Class year? GPA? Major? You can specify a particular criteria within your posting on Handshake and it will be marketed to that student.
- How will you support your intern? What training can you provide? Are you able to tailor the experience based on the student's goals? What are some educational opportunities that your organization? Are intern's able to shadow other employees?
- What materials does the intern need? Computer? Phone?
- Is there a defined project that you can center the Intern around? Can it be customized based on the student's interest?
- How will you manage your intern? May need more oversight and support compared to other full time or part time staff.

# For Credit

- To market your internship opportunities for credit, it is really simple on the employer side.
- You have to offer the opportunity for a student to intern and allow them to accrue the hours they need to earn credit. The ratio is 48 hours for 1 credit. The time that they have to accrue the hours is over the course of the semester.
- There will be a verification process for the hours that the student is responsible to facilitate with organization.
- The student is responsible for interfacing with the Career Center and University to meet the requirements they need in order to enroll in the internship course.
- If you would like to learn more about the process the student goes through, you can find that here: <http://www.uky.edu/careercenter/credit-internship>

# Remote Work

- Criteria for Internships Conducted Remotely/Virtually for Academic Credit:
  - -- The internship description and communication from employer should clearly state:
    - -- Description of intern responsibilities with clear expectations and deliverables
    - -- The type of training provided and how training will be provided
  - Supervision/mentoring provided including the communication plan with preferred methods of communication:
    - Number of hours the intern will be working on projects per week
    - Number of direct supervision/mentoring hours the intern will be provided per week
    - Methods of communication: Email, Phone conferences, Skype, Google Hangouts, etc.
    - Schedule/process for checking in with supervisor regarding progress reports (i.e., daily, weekly, etc.)
  - Regular meetings with a potential for in person meeting or office visit
    - o Clear commitment of time and technology/tools required of intern
    - o Opportunities to present work and/or collaborate with other employees

Adapted from Philadelphia University Career Service

# Recruiting

## POST A JOB

Employers may post professional level full-time positions and internships online for free on Handshake, our online job and internship management system for students and alumni. Handshake uses cutting-edge technology to help students, employers and alumni more easily connect with employers and source jobs and internships, event information, and on-campus recruiting opportunities. Employers and Alumni can use Handshake as a recruitment tool, to identify qualified candidates for open positions and employers can manage on-campus recruitment activities.

Take advantage of the customizing the criteria in the posting, This will allow Handshake to work for you by posting on student's news-feeds to better promote your position. The applicants can see if they meet the posting preferences but it will not bar a student from applying if they do not meet the preferences.

## STRATEGY SESSIONS

Contact the Employer Relations Team at 859-257-2751 or [hireblue@uky.edu](mailto:hireblue@uky.edu) to schedule a strategy session with a staff member from the James W. Stuckert Career Center at the University of Kentucky. You'll receive an opportunity to benchmark and/or customize your campus recruitment program.

## WAYS TO CONNECT:

Employer Information Sessions

Company Tabling

Resumania and Drop-ins

Panel Discussions and Workshops

On-Campus Interviews

Career Fairs

Networking Socials

# Recruiting

## JOB POSTING/INTERNSHIP POLICY

Employers who register with UK James W. Stuckert Career Center are provided access to our online job posting system, Handshake as a privilege. To utilize this service, all employers and their representatives must comply with all EEO (Equal Employment Opportunity) standards. All job postings must contain accurate information about the position(s) offered, as well as the organization offering the employment opportunity.

The University of Kentucky James W. Stuckert Career Center reserves the right to decline postings that requires financial investment on the part of our students/alumni or may involve unreasonable risks or postings that are not in compliance with the NACE "Principles for Employment Professionals."

Third party agencies may post professional jobs on Handshake, however client names must be disclosed in the job description.

Information about UK students and alumni obtained during the recruiting process is to be used only for the sole purpose of recruiting for open positions in your organization and should not be shared outside your organization or used for any other reason.

The James W. Stuckert Career Center reserves the right to edit, delete or refuse any employer profile, job posting, or login and suspend recruiting privileges at any time in the best interest of students and alumni of the University of Kentucky. The University of Kentucky James W. Stuckert Career Center reserves the right to decline job postings and student recruitment requests from businesses that promote or sell products or materials that may be deemed obscene or improper.



Stuckert  
Career Center

**Questions?  
Connect with  
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