

# CAREER & PROFESSIONAL DEVELOPMENT

## Internship Resource Guide

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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.

Internships provide an opportunity for employers to evaluate and develop talent, develop a recruiting pipeline to their organizations, benefit from hard-working students with fresh perspectives, and reduce the risk of turnover by evaluating potential hires in actual work situations.

## WHAT MAKES A GREAT INTERNSHIP?

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- 1. Established Learning Outcomes and Expectations** - Establishing well-defined learning goals and providing the requisite resources to achieve them is an essential step for ensuring a successful internship for interns and employers alike. An engaged supervisor or mentor to oversee the process should be there to provide feedback, advice, and relevant information when needed.
- 2. Meaningful Work** - Interns should be assigned meaningful work that represents their potential career field. While we recognize that it sometimes isn't possible to always provide interns with directly applicable industry related tasks, the majority of their work should serve as an opportunity for exposure and development in their field of study or potential career.
- 3. Assigned Projects** - Interns should be assigned and have the opportunity to complete a project from "start to finish" that is directly applicable to industry work. A culminating summary report and/or presentation should be shared with their internship supervisor and potentially faculty partner(s) from the University (if they are receiving academic credit).
- 4. Professional Development Opportunities** - Be sure to provide opportunities for students to meet and network with employees across your company. The connections made during internships help students build a professional network to utilize as they begin their post-academic career.
- 5. Mentorship and Feedback** - Provide feedback to your interns highlighting not only their strengths and accomplishments, but also opportunities for improvement and growth.

## STEPS FOR EMPLOYERS

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- 1. Assess Your Organization's Needs**
  - What does your organization hope to achieve by hiring an intern?
  - Are you a small or expanding organization searching for additional help on a project?
  - Is your organization searching for new employees with management potential?
  - Are you a non-profit organization with limited financial resources, but can provide an impactful and rewarding internship experience?
- 2. Create a Hiring Plan**
  - Draft an internship description that clearly explains duties, expectations, and responsibilities of the position.
  - Be sure to clearly define compensation and hours.
  - List the specific majors and skills you seek.
  - Identify the internship supervisor/mentor who will oversee the program.
- 3. Use Handshake to Post Your Internship Opportunities**
  - If your organization doesn't already have a Handshake account, create one at [gonzaga.joinhandshake.com](https://gonzaga.joinhandshake.com).

# FREQUENTLY ASKED QUESTIONS

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## **How long should the internship last?**

Internships vary in length. Depending on the needs of the employer, a student can generally spend several weeks up to six months in an internship. Gonzaga's summer break is a great time to hire interns. Those positions usually start after the second week of May, and conclude before the last week of August (though the academic calendar is subject to occasional change).

## **How advanced will an intern be in his or her program of study?**

Employers can determine the educational level they seek. Students actively seek internships throughout all four of their college years. Many students view their junior year and the following summer as favorable, as by then they have taken coursework related to their major(s) or potential careers.

## **What is the distinction between an academic, credit-bearing and co-curricular internship?**

Certain programs require a credit-bearing (academic) internship as a requirement of degree completion. A majority, however, are not taken for credit (co-curricular). Internships earning credit will need to be approved through the student's academic department. A faculty advisor will generally be involved in credit-based internships and help define and evaluate internship objectives.

## **What is an acceptable wage or compensation?**

A majority of the internships offered to Gonzaga students are paid. Hourly wages for interns vary according to the student's experience, academic level, and the particular field or discipline of the internship. Currently the average hourly wage is between \$11.00 (state minimum) and \$16.00. Technology, engineering, accounting, and finance internships will often pay higher hourly wages.

## **Are there costs or fees involved with recruiting Gonzaga University students?**

Employers can post job and internship opportunities on our recruitment platform, Handshake, free of charge. However, there are registration fees for attending our various on-and off-campus career fairs. These fees range between \$100 (off-campus/Trek career fairs) to \$275 (on-campus fairs). Non-profit and government organizations can attend these events at a reduced rate.

**Specific questions about internship development for Gonzaga University students can be directed to Michael Gerety, Manager, Career Education & Experiential Engagement at [gerety@gonzaga.edu](mailto:gerety@gonzaga.edu).**

**Questions regarding on/off-campus recruiting or Handshake can be directed to Vicki Hucke, Manager, Employer Relations at [hucke@gonzaga.edu](mailto:hucke@gonzaga.edu)**

# SAMPLE INTERNSHIP DESCRIPTION I

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## Marketing & Communications Internship

### Description:

As a marketing and communications inter, you will assess the current marketing practices for (organization name here), then develop and implement a plan to improve our branding and visibility. You will also support the director of marketing in social media, visual media, and print media. You will be expected to create and manage your own marketing initiative, to be approved by your supervisor.

### Responsibilities:

- Assist the director of marketing with social media content, and the development of advertising and marketing materials
- Perform audit of current marketing strategies (eg. social media, press releases, print/digital materials), and offer suggestions for improvement or new strategies.
- Research and apply marketing and client-based strategies for effection social media application and contemporary marketing applications. Present findings and applications to marketing department.

### Self Initiated Project:

- Develop and carry out one specific marketing and communications related project related to your academic focus during the course of your internship.

### Focus Area Reading:

- Select and read 5 peer-reviewed or professional articles related to your area of focus. Summarize your findings and present them to the marketing department.

### Meetings:

- Attend all designated meetings for your departments, as well as regular 1-on-1 check-ins with your direct supervisor.

### Evaluation & Assessment:

- Pre: Create five learning outcomes and goals related to your internship position and academic study. These must be agreed upon between you and your internship supervisor, as well as your academic advisor (if you are seeking credit at your college or university).
- During: Complete a one page self-evaluation paper halfway through your internship assessing the progress you have made on your goals.
- Post: Complete our post internship survey, and write a two page reflection paper on what you have learned during your internship, and how you will apply what you learned to your career.

### Hours:

10-12 hours/week during school year, 40 during breaks and summer.

### Qualifications:

- Full-time undergraduate student with sophomore, junior, or senior standing.
- Major in Communications, Marketing, Public Relations, or closely related field.
- Minimum GPA of 3.0

### Compensation:

\$15/hour

# SAMPLE INTERNSHIP DESCRIPTION II

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## Manufacturing Engineering Internship

### Description:

Participation in this internship will include opportunities to: learn and gain practical experience in a hands-on manufacturing environment, work on projects and programs currently in progress, observe the manufacturing lifecycle of Organization X's products, and take ownership of a specific, short-term manufacturing project, seeing it from start to finish.

### Responsibilities:

- Oversee an assigned manufacturing project from start to finish.
- Attend all meetings relevant to your project and department.
- Perform an audit of an engineering/manufacturing process of your choosing, develop a report of your observations, and present your findings to your team with suggestions for improvement/increased efficiency.
- Assist the firm in identifying and eliminating waste in the manufacturing process.
- Learn the practical use of Statistical Process Controls (SPC) to measure capability, variability, reduce waste, and improve overall quality of products.
- Participate in the evaluation of new and/or existing processes to ensure quality, repeatability, and safety of job.
- Any other manufacturing projects or duties as assigned.

### Manufacturing Project:

- You will be assigned a manufacturing process project to oversee from start to finish. You will complete this project during the course of your internship, and you will have the resources of your supervisors, the manufacturing team, and your intern peers available to you.

### Meetings:

- Attend all designated meetings for your departments, as well as regular 1-on-1 check-ins with your direct supervisor.

### Evaluation & Assessment:

- Pre: Create five learning outcomes and goals related to your internship position and academic study. These must be agreed upon between you and your internship supervisor, as well as your academic advisor (if you are seeking credit at your college or university).
- During: Complete a one page self-evaluation paper halfway through your internship assessing the progress you have made on your goals.
- Post: Complete our post internship survey, and write a two page reflection paper on what you have learned during your internship, and how you will apply what you learned to your career.

### Hours:

10-12 hours/week during school year, 40 during breaks and summer.

### Qualifications:

- Full-time undergraduate student with junior or senior standing.
- Major in industrial or mechanical engineering.
- Knowledge of Lean manufacturing principles
- Prior experience working with CAD or other drafting software.

### Compensation:

\$17/hour