



On-Campus Internship Checklist

MAKE A PLAN

Yes No

- Do you have a specific project/assignment for the intern to complete?
- Do you have student employment funds you can use to pay the intern?

Some students will pursue internships for academic credit, others will not. Please note that academic credit is *not* a substitute for compensation.

- Do you have set learning objectives or deliverables for the intern? (Portfolio builders, etc.)
- Do you have a staff member who can serve as a mentor and supervisor for the intern?
- Does the position require a minimum of 40 hours of work to complete?

Most academic credit internships are 50 hours of work equals 1 hour of credit.

- Are there certain majors that align with the project or skills you are looking for?

PRACTICAL CONSIDERATIONS

Yes No

- Do you have a space for the intern to work in?
- Will you provide the tools an intern will need to complete the work?
- Can you provide an overview of expectations and an onboarding process for the intern?

LIABILITY AND SAFETY

Yes No

- Will the intern be doing any work that is dangerous or risky? (Driving a vehicle, physical labor, working with animals, etc.)

If yes, please set up a time to meet with the university Risk Management/Insurance Specialist, Ruth Kemper at (660).562.1440 or rkemper@nwmissouri.edu

MOVING FORWARD

If you have answered yes to the questions above, these are the next steps in the process:

1. Work with Career Services and the Human Resources office to develop a job description.
2. Collect applications, interview and hire just like you do for student employment.
3. Monitor intern and provide regular feedback and guidance (see template on MyNorthwest).
4. Provide an end of program performance review and complete any paperwork needed for academic credit internships (see template on MyNorthwest).

If you have any questions along the way, please contact Internship Coordinator
Travis Kline at (660).562.1455 or tkline@nwmissouri.edu

Additional information and resources are posted on MyNorthwest in the Internship Supervisor Toolbox.