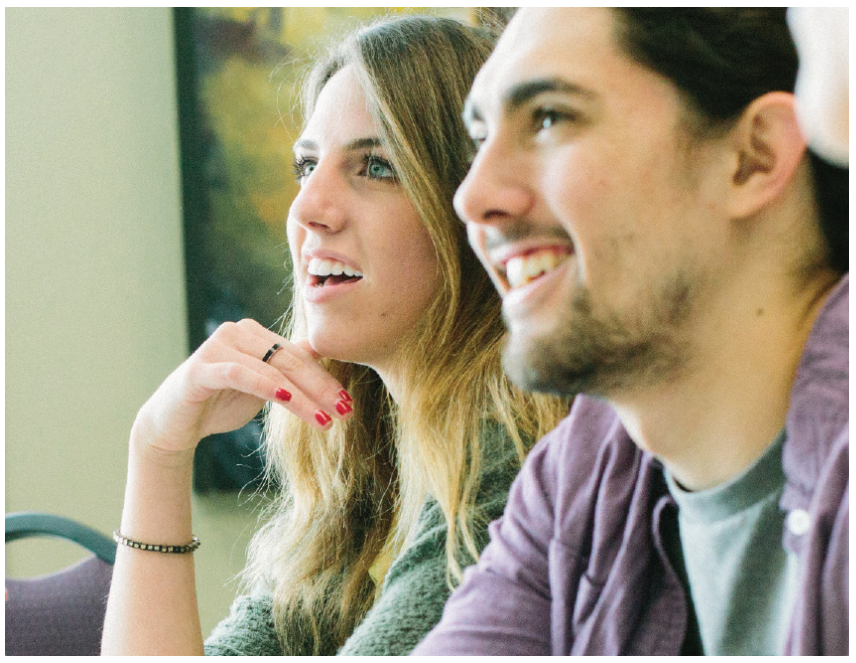

Internships

The Wildcat Way

WEBER STATE UNIVERSITY

Weber State University Career Services | Internship Development
801-626-6393 | careerservices@weber.edu

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Top 5 Benefits to Hiring a Weber State Intern!

1. Test-drive top talent
2. Market your brand and increase visibility on Weber State's campus
3. Interns can make a positive impact on corporate culture
4. Internships provide a way to get candid feedback about your company
5. Interns bring with them cutting-edge strategies, techniques, and technology

"I wrote all of the news releases for the company during the summer I interned. My combined effort with the marketing team helped the company surpass its summer ticket sales goal by $65,000."

- Shaundra Rushton Weber State Student
Public Relations & Marketing Intern, Utah Symphony | Utah Opera

"We have been privileged to use a number of interns from Weber State. We have found the students to be professional, intelligent and accountable. The students are reliable and represent the school well. Overall we have been very pleased with the internship program and the interns from Weber State University."

- Rich Slater Human Resources
AvantGaurd | Ogden, UT

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STARTING AN INTERNSHIP PROGRAM

1. **Set Expectations**
   - What does your organization hope to achieve from the program?

2. **Plan and Design**

Questions to consider:

- Will you pay the intern?
- Where will you put the intern?
- What qualifications do you want in an intern?
- Who will have primary responsibility for the intern?
- What will the intern be doing?
- How many hours will the intern work?
- What additional benefits can you offer an intern?

3. **Recruiting An Intern**
   - weber.joinhandshake.com

4. **Hire An Intern**
   - Conduct a formal interview
   - Extend an offer
   - Set expectations
   - Hold a formal orientation/training

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TRANSITIONING TO VIRTUAL INTERNSHIPS

In light of COVID-19 more and more employers are making the transition to Virtual Internships. Here are some tips for helping you make the switch.

1. **QUESTIONS TO CONSIDER:**

- Will the student be able to complete set internship objectives from a remote/virtual environment?
- If not, what adjustments could be made or what alternative projects or assignments could the student work on instead?
- What kind of technology or equipment will you need for the student to work remotely/virtually?
- Will you provide this equipment, or does your intern have access already?
- What means will you use to keep track of your interns hours and projects and how will you communicate regularly?

2. **SUCCESS IN VITUAL INTERNSHIPS:**

- Set expectations, agree on clearly defined projects, timelines, and means of communicating regularly
- Use virtual project management tools for communicating and tracking project progress
- Create and maintain a system for tracking and logging hours worked
- Interns are most successful when communication is consistent and feedback is regularly given.

3. **VIRTUAL RESOURCES:**

- Video conferencing – GoToMeeting, ZOOM, FaceTime, WebEx, Hangouts…
- Project management – Asana, MSProject, Monday.com, Slack, Drive…
- Cloud file management – DropBox, Box, Google Drive…

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WEBER STATE UNIVERSITY

R.E.A.L. Projects

Real Experience Applied Learning

R.E.A.L. Projects is a 3 credit course designed to provide students the opportunity to participate in a project based internship experience without ever having to leave campus.

Go beyond the interview -
Test drive a interdisciplinary project team of 4 students for a whole semester.

Gain valuable deliverables without having to pay overhead -
This workforce is virtual, allowing any and all companies to submit projects, no matter your location.

The goal -
To produce recommendations, results, or deliverables for company clients. Students meet 6 times in class for training and instruction each semester, and work outside of class 7-9 hours a week, with their team to complete a project.

Project proposal deadlines -

- Fall Semester: August 1st | Spring Semester: December 1st

Submit your project proposal at
www.weber.edu/careerservices/realprojects

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What makes a good internship program?

- Make students better qualified for employment
- Work related to student's academic majors
- Set personal learning objectives
- Conform to employer objectives
- Keep journal of goals and accomplishments
- Define daily and goal oriented expectations
- Benefits to the company and intern (win-win)
- Well defined expectations
- Individualized critique
- Hands-on experience to real-world problems
- Planning, communication and presentation skills
- Leadership and team building skills

Statistics

- In 2018, the offer rate for interns was 59 percent
- The retention rate for intern hires after one year was 70.6 percent
- The one-year retention rate for hires without an internship is 46.3 percent
- Proof that individuals who have at least 1 internship are easier to retain

We have been fortunate to have some great interns from WSU work for us at Fastenal. We have our interns working on projects that span sales, business, communications, and marketing.

- Matt Porter District Manager
Fastenal | Ogden, UT

"Utah Symphony | Utah Opera loves our Weber State interns. They are top of the top and appreciate the clear preparation from their professors and counselors as they work with our organization and are prepared for real world tasks and not just grabbing coffee and making copies!"

- Melissa Robison Front of House Director
Utah Symphony | Utah Opera | Salt Lake City, UT

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"My internship allowed me to use my creativity and develop new skills. I cultivated my graphic design skills as I created web pages, flyers, video and more for the organization. My communication skills increased as I gave company presentations, clearly communicated with clients and managed projects. My internship helped the company improve visual branding and internal communication, and was crucial in my professional development."

- Kylie Harris Weber State Student
College of Arts and Humanities Career Mentor Intern | Weber State

"Internships are essential for gaining experience in the event management industry. I managed and planned events for local government, a non-profit organization, and business corporations. Each of these internships refined my skills, and benefitted the organization with increased production and smooth event execution."

- Kyle Hole Weber State Student
Layton City | Utah Symphony

"I have hired 5 interns over the past 5 years. Without exception, I have found these students excited to be here, well prepared, and ready to work."

- Rob Smith Purchasing Manager
Petersen Inc. | Ogden, UT

Have questions?
Not sure where to start?
Have a great idea for an internship?
Need help creating or restructuring your Internship program?

Contact the *WSU Internship Development Office* | 801-626-6393
Robert Ameling, Barry Flitton, Tiana Witkamp, and Katie Browning

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