

# Employer Information Page



## About SUNY Potsdam

- The State University of New York at Potsdam is one of 64 units of the State University of New York and one of the 13 arts and science colleges. The College awards the Bachelor of Arts, the Bachelor of Music, the Bachelor of Science, the Master of Arts, the Master of Music, the Master of Science in Teaching, and the Master of Science in Education.
- The mission of the College is to provide, promote, and contribute to each student through educational, cultural, personal, social, and recreational programs and activities. There are currently 4,000 students attending SUNY Potsdam, majoring in over thirty-five areas of liberal studies. We believe this wide array of majors and minors, combined with our general education requirements, provides the student with a well-rounded educational background. This background will take graduating students and alumni into the new millennium better prepared to face the challenges of the future.

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## Procedures

The following outline of procedures is a guideline you may follow when first implementing an internship program within your organization. The Steps include:

- **Obtaining Support:**

Secure support from your co-workers, supervisors, and/or managers regarding an internship program. The more support there is from an organization, the more successful, efficient, and well-organized the program will be.

- **Documenting Your Program:**

Document the goals and objectives for the internship program. This will ensure that the roles and expectations of all parties involved in the internship placement are understood.

- **Goals and Objectives:**

When drafting a list of expectations, take into consideration:

- ~ Activities you need to accomplish before staffing an intern
- ~ Activities/roles of the intern
- ~ Roles of the supervisor
- ~ Payment of the intern
- ~ Workplace requirements
- ~ Application requirements
- ~ Marketing and outreach plans to attract potential intern
- ~ Evaluation methods

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## Hiring an Intern

### • **Work-Site Responsibilities:**

It is important to remember that when looking for an intern, you are essentially looking for a potential employee. Therefore, the process of screening and hiring an intern is as important as hiring a full time professional employee. If the career goals, interests, and work ethic of the intern closely match your organizations, the internship is likely to be a good match. If your organization can provide an environment conducive to the intern's educational goals, while at the same time, make a positive contribution to your organization, then an intern will be of good use to you. Additionally, your organization is obliged to abide by all discrimination laws when sponsoring an intern. It is illegal to discriminate in an internship situation because of the intern's race, color, religion, nationality, or disability. It is also required that the employer provide adequate accommodations in the workplace for an intern with a disability.

### • **Career Coach's Responsibility**

SUNY Potsdam's Internship Career Coach is available to discuss your internship site. They can assist you in posting a position on BearTracker for students to see your internship opportunity. While posting the opportunity, you will have the ability to describe exactly what you are looking for in an intern. Your internship will be posted on BearTracker and distributed to appropriate departments.

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### • Orientation:

Once the intern arrives at your organization, it's a good idea to acclimate him/her to their new environment. Suggestions include:

- ~ Welcome the intern as you would a professional employee
- ~ Explain your organization's mission, goals, and policies
- ~ Outline the policies, procedures, and expectations of the intern
- ~ Explain the potential risks that may occur at the workplace setting (if any)
- ~ Introduce the intern to fellow employees and instruct him/her on office equipment
- ~ Explain the dress code, attendance policy, and sick/holiday leave
- ~ Show the intern the cafeteria/washroom/break room, etc.
- ~ Discuss whom the intern reports to in the absence of his/her supervisor
- ~ Detail the safety regulations and procedures of your organization
- ~ Describe any regulations that must be adhered to when working with clients

### • Supervising the Intern:

- ~ Explain your work expectations of the intern and discuss the procedures you will follow for terminating the intern if the situation should arise
- ~ Maintain an open channel of communication with the intern
- ~ Schedule regular meetings with the intern to appraise his/her progress and to address any concerns either you or the intern has
- ~ Design productive and progressive work assignments for the intern
- ~ Invite the intern to accompany you to the professional position
- ~ Be open and receptive to the intern's ideas and suggestions
- ~ Encourage the intern to attend staff meetings

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## Hiring an Intern

- **Evaluating the Intern:**

It will be important to evaluate your intern throughout the duration of the internship experience. A Career Coach will electronically send a mid-term and a final evaluation for the site supervisor to complete regarding the intern's progress. Both evaluations will be forwarded to the student intern's faculty sponsor, who will use them when determining the intern's final grade.

## Evaluating the Internship Program at your Organization:

- Professionals in your organization will want to see evidence that the Internship Program is effective and worthwhile. If an annual evaluation is completed, your organization is more likely to catch any pitfalls along the way and reinforce the positive contributions of the program.