

1. IDENTIFY AN INTERN SUPERVISOR.

The intern supervisor should have the ability to dedicate time to mentorship and help an intern have a meaningful learning experience. The intern supervisor will be the point of contact for all stakeholders regarding the internship and responsible for completing the following steps in establishing an on-campus internship.

Responsibilities may ~~IQ~~ ver Services website here (link). When developing your job description, take note of the Fair Labor Standards Act (FLSA) guidelines for unpaid internships at the bottom of this document.

Send your job description to a Career Services Representative to be posted on Handshake and the Career Services website. Once posted, the intern supervisor will receive submitted applications via email. Career Services can also help you promote your opportunity, if desired.

Screen applications, conduct interviews, and offer the ~~in~~dicat~~io~~n that you have hired an intern.