



COLLEGE OF BUSINESS

Business Career Center

Developing Internships

business.unl.edu/careers

What defines an internship?

Internships give students the opportunity to gain valuable applied experience and give employers the opportunity to guide and evaluate talent.

Great internships include:

- Orientation and training for the intern
- Specific project/responsibilities and opportunities for the intern to learn about organization's operations
- Support from the employer supervisor in the student's pursuit of learning goals
- Opportunity to meet organization's leaders

What information should be in the job description?

- Brief description of your organization
- Responsibilities of the internship
- Preferred or required qualifications of applicants
- Learning opportunities
- Work logistics (hours per week, time frame, wage, etc.)
- Application process



Sample Job Description

Business Intern

XYZ Company is seeking ambitious and driven candidates for our Business Internship. As an intern, you will learn how our strategy and methods lead to effective business relationships.

This intern will work with our partnerships team to build relationships with internal and external clients, managing the entire sales process, maintaining a deep understanding of the product and the ability to identify the unique needs of the client.

Preferred qualifications:

- Working toward a bachelor's degree in a business-related field
- Written and verbal communication skills
- Ability to work independently and as part of a team
- Strong problem-solving and critical thinking skills

Interns will work part-time and will be compensated \$12 an hour. XYZ Co. is flexible to accommodate your schedule.

To apply, submit your résumé and cover letter at XYZ.com/Internships.

How can you recruit College of Business students?

- Students often begin to pursue internships in the fall semester of their sophomore year, looking for summer and school-year internships.
- Handshake, provided collaboratively by University Career Services, is a free resource for posting internship positions online.
- Contact us to learn about additional opportunities to engage with students and specific College of Business programs.

 **handshake**

careers.unl.edu/handshake



What do interns usually get paid?

Most organizations compensate interns by hourly wage or stipend.

Major	Average
Overall Undergraduate	\$13.62
Accounting	\$13.84
Actuarial Science	\$17.03
Business Administration	\$12.41
Economics	\$13.48
Finance	\$14.26
International Business	\$14.06
Management	\$12.92
Marketing	\$12.45
Supply Chain Management	\$14.23

*Average hourly wage of College of Business students in 2016-17 academic year by major

5 Things Students Find Important In An Internship

1. Opportunity to learn and make a difference
2. Be a part of the team and contribute
3. Mentoring and guidance from supervisors
4. Fun, positive and hardworking culture
5. Chance to lead into full-time position

Can a student receive academic credit for the internship?

Although some students may seek academic credit for their internship, as the student pays related tuition and fees, many students just seek experience. Students who pursue credit will work with academic advisors and faculty to identify which course might apply and whether the experience meets internship criteria.

Are there any documents to complete?

An **Internship Memorandum of Understanding (MOU)** outlines personal learning objectives and details of the internship. It is a best practice for interns and supervisors to use the MOU for a mutual understanding of the work.

Evaluations provide valuable feedback for the student, the organization and the Business Career Center. At the end of each term of the internship, both the student and supervisor should complete evaluations.

Contact the Business Career Center if you need sample evaluation documents or MOUs.

How can you globalize your organization by hiring international students?

Most international students are eligible to work as interns. Authorization is granted by the University of Nebraska–Lincoln International Students and Scholars Office (ISSO) through Curricular Practical Training (CPT). Students may participate in multiple CPT experiences during their college experience.

The employer is only required to provide an offer letter to the student specifying the detailed terms of employment and complete an Internship Memorandum of Understanding. The internship must relate to the student’s academic program and be for academic credit. It is the student’s responsibility to have CPT authorized by the university, a process that typically takes a minimum of two weeks. This comes at no cost to the employer.