



Internship Employer Guidelines

Thank you for your interest in promoting internship opportunities to Furman students! Internships are an integral part of Furman's academic program. We encourage our students to search for opportunities that allow them to assist organizations through meaningful, professional internship projects. By setting learning objectives and applying the knowledge gained in their courses, activities, and experiences, internships allow students to obtain relevant experience and skills for their future.

The internship supervisor, who will mentor our students through regular meetings to assess their work and to encourage them as they meet their objectives, is an essential and valuable part of the internship experience.

Internship Basic Requirements

Furman seeks internships that include application of academic learning, problem solving, communication, research, collaboration and relationships building, and professional projects. To ensure our students get this experience, we have outlined some basic requirements for any internship:

- ✦ **Provide an orientation/training** that includes an agreement with the supervisor on the learning objectives and the work goals for the duties and assignments of the internship. Include how the intern will be asked to apply, integrate and synthesis knowledge and utilize skills in the context of the internship.
- ✦ **Assign a project** where the intern can have ownership of the progress and results and address a specific issue/problem.
- ✦ **Provide periodic feedback** on performance and meetings to answer the intern's questions (at least weekly).
- ✦ **Provide tools needed to execute work assignments** whether that be physical space and/or computers, phone, and other resources to connect in-person or virtually for remote assignments.
- ✦ **Introduce the intern to the co-worker's/clients** and explain how the intern will collaborate with them during the internship; including periodic interaction, attendance in office meetings, and other opportunities to learn about different perspectives and build on-going and meaningful relationships.
- ✦ **Explain how the department fits into the organization** as a whole and how decisions are made within the department and organization.
- ✦ **Give the intern opportunities to provide input** and ask questions about processes and decisions.
- ✦ **Discuss future opportunities in the field** and provide contacts for networking.
- ✦ **If there is a problem, speak directly to the intern.** If the supervisor is unsure how to deal with a particular situation, please notify the Malone Center for Internships and Career Development to talk with a Career Advisor. You can reach us at career.engagement@furman.edu or 864-294-2106.
- ✦ **At the end of the internship, complete an evaluation form** to provide formal feedback about the intern's performance. Provide the intern with a letter of recommendation, if appropriate.

Part-time Internships: 12-15 hours per week during the semester

Full-time Internship (Summer only): 35-40 hours per week for 8-12 weeks