

# **Simpson Career Services (SCS)**

## **Experiential Learning: The Internship**

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# Simpson Quick Facts



## **Founded:**

In 1860 by members of the Iowa United Methodist Church

## **Accreditation**

Simpson College has been fully accredited by the Higher Learning Commission and a member of the North Central Association since 1913. You may view our listing on [their website](#).

## **Location:**

In Indianola, Iowa, a community of 13,000 people, 12 miles south of the state capital, Des Moines. There are additional facilities in West Des Moines and Ankeny.

## **Character:**

United Methodist related, independent, undergraduate, coeducational, liberal arts college

**Number of Students:** 1485 full-time students and 550 part-time EWG (evening, weekend and graduate) students

## **Costs:**

According to 2009-2010 fees, tuition and fees \$25,733; standard room costs \$3,485; standard board charges \$3,776

## **Majors**

A current list of majors and programs can be found on our academics page at <http://www.simpson.edu/courses/index.html>.

## **Extracurricular Organizations:**

Eighty-four percent of students are involved in student government, newspaper, radio, intercollegiate and intramural sports, Greek life, departmental activities, honor and professional groups, music, drama, religion and other interest groups.

## **Intercollegiate Sports:**

Men: baseball,\* basketball,\* cross country, football,\* golf, soccer, tennis, track & field, wrestling;\*  
Women: basketball\*, cross country,\* golf,\* softball,\* soccer, swimming, tennis, track & field,\* volleyball\*

\*Recent Iowa Intercollegiate Athletic Conference Champion (since 1987).

**Honors, Greek and Professional Societies:** Alpha Lambda Delta; Alpha Mu Gamma; Alpha Sigma Lambda; Beta Beta Beta; Epsilon Sigma; Mu Phi Epsilon; Omicron Delta Kappa; Phi Alpha Theta; Phi Mu Alpha Sinfonia; Student Education Association. Fraternities include: Alpha Tau Omega, Kappa Theta Psi, Lambda Chi Alpha, Sigma Alpha Epsilon. Sororities include: Delta Delta Delta, Kappa Kappa Gamma, Pi Beta Phi.

**Distinctive Facts:** Simpson College is consistently ranked by *U.S. News and World Report* as one of the top ten comprehensive liberal arts colleges in the mid west, as well as one of the top ten Best Values. Simpson is also the summer home of internationally recognized Des Moines Metro Opera.

## **WHY INVEST IN INTERNSHIPS?**

### **Benefits to your company**

Internship Programs can provide an excellent return on your recruiting investment. A well thought out and effective internship program can:

- Increase your organization's visibility and allure on campus.
- Differentiate you from other employers and help you stand out from the crowd.
- Give you an opportunity to try out the student talent-to experience how the student perform on the job.
- Offer a cost-effective source of talent for your full-time job opportunities.
- Introduce you to students with a fresh outlook, with new and creative ideas.
- Provide terrific ambassadors on campus and valuable word-of-mouth for your recruiting efforts.
- Enable you to cultivate stronger relationships more quickly with the school's faculty, staff, and career services group, providing greater visibility at the school.
- Make you can feel good about giving back to the next generation

### **Benefits to the student**

Students who participate in an internship program will:

- Gain valuable work experience-a prerequisite for many types of jobs today-which enhances classroom knowledge and learning.
- Develop marketable job skills which are transferable to other jobs.
- Examine, explore and clarify career goals and options within your company.
- Build confidence and improve interpersonal, communication, and decision making skills.
- Establish credibility within your company.
- Create a network of professional contacts, mentors, and references.
- Receive financial compensation (many internships are paid).
- Gain an advantage over the competition.

## **ADVANTAGES OF WORKING WITH SIMPSON COLLEGE**

- We will help in recruitment of an intern that will meet your requirements.
- We will provide assistance to your intern in earning college credit.
- Simpson College Career Service's office will get to know your company and its needs.
- The Career Services office can target audiences for your positions.
- We will post your full-time and part-time positions for students and alumni.

### **Other services to employers:**

- Job & Internship Postings  
You may post a position using our [online CareerPaths](https://simpson-csm.symplicity.com/employer) system: <https://simpson-csm.symplicity.com/employer> or email [careers@simpson.edu](mailto:careers@simpson.edu). Simpson CareerPaths provides a one-stop site for you to post positions, recruit Simpson students, manage resumes, and schedule events. We will notify select students by email through this system.
- Iowa College Recruiting Network (ICoRN)  
Posting your job with ICoRN will allow you to easily connect to the 50,000+ students enrolled at one of Iowa's 30 private colleges. Go to <http://recruitiowagrad.com/> to post your jobs.
- Career Fair  
Held each spring, this event is an opportunity for you to talk informally with our students who will be looking for information about opportunities with your business or agency for full and part-time jobs, internships or summer jobs.
- On Campus Interviewing  
We invite you to come to campus for a full day of interviewing. We will post your position and accept resumes from students on your behalf. Two weeks prior to your scheduled campus interview date, we forward the resumes for your review. Contact [careers@simpson.edu](mailto:careers@simpson.edu) to set up a date.
- Resume Collection  
We post your position and accept resumes from students on your behalf. On the closing date you specify, we forward all resumes to you.
- Information Table  
Employers and graduate schools may set up an information table in the gallery area of the Brenton Student Center. This allows employers and students to meet in an informal setting.

### **THE INTERNSHIP WORK ASSIGNMENT**

When setting up an internship program, keep a key point in mind — the intern should take as much away from the internship as your company does. While there are many aspects to establishing a successful work-learning experience, the work assignment is a key element in the planning process. Here are some tips for creating a successful work assignment:

- Review current job descriptions of employees and determine what types of work can be expanded or improved. Develop a student assignment from that information and provide a thorough job description.
- Involve the manager who will be responsible for supervising the student in the development process.
- Develop positions that will challenge students. Don't underestimate their abilities. Remember that students learn quickly and want to contribute meaningful work.
- Allow interns to sit in on meetings, follow up phone calls, and/or interact with clients and others in the company.
- Be prepared to discuss "learning objectives" with your student workers. Many students will need

to develop clear objectives for the learning they want to achieve while working at your company.

To compliment the educational process, the intern should work on projects which will relate to their academic major and degree program. The internship should give the student the opportunity to apply their classroom learning on the job. Internships where a student will receive credit are closely linked to their academic program. In the past, interns have been involved in a large variety of work assignments, including:

- writing handbooks or manuals
- designing posters, brochures or handouts
- conducting research and surveys
- developing charts and graphs
- web design and maintenance
- marketing plans and strategies
- developing power points and presentations
- creating academic or activity plans
- performing laboratory tests
- software and hardware up-dates
- preparing budgets and financial reports

### **DEVELOP AN INTEGRATED LEARNING PLAN**

Make sure the interns are exposed to different groups, departments, and senior managers within the company. Include a social component such as a welcome breakfast, lunch, a going away lunch or dinner. Involve them in community programs which you sponsor.

- Be clear on what you want out of an internship, and its availability.
- Get the internal support and resources you need to create an excellent program.
- Ensure that infrastructure is in place to support the intern(s). Sufficient workspace (desk, computer workstation, access to phone and fax, company email if necessary, etc.)
- Determine how much time it will take to get the job done. Will the hours be flexible? Keep in mind students are not normally able to work full-time during the academic year.
- Build strong relationships with the Simpson career services staff and key faculty. We can help promote your positions to qualified students.
- Provide training and support through an orientation or mentoring program.

### **Provide Timely Feedback and Offers**

- Establish performance criteria and offer regular feedback.
- Make sure the managers give a balanced perspective on student's positive accomplishments, weaknesses, and what needs to be improved.
- Involve supervisors and students in a formal evaluation process. Be sure that student know how and when their performance will be evaluated.
- An effective evaluation will focus on the interns learning objectives that were identified at the start of the internship. If an intern was unable to meet their learning objectives, suggestions for improvement should be given.
- Stay in touch with the student's faculty supervisor, as needed. The faculty supervisor is just as

interested in the student's development on the job as you are.

## **RECRUITING AND HIRING**

The students you hire for internships should be as carefully chosen as other employees. These are individuals in whom your organization is making a significant investment. They may well be your future permanent employees. To recruit students successfully, consider the following points:

- Consider where in the college you might find students with the course work, interests and career goals that fit well with your organization's mission. For example, if you only want senior marketing majors, we can help you target those students.
- Contact Simpson College Career Services office for assistance in developing and advertising your positions. The Internship Coordinator at Simpson is Ann Greubel, phone 55-961-1667 and email: [careers@simpson.edu](mailto:careers@simpson.edu).
- Once you have received resumes from interested students, interview them in-person at your organization, or conduct on-campus interviews. Try to elicit information from students about their immediate work interests and career goals to develop a good match between the student and your work assignment.
- Work through the Career Services office to build relationships with professors and department heads of appropriate academic disciplines.

## **Compensation**

The question of whether or not to pay interns has a number of implications for employers. There are a variety of ways for your company/organization to compensate the student for the internship. You may pay wages, provide a stipend to cover transportation and living expenses, or help them to earn college credit by working for you. It may be of some help to consider the following when determining how to compensate your interns.

- The quality of an intern's experience need not be diminished simply because an internship is unpaid. However, the quality and number of available candidates for the hiring organization may be reduced because financial need prevents some highly qualified students from pursuing unpaid opportunities.
- In a for-profit organization it is common for employers to offer a stipend or hourly wage. The advantage of a stipend is that you can avoid adding short-term workers to the payroll. Please consult your human resources professionals and/or get professional legal advice to be sure your internship compensation plan is compliant with state and federal labor and tax laws.
- In some fields like computer science and information systems, paid internships are the norm because of the specialized skills these students bring to the hiring organization. Students majoring in these fields are in demand and may have the luxury of choosing the best offer.
- In the not-for-profit sector, it is more common for internships to be unpaid. For the most part, students interested in working with not-for-profit organizations are aware that these may be volunteer positions.
- In the case of unpaid internships, it is typical for interns to work part-time so they can earn money through another job.
- Should you choose to use unpaid interns and you are a for-profit organization, be sure that your intern is considered a trainee under the Fair Labor Standards Act (see Legal Issues).
- Academic credit is available for eligible internship experiences at Simpson College. Contact Simpson College Career Services if you have questions regarding students earning academic

credit for internship work.

### **Legal Issues**

We recommend you consult with your attorney and human resources professionals to assure your internship position meets state and federal guidelines. With the exception of less stringent termination and unemployment compensation procedures, the same laws and standards for hiring full-time employees apply to hiring interns.

Of particular interest to employers hiring interns is the Fair Labor Standards Act <http://www.dol.gov/elaws/esa/flsa/scope/er15.asp>, which states the following:

Whether trainees or students are employees of an employer under the FLSA will depend upon all of the circumstances surrounding their activities on the premises of the employer. If all of the following criteria apply, the trainees or students are not employees within the meaning of the Act:

1. The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a vocational school;
2. The training is for the benefit of the trainees or students;
3. The trainees or students do not displace regular employees, but work under close supervision;
4. The employer that provides the training receives no immediate advantage from the activities of the trainees or students and, on occasion, his operations may even be impeded;
5. The trainees or students are not necessarily entitled to a job at the conclusion of the training period; and
6. The employer and the trainees or students understand that the trainees or students are not entitled to wages for the time spent in training.

To limit exposure to liability, it is generally a good idea to cover interns under your worker's compensation policy even when they are unpaid. While interns are not specified in the language of the law, it is assumed that employers follow all relevant employment laws when recruiting and hiring interns.

An internship should provide training and experience related to a student's academic course of study and career goals. If this is not the case, then the positions are not considered internships and the employer must pay no less than the minimum wage.

### **Let Us Help**

Employers interested in hiring Simpson students for internships, summer jobs, entry level and volunteer positions have several options. If you would like to post an internship or position you may do so by:

- Email [careers@simpson.edu](mailto:careers@simpson.edu)
- Career Services web site for employers <http://www.simpson.edu/career/employers/index.html>
- By phone: 515-961-1667

Your posting will be directed to students by:

- Direct emails to qualified students
- On-line internship posting (Jobbulletin)
- Forwarded to appropriate faculty
- Central job posting board

Career Services will also collect resumes for you and set up on-campus interview days (see other services to employers pg.2.) If you need assistance developing your internship position, contact the Simpson Career Services office at [careers@simpson.edu](mailto:careers@simpson.edu) or 515-961-1667

## DOCUMENTATION REQUIRED AT SIMPSON

In order for students to earn college credit for internships, Simpson College requires the following paperwork from the student.

1. INTERNSHIP Coop 319 REGISTRATION FORM (see pp 7-8)  
(<http://www.simpson.edu/career/career/coop319.pdf>)  
After you interview and make an offer to a student, the student must complete and submit this form to register for Coop 319 with the college. The student must complete the “Employer” information, attach a job description.
2. Internship Learning Plan (see pp 9-10)  
After the second week of the internship, the student is required to provide a detailed learning plan for their internship opportunity. The plan should be developed with the assistance of the Site Supervisor and the Faculty Sponsor. The three main areas of the plan include: learning objectives, strategies to obtain learning objectives and evaluative measures to ensure learning objectives have been met. This is meant to be a living document to be discussed and possibly updated throughout the duration of the internship.
3. Mid-Point Evaluation  
The mid-point evaluation will likely take place in form of a phone call to discuss the progress of the student and to ensure that expectations are being met. This is an opportunity for the student and site supervisor to reevaluate employer and student needs and expectations and determine any changes to be made for the duration of the internship.
4. Employer Evaluation of Student Intern (see p 11)  
(<http://www.simpson.edu/career/career/employereval.pdf>)  
This evaluation will be conducted by an online survey and should be submitted to Simpson College at the end of the internship experience. We recommend the site supervisor(s) sit down with the student to discuss this evaluation and provide the student with that invaluable feedback that will help the student grow personally and professionally. Of course, we strongly encourage the site supervisor to provide the interns with feedback and coaching throughout the internship rather than waiting until the final evaluation to address any problems. We also invite you to contact the faculty supervisor or internship coordinator to discuss any issues or concerns at any time during the internship experience.
5. Student Internship Self-Evaluation (see p 12)  
(<http://www.simpson.edu/career/career/internselfeval.pdf>)  
Students are required to complete their own evaluation of the internship experience and attend a “reflection session” with Career Services to discuss their experience. If there are any major concerns regarding the student’s experience, the internship coordinator or faculty supervisor may contact the site supervisor to discuss how we can improve the experience for future interns and your company.