

## Setting Up Internships that *Work*

INLA HORT EXPO – January 21, 2010

**Ariel Agenbroad**

University of Idaho Canyon County Extension

*With material adapted from Michael True,  
Messiah College, Grantham, PA  
and the National Society for Experiential Education*

University of Idaho  
Extension

INLA HORT EXPO 2010

## What is an Internship?

- Any carefully monitored work or service experience in which a student has intentional learning goals and reflects actively on what she or he is learning

University of Idaho  
Extension

INLA HORT EXPO 2010

## Common Characteristics

- Typical experience usually lasts from three to six months
- Generally a one-time experience.
- May be part-time or full-time, paid or unpaid
- Often part of an educational program
- Promote academic, career and/or personal development

University of Idaho  
Extension

INLA HORT EXPO 2010

## Why Internships?

- Hosting an internship can be great for all involved
- Successful internships provide students with opportunity to apply learning
- Internships provide host organizations with high-achieving workers who bring a fresh perspective and ideas

University of Idaho  
Extension

INLA HORT EXPO 2010

## How is an Internship *not* a Job?

- An intentional “learning agenda” is structured into the experience
- An effort is made to establish a reasonable balance between the intern’s learning goals and the specific work of an organization

University of Idaho  
Extension

INLA HORT EXPO 2010

## What Works?

- In order for an internship to be successful
  - site supervisor and the intern must understand how an internship differs from a job
  - both must commit to working together
  - make the most of the opportunity.

University of Idaho  
Extension

INLA HORT EXPO 2010

## Benefits to Employers

- Gain enthusiastic and motivated workers
- Assistance with special projects
- Develop supervisory skills of staff
- Benefit from new research, techniques

## More Employer Benefits

- Access to students with special skills and knowledge
- Opportunity to train new professionals in your field
- Develop your own pool of potential employees

## Benefits to Students (Interns)

- An opportunity to "test-drive" a career
- Develop specific skills and knowledge related to a career
- Develop professional contacts

## More Intern Benefits

- Learn directly from experienced professionals
- Gain experience in a real-world situation, including interviewing, working with others, communication skills, and cultures of various work environments

## Designing an Internship

- Program must meet your needs
- Internships are as varied as organizations
- How do you know what kind of program will work best for you?
- Designing an internship program to meet your needs is as easy as five steps

## Step 1: Set Goals

- What does your organization hope to achieve from the program?
- If you don't have a lot of money to pay, can you provide an interesting and rewarding experience?
- Are you committed to the process?

## Step 2: Write a Plan

- Carefully plan and write out your internship program and goals.
- Interns and university career centers are all going to be reading what you write about the internship
- Draft a job description that clearly explains the job's duties & expectations

University of Idaho  
Extension

INLA HORT EXPO 2010

## Step 3: Recruit an Intern

- Begin your search early!
- Develop relationship with local sources of interns
- Choose your interns as carefully as you would new employees
- Learn the legal implications of hiring interns

University of Idaho  
Extension

INLA HORT EXPO 2010

## Step 4: Manage your Intern

- Orient your intern to the workplace
- Give your intern the resources he or she needs to do the job
- Keep an eye on your intern!
- Evaluate their progress occasionally
- Refer back to goals

University of Idaho  
Extension

INLA HORT EXPO 2010

## Step 5: Keep an Eye on the Future

- You may want to hire an intern later...
- Develop relationships with the schools and programs training qualified students
- Build a reputation among these same groups...attract the best & brightest

University of Idaho  
Extension

INLA HORT EXPO 2010

## Top 10 Intern Concerns

- |                                      |                                               |
|--------------------------------------|-----------------------------------------------|
| 1. Give us real work!                | 7. A minute of your time, please?             |
| 2. Do what you say, say what you do! | 8. Be prepared!                               |
| 3. We like feedback                  | 9. Um...I need a chair!                       |
| 4. We want to be included too!       | 10. Show me the money (or as best you can...) |
| 5. Please explain...                 |                                               |
| 6. I want a mentor                   |                                               |

University of Idaho  
Extension

INLA HORT EXPO 2010

## Meet our Panel

- **Robert Tripepi**  
– University of Idaho Dept. of PSES/Hort Program
- **Leslie Blackburn**  
– College of Western Idaho Horticulture Program
- **Jerry Toll**  
– BYU Idaho Horticulture Program
- **Tara Wolfson**  
– Idaho Office for Refugees Employment Coordinator

University of Idaho  
Extension

INLA HORT EXPO 2010