



USASA REGION IV DEVELOPING AN INTERNSHIP PROGRAM

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San Diego, CA

My Goals for You

- Identify Projects for Interns
- Create Job Description
- Market Your Position
- Process for Interviewing and Hiring
- Being a Good Supervisor

Transferable Skills

- Research
- Organize
- Plan
- Professional Communication
- Meet Deadlines
- Project Management
- Problem Solving

Job Description – Vision and Goals

- What Does Success Look Like?

Job Description – Vision and Goals

- One of the goals of this position is to assist with _____. A successful intern will _____.

Job Description - Tasks

- Put transferable skills into sentences. Be as specific as possible. (these aren't specific)
- “Research database options that will fit the needs of the organization.”
- “Organize data into an easily sortable spreadsheet.”

Market Your Position

- Google and Contact Career Services

Market Your Position

- You: “Hi, my name is _____ from _____ and I’d like to advertise a summer internship for your students.”
- Them: “YAY! We have a Job and Internship Database where we post job descriptions.”
- You: “What do I need to do?”
- Them: “E-mail me your job description!!”

Market Your Position

- Range of hours per week
- Paid/Unpaid
 - Volunteers may not be willing to work full-time
- Application Deadline
- Cover Letter Optional
- “Willing to Host Interns for Academic Credit”

Interviewing & Hiring

- Resumes via E-mail at Deadline
- Set up Skype or Call with applicants
- “Don’t judge a book by it’s cover”

Interviewing & Hiring – DATING GAME

- They Are Checking You Out!
 - Be on good behavior
 - Be positive
 - Sell the position
 - You're invested in their development

Interviewing & Hiring – The Offer

- Call Your First Choice
- Offer 2-5 Business Days to Commit
- Reject others ONLY after your top choice commits
- If #1 rejects, contact #2 (as if s/he was #1)

Interviewing & Hiring - Acceptance

- Starting/Ending Date
- Family Vacation Days
- Academic Credit Forms
- Emphasize personal development and positivity

Supervising Your Intern

- Establish Goals
 - Involve them in the process
 - Inquire About THEIR Developmental Goals
- Define Success

Supervising Your Intern

- Structure 30 minute meetings, at least every other week
- Provide mostly positive, limited constructive, if necessary.
- When providing constructive, reiterate that you're communicating to help them to develop.

Supervising Your Intern – A Good Boss

- Don't be too busy to Supervise
- By 3rd Summer, You Will Be an Expert
- Self-Reflection – Don't be the referee who always blames the players.



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