

Internship FAQs for Employers

Information on Credit-Bearing Internships and Non-Credit Internships

- Typically, students participate in internships for credit during their junior or senior year at Salem State University.
- Most departments have an internship for credit option and have developed student eligibility guidelines specific to their respective academic areas.
- All students must receive approval and meet the academic requirements of their program to receive credit for an internship.
- Students register for a credit bearing internship and pay tuition.
- Non-credit internships can begin as early as the summer following the freshman year.
- Students can participate in multiple internships, including both internships for credit and non-credit.

What do I need to know about being an internship supervisor?

- The intern must have one primary supervisor on site.
- The supervisor must have expertise in the content area of the internship.
- The internship supervisor agrees to provide career-related duties requiring a college education.
- The supervisor must meet with the intern to provide weekly supervision in order to monitor progress and assist the intern in accomplishing learning objectives.
- The organization agrees to notify Career Services or the Faculty Sponsor (if credit-bearing) of any changes in intern status, or of any performance or other issues which may arise during the course of the internship.
- The internship supervisor must be a professional staff employed by the organization and not be a family member of the intern. In addition, a few academic programs, such as Psychology, may require the supervisor not be an entry level professional.

TIP: Experiences that do not meet these supervision criteria may be eligible to be listed as either freelance or part-time positions.

I would like to post an internship. Does Career Services post internships for credit and non-credit?

- Career Services maintains an internet accessible electronic database of career related credit and non-credit internships, part-time jobs and full-time opportunities.

<https://www.myinterfase.com/salemstate/employer/home.aspx>

TIP: As an employer, the more flexible you can be related to whether students receive credit for your opportunity, the more likely your internship will attract student attention.

What are some strategies for attracting internship candidates?

- Offer an internship with at least 75% substantive duties related to a college major or career.
- Build in an option to receive exposure to a complementary content area or department.
- Promote the ability for student interns to receive progressively more challenging duties with above average performance.
- Offer some financial compensation. A paid internship or a stipend to compensate for gas and lunch will attract more student attention.
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Does Career Services offer internship services to all Salem State University students?

- Yes, our services are available to all Salem State students, whether they are seeking an internship for credit or one for non-credit. However, many students search for internships through our online internship database, and may not always contact Career Services. Some students work directly with their faculty member in preparing for an internship experience.

TIP: Please contact us to let us know you have hired a Salem State intern so we can update the status of your internship accordingly.

For More Information, Please Contact:

Career Services

Phone: 978.542.6406

Website: www.salemstate.edu/careersvs

Email: career@salemstate.edu