

## Helpful Hints for Prospective Internship Hosts

Thank you for considering this opportunity to partner with Champlain College! We are eager to provide our students with stimulating and relevant work experience throughout their education by introducing them to topnotch employers in their field of study. We would welcome the opportunity to connect you with our talent, but first we ask you to consider these important points:

- The term “internship” can be ambiguous. Most students think of full-time, short-term fieldwork when they hear the word “internship”; some employers think of free labor. In fact, internships have an academic component which requires the employer’s supervision and feedback. Internships should provide 90–200 hours of meaningful experience. Hour requirements vary by major. All are credit-bearing; many are paid.
- Internships are not required for graduation for all majors. Frequently students with technical work experience do not elect to take an internship class because they feel they are better served by taking a course that exposes them to new technologies. Also, many technical majors are already engaged in some way with the business community, usually in part-time employment. These are highly motivated students and they assertively seek out learning opportunities.
- If an internship is part of a student’s coursework, it must be arranged and approved before the semester begins. Employers who would like to host an intern should begin advertising a summer or fall opportunity during the spring semester (January–April). Spring internships may be promoted at our fall internship fair which usually occurs in November.
- Advertising an internship does not ensure “placement.” We list many more internships than we have eligible students. Because students must have 90 credits to enroll in an internship class, the pool of candidates is relatively small. The Career Services office can help you promote your internship opportunity to the Champlain Community through our online job posting site, weekly e-mails, and on-campus visits.
- Part-time and temporary job opportunities may be better options for some students and employers. Many of our students are personally responsible for financing their education, so they need to generate income early on. If a company can offer paid employment to younger students, it may increase the chances of quickly securing talent. (Our upside-down curriculum provides Champlain students with relevant training as soon as classes begin, so often freshmen and sophomores possess the exposure required for many positions.)
- A limited pool of applicants makes recruiting highly competitive. Therefore, it’s important for employers to address the students’ concerns and needs during the recruitment process. Compelling factors for these students include competitive wages, career potential, exposure to new/interesting technologies, flexible schedules (including the ability to telecommute), proximity and/or assistance with transportation.
- Clearly stated duties and requirements increase applicant response. Students seeking first-time employment are often reluctant to apply for positions that display an extensive list of high-level experience. Employers are better served by stating the knowledge and abilities that are required to perform the job, instead of listing their ideals.

