



Paid Internship Program Site Information

Criteria for an Internship

An internship is a professional learning experience that offers meaningful, practical work related to a student's field of study or career interest. Students have the option to earn course credit. Employers have the opportunity to bring new ideas and energy into the workplace, develop talent and potentially build a pipeline for future full-time employees.

Good Internships are good business!

Employers:

- Gain a credible source for recruitment of pre-professional and paraprofessional employees. Selections are made from candidates recruited, screened and referred by WVSU based on your business needs.
- Engage in only a temporary commitment to the intern providing an effective trial and molding period.
- Recruiting and training costs are lowered.
- Will have the opportunity to allow release time for regular employees to take on new tasks or responsibilities, or spend more time on other priorities.
- May experiment with new positions and new staffing arrangements without making extensive investments or long range commitments.
- Perform community involvement by making it possible for students to benefit from this placement as an educational experience.

Compensation

West Virginia State University is responsible for paying the intern. The hourly rate is determined by the Office of Career Services and the Internship site.

Time Commitment

Employers must commit to a minimum of one semester (fall, spring, summer), a duration which must involve at least 50 hours or 100 hours if academic credit is earned.



WEST VIRGINIA STATE UNIVERSITY

Office of Career Services
Phone: 304-766-3250
Fax: 304-766-5195
careerserv@wvstateu.edu

Expectations for Internship Sites

1. Provide adequate, reliable and regular supervision and mentoring.
2. Duties consist of a part-time or full-time work schedule that includes no more than 25% clerical duties.
3. Meet with interns regularly to evaluate performance and if needs/goals are being met.

Approval Process

1. The Office of Career Services staff will meet with a representative from a potential internship site to determine organizational needs and alignment with student interests.
2. Potential sites will submit a job description on organization's letterhead.
3. A representative from the site and the Office of Career Services will complete and sign the Paid Internship Contract*.

***Please note:** Placements are not guaranteed.