

An Employer's Guide to

INTERNSHIPS AND BEST PRACTICES

By: The Career Center of Columbia College Chicago

WHY WORK WITH COLUMBIA COLLEGE CHICAGO?

Columbia College Chicago is an arts and media-focused liberal arts college dedicated to rigorous academics, hands-on learning, collaboration and career preparation. Offering an inclusive learning community and an education philosophy that weds theory with practice.

WHY HIRE OUR STUDENTS?

Our students are taught in a unique academic environment that values a commitment to practice and craft. Courses provide students a reflection of a professional environment and collaborative learning opportunities allow students to put concepts into action. Columbia has a reputation of producing hardworking dedicated alumni in the creative arts and media fields.

WHAT IS AN INTERNSHIP?

Internships bridge the gap between the academic and the professional worlds. As an internship supervisor at your organization, you will have support from the Internship and Career Advisors in the Career Center as you plan and execute your internship program.

By offering an academic internship, you are providing students with a form of experiential education that integrates the knowledge and theory learned in the classroom with the practical application and skill development acquired in a professional setting.

BENEFITS OF PROVIDING AN INTERNSHIP

- Give back to the next generation in the workforce.
- Assist your future recruitment needs by developing a pipeline of qualified candidates.
- Establish brand recognition among students, staff, and faculty, and become known as a place to look for opportunities.
- Offer your employees a chance to lead by supervising or mentoring interns.
- Gain new perspective by assigning projects that harness the creativity of your interns.

BENEFITS OF REQUIRING CREDIT

- Support from the Internship and Career Advisors at the Career Center in case anything goes wrong.
- More reliable interns—your intern is not only responsible to you, but to the course and the college.
- Better prepared interns—students who work with the staff at the Career Center are generally more prepared for an internship.

TYPES OF OPPORTUNITIES

Academic Internship

An academic internship is a paid or unpaid external learning opportunity that is focused on professional development and career experience that can qualify for academic credit. Academic internships give students an opportunity to work for, and be mentored by, an employer within his/her field of study. Students receive real-life career experience that connects academic learning to a professional environment before graduation. To be approved for credit, the internship must meet the educational standards of Columbia College Chicago and the Department of Labor.

Paid Opportunity

A paid position or job is a career-oriented experience that does not qualify for academic credit but provides compensation for work performed. These positions can be held while students attend Columbia or post-graduation. This can include paid, non-credit internships or other paid work.

Volunteer Opportunity

A volunteer opportunity is an experience that does not receive academic credit and is unpaid. These opportunities could help boost a student's career development, resume or portfolio. Examples include unpaid, non-credit internships: as well as service-based experiences.

CREDIT VS. NON-CREDIT

The internship course is a class that requires a student to register for credit and pay tuition, similar to any other accredited college course. Both the student and the employer have specific criteria that they must meet in order to qualify for an internship for credit. Most junior and senior students have the option to receive credit for an approved academic internship. In some cases, companies may require that the student receives credit. Note: pre-requisites, hour requirements, and assignments can vary slightly by academic department at Columbia.

ZERO-CREDIT

The Career Center offers a zero-credit program that allows students to take an academic internship with the same criteria without the cost of tuition. Columbia views the zero-credit internship course the same way it views any other for-credit internship course.

PAID VS. NON-PAID

In July of 2015, the 2nd U.S. Court of Appeals declared that unpaid internships are legal when they are closely tied to interns' educations and the internships are designed chiefly to further young people's knowledge in a particular field. That said, many students prefer a paid internship to support themselves, transportation costs to the internship, and their academic expenses. Please note: if you are looking for the most qualified students, the best way to get them to apply is to offer compensation.

LENGTH OF THE INTERNSHIP

Internships usually run on a semester basis (fall, spring, summer) and application deadlines can be anywhere from 1-6 months before the start of a semester. Hour requirements can range from 5 – 40 hours a week. The typical internship during the fall or spring semester is 15 – 20 hours a week for up to 4 months. Depending on the number of credits a student is receiving, there is a minimum number of hours required.

EMPLOYER EXPECTATIONS

Providing interns with meaningful work is imperative to ensuring your program's success. Interns should be doing work related to their desired industry that is challenging, recognized by the organization as valuable, and fills the entire work term.

Engaged and supportive supervisors are key to intern satisfaction and success. We have found the greatest level of success with supervisors whom commit to:

- Meet with their intern one-on-one at least twice per month
- Provide interns with a handbook or list of responsibilities during the internship and hold an orientation at the beginning of the internship
- Conduct an exit interview—reviewing the intern's strengths and areas that need improvement
- Invite Career Center staff and faculty to visit interns on-site
- Introduce interns to company leaders
- Provide mentorship to interns
- Give interns creative, hands-on projects to contribute to
- Encourage interns to join for meetings and networking events

Employers are required to complete an evaluation at the end of the internship on the student's performance and email this directly to the Internship and Career Advisor.

STUDENT EXPECTATIONS

Students are required to meet with their Internship and Career Advisor prior to completing an internship for credit.

Interns are advised to:

- Perform required tasks enthusiastically
- Arrive for work on-time and professionally dressed
- Ask questions when they don't understand assignments, instructions, or culture
- Complete tasks on time and communicate proactively if they are unable to meet my expectations
- Deliver quality work
- Go above and beyond
- Be a team player and work well individually

STUDENT AND EMPLOYER AGREEMENT

The Student and Employer Agreement ensures that the mentorship and experience are valid and reviewed by the Career Center. Students agree to committing to the internship and the guidelines for receiving credit. Both the student and the employer must sign the agreement and return it to their Internship and Career Advisor before the student can be registered in the course.

DEPARTMENT OF LABOR STANDARDS

Columbia College Chicago strongly recommends compensating interns for their work. If you decide an internship must be unpaid, it is important that the position meets the following Department of Labor Standards under the Fair Labor Standards Act (FLSA). These standards were created to help determine whether workers are considered “trainees” or “employees”.

According to The Department of Labor, the following five legal criteria must be applied when making a determination if an internship is required to be paid:

1. The internship, even though it includes actual-operation of the facilities of the employer, is similar to training which would be given in an educational environment.
2. The internship experience is for the benefit of the intern.
3. The intern does not displace regular employees but works under close supervision of existing staff.
4. The employer that provides the training derives no immediate advantage from the activities of the intern and on occasion, its operations may actually be impeded.
5. The intern is not necessarily entitled to a job at the conclusion of the internship.

DOWNTIME

There are times employers might find that projects are awaiting approvals or experience idle time without a dedicated task. In those instances, we offer the following suggestions to engage students:

1. Research something industry related that you have been meaning to get to but have not had the time (I.e. competitors, best times of the day to post to social media, upcoming events, potential new websites, new software, etc.)
2. Take a project from your intern's website and review it with them. Ask him/her to take one aspect of it and improve upon it, then review it together
3. Re-check a project, sharing the importance of checking for mistakes/ thoroughness when working with tight deadlines.
4. Research a favorite industry-related professional or an industry "great". Talk about why you felt that person was influential.
5. Select a trend for the intern to research and discuss what they have learned and how it can impact their work.
6. Have your intern review projects and be a "focus group" for you.

PROMOTE INTERNSHIP OPPORTUNITIES

Columbia College Chicago is on Handshake, an online recruiting platform. To share your internship opportunity with Columbia students and alumni and streamline your hiring efforts at Columbia, create an employer account for free on Handshake.

Unlike other job boards, Handshake allows for powerful applicant filtering and easy multi-school management with over 200 schools in Handshake's network.

Supported by the Career Center, your opportunities will be shared with prepared students and promoted to applicable candidates.

CREATE YOUR EMPLOYER ACCOUNT

Log in to colum.edu/handshake and follow the prompts.

Once your account is approved, you can post opportunities, view applicants' profiles, and register for upcoming career fairs at Columbia. Please note, approval for employers, contacts, and job postings may take up to 1-3 business days.

GET INVOLVED WITH COLUMBIA

Here to Hire

The Career Center invites employers and industry partners to campus to meet and recruit current Columbia students for careers analogous to their academic majors and program of study. These regularly scheduled "pop-up" career events take place throughout the year and are designed to be informational and give employers and students a chance to get to know one another through casual conversation, show-and-tell presentations, info sessions, and workshops.

Immersion

Immersion is a series of engagement opportunities and portfolio reviews designed to connect Columbia students to professionals in their career fields. Coordinated and promoted by the Career Center, Immersion events introduce our talent to the professional community by cultivating interdepartmental learning opportunities that are open to all students.

For Questions and Assistance

Contact Valerie Robbins, Employer Relations Coordinator at the Career Center.

 312-369-6844

 vrobbins@colum.edu

APPROVAL OF ACADEMIC INTERNSHIPS

Contact the appropriate Internship and Career Advisor with your position for approval, or for advice on how to form your internship program.

Sarah Butler

Departments: Theater & Fashion
sbutler@colum.edu

Laura Daniels

Departments: Cinema Art & Science
ldaniels@colum.edu

Jennifer Halperin

Departments: Journalism, Advertising & PR, Creative Writing
jhalperin@colum.edu

Tom Joyce

Departments: Radio, Audio Art & Acoustics, Business & Entrepreneurship
tjoyce@colum.edu

Aundrea Parsons

Departments: Television, Dance, Music, Music Business
aparsons@colum.edu

Jo-Nell Sieren

Departments: Design, Interactive Arts and Media, Photography, and Art & Art History
jsieren@colum.edu

The Career Center develops programs and services to provide Columbia College Chicago students with self-knowledge, experience and connections to industry in order to develop career confidence, enhance their employability and pursue meaningful career-related experiences.

By fostering and maintaining partnerships with faculty, staff, alumni, and employers, the Career Center creates a community of advocates that support students' interests, passions and values to help navigate the path from college to career.

618 S Michigan, First Floor
Chicago, IL 60605

312.369.7280
careercenter@colum.edu
colum.edu/careercenter

