



What is an Internship?

Internships are work-learning arrangements, which are supervised, career related work experiences combined with reflective academic study.

How Can an Employer Benefit?

- Proven cost effective way to recruit and evaluate potential employees.
- Year round source of highly motivated pre-professionals for temporary or seasonal projects.
- Help to develop a growing base of young talent and leadership to local businesses and social, civic, and governmental organizations and improve local economy.

How Does it Work?

You begin by completing a registration form, which includes, among other things the majors that you desire, work responsibilities, and the times of the year the internship is available. We make every effort to locate and refer students whose interest and capabilities match the requirements and qualifications needed for the position you have. You have the opportunity to interview and screen candidate. Once you select a student the faculty advisor works cooperatively with you to support their work performance and learning experience. We cannot guarantee students for any given semester.

What are the Details?

- Internships are an average of 14 weeks in length and 10-12 hours per week for one unit of credit.
- They should run parallel to the academic calendar as follows:
Fall - August-December Spring - January-April Summer - May-August
- Students who will earn credit are expected to complete academic assignments concurrently.
- The college does not regulate remuneration, however it is encouraged in some form if possible.

Role of the Sponsor

- Plan the intern's assignments and responsibilities and provide adequate supervision and resources so that the student can successfully carry these out.
- Orient the student to the organization, its culture, and their assignments.
- Offer the student a rewarding internship experience by assigning challenging projects and allowing student to participate in professional activities when appropriate.
- Assist student in developing and achieving personal learning objectives.
- Provide guidance and offer corrective feedback to help student perform to their maximum potential.
- Complete a formal written evaluation at the conclusion of their work assignment.

Must an Internship be Paid?

If your organization is able we encourage offering compensation. If not consider helping the student with related expenses such as parking fees, mileage, meals, etc. Unpaid employment meets the Fair Labor Standards Act if it is a training program which meets the following criteria: 1) the training should be similar to that given in a vocational setting, 2) the experience is for the benefit of the student, 3) students do not displace regular employees, 4) the employer provides the training and receives no immediate advantage from the activities of the student, 5) student is not necessarily entitled to a job at the end of their training period, and 6) the employer and student understand that the student is not entitled to wages for the time spent in training.

What Must I Do to Get Started?

- Complete an Internship Registration from which you can access from our website or submit a job/project description on your organizations letterhead.
- Work/learning opportunities will be posted to all business administration, accounting and economic majors and minors.
- Qualified students will be referred to you directly to decide whom to interview and accept.

For More Information Contact:

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