ESTABLISHING AN INTERNSHIP-FOR-CREDIT

OVERVIEW
In the School of Human Ecology (SoHE), internships are professional learning experiences for which students may receive academic credit. Internships are a vital part of student career development and a highly valued component of the undergraduate curriculum. High-quality internships foster student development by bringing theories and classroom-based learning to life in real-world settings. In addition, internships give students the opportunity to explore careers related to their major, gain relevant experience in their field(s) of interest, and develop a better understanding of what is expected in a workplace by performing the tasks of a professional.

CRITERIA
Students must:
- Be enrolled in one of the six SoHE majors: Community & Nonprofit Leadership, Human Development & Family Studies, Interior Architecture, Textiles & Fashion Design, Retailing and Consumer Behavior, or Personal Finance
- Have junior standing or above (54+ credits completed)
- Work a minimum of 150 hours at the internship site
- Complete required hours in the term credit is received
- Have an on-site supervisor that is not a relative
- Develop and complete an independent project

Internships must:
- Directly relate to the student’s SoHE major
- Provide a clear & detailed job description
- Emphasize training, learning, & development
- Not include more than 25% clerical work or sales duties

JOB POSTING
To create an internship for SoHE students, please develop a detailed position description that includes the following:
- A brief overview/description of the company or organization and a link to the website
- A detailed description of the intern’s responsibilities
- Any required and/or preferred qualifications to be considered for the internship, such as prior knowledge, skills, major, year in school, GPA, etc.
- Specific projects, training, events, trade shows, or seminars the intern will be involved in (if applicable)
- The term in which you’d like an intern to work (FALL: September-December; SPRING: January-May; SUMMER: June-August)
- The desired schedule you would like the intern to work
- Compensation/salary/stipend information (if applicable)
- Transportation needs (i.e., on the bus line, student will need a car, etc.)
- Application instructions and the name and email address of a person to contact with questions

When the position description is solidified, please post it to Handshake – a recruiting platform used by over 200,000 employers across the country. Creating an account is free and only takes a few minutes.

Once the posting is live in Handshake, we will link to it in the weekly Career & Leadership Digest email that provides all SoHE students with information about relevant career-related and professional development opportunities.

PROCESS
1. Decide on your organization’s need for an intern, the supervisory structure, and hiring process.
2. Develop a detailed job description that clearly outlines the intern’s responsibilities.
3. Post the position to Handshake, UW-Madison’s primary recruiting platform.
4. Screen and interview applicants, select an intern, and make an offer.
5. Review and sign the Supervisor Expectations document and share with the intern to submit to SoHE.