



INTERNSHIPS AT NORTHERN ARIZONA UNIVERSITY

City of Flagstaff Training – October 2018

CAREER DEVELOPMENT: OVERVIEW

Empowering students and alumni to confidently navigate their careers as citizens of an evolving and global world



WHAT IS AN INTERNSHIP?

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting.

Considerations:

- **National Association of Colleges and Employers standards**
- **The Fair Labor Standards Act**

49%

of NAU students report participating in an internship

INTERNSHIP CRITERIA

Internships can be paid or unpaid, for credit or not-for-credit, but must be a learning experience for the primary benefit of the intern.

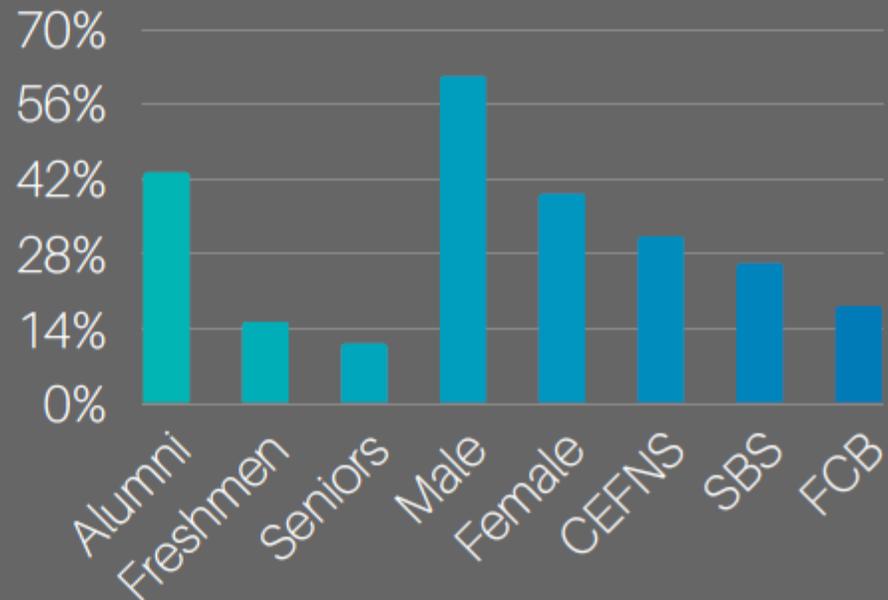
- ✓ **A learning experience that is an extension of the classroom**
- ✓ **Opportunities to learn skills or knowledge that is transferable to other employment settings**
- ✓ **Defined beginning and end, a job description with desired qualifications**
- ✓ **Clearly defined learning objectives**
- ✓ **Supervision by a professional with expertise in the field**
- ✓ **Routine feedback from the supervisor**
- ✓ **Resources, equipment, and facilities that support learning objectives**

RECRUITING INTERNS AT NAU

Begins with a Handshake



WHO IS USING HANDSHAKE?



POSTING IN HANDSHAKE

✓ Step 1: Craft an internship description

- Be clear about duties and what they'll learn

✓ Step 2: Create a user account in Handshake

- Visit <https://app.joinhandshake.com/register>
- Fill out the information requested
- Verify your email
- Join the City of Flagstaff company profile

POSTING IN HANDSHAKE

✓ Step 3: Post your internship

- Login to your Handshake account
- Select 'Post a Job'
- Complete the required fields in Job Details, Job Preferences, and Schools
- Pay special attention to the following:
 - Utilize keywords for student searches
 - Include department/section name in the title
 - Select 'Temporary/Seasonal' for duration
 - Specify preferences to target the applicant pool
 - Configure who should receive applicant packages



Note: Handshake can connect directly with your external application tracking system.

PROMOTING INTERNSHIPS

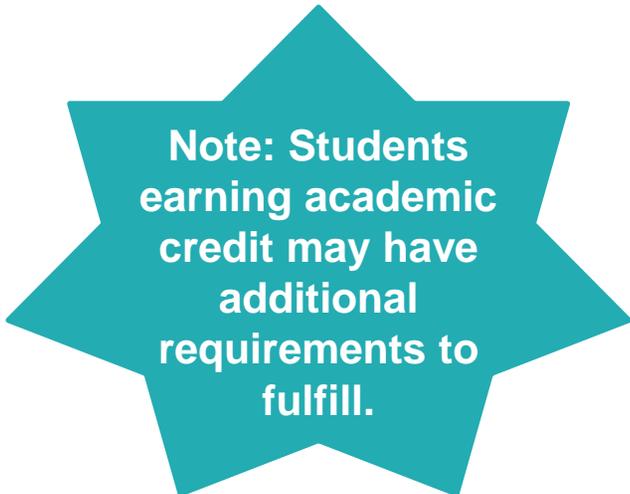
Once positions are posted and approved in Handshake, additional outreach opportunities include:

- ✓ **On-campus recruitment events**
- ✓ **Student emails through Handshake**
- ✓ **Posts on NAU Career social media accounts**
- ✓ **Pins on student dashboards**
- ✓ **Emails to university partners**

PLANNING FOR SUCCESS

Strategies for supervising interns

- ✓ **Take the time to give your intern an overview of the organization**
- ✓ **Set goals and clear expectations**
- ✓ **Make sure the intern has the necessary resources**
- ✓ **Check in to see how it's going**
- ✓ **Allow opportunities for reflection**
- ✓ **Give feedback (often)**
- ✓ **Conduct evaluations**



Note: Students earning academic credit may have additional requirements to fulfill.

ADDITIONAL RESOURCES

- **National Association of Colleges and Employers**
www.naceweb.org
- **Fact Sheet #71 Fair Labor Standards Act**
www.dol.gov
- **Handshake Help Center Articles**
 - **[How to Create a User Account](#)**
 - **[How to Post a Job/Internship](#)**
 - **[How to Add Divisions to Your Company](#)**
 - **[How to Search for Students](#)**
 - **[How to Message Students](#)**
 - **[Student Q&As on Employer Profiles](#)**



QUESTIONS?

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