Host a CSP Student Intern or Micro-Intern

Thank you for your interest in hosting Concordia University, St. Paul students as an intern! Below are steps to walk you through the process of identifying a need, developing a job description and posting to our job and internship board, Handshake.

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. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent." -National Association of Colleges and Employers

What is a Micro-Internship?

Where a 'traditional' internship might seem like too much of a commitment, "micro-internships are short-term, paid, professional assignments that are similar to those given to new hires or interns (Parker Dewey)." They usually consist of 5 to 35 hours of work and can range from one week to one month. These are commonly project based positions completing tasks such as event planning, lead generation, or content creation (Forbes).

Internship/Micro-Internship 101

- Can be an in person or remote opportunities
- Internships: Typically range from 7-19 hours per week, totalling 35-280 hours per 15 week semester. This is based on your needs and the students availability.
- Micro Internships: Typically range from 5 to 35 hours total and could be completed in one week or over an extended period of time.
- The decision to pay an intern/micro intern is up to you. You may want to consult with your Human Resources department to see if there are policies and best practices in place. FYI, if a student is using the internship for academic credit, they are paying tuition, so it is nice to pay an hourly rate or stipend.
- If a student is completing the internship or micro-internship for academic credit, it is the student's responsibility to communicate with their faculty member and register for the course. As the supervisor you will need to be available to the student and complete a mid and/or final evaluation on the student's performance.

What tasks can an intern or micro-intern complete?

Regardless of major there are many common tasks that interns can complete which gives them experience. Below are a few ideas to help you start imagining an intern or micro-intern in your space.

Sales	Human Resources	Information Technology
- Lead generation - Prospect research - CRM cleaning	- Job description updates - Candidate sourcing - Researching and updating best practices	- Data analysis - UX review - Create process guides
Operations	**Marketing**	**Finance**
- Demand forecasting - Production planning - Inventory control	- Content creation - Market research - Research social media best practices	- Financial analysis - Financial modeling - Reconciliation

Develop an Internship or Micro-Internship Job Description

An effective job description will be thorough and leave the candidate excited to apply! Below are basic recommendations of what to include in your job description.

Job Description
- Organization name and location
- Position title
- Description: roles, responsibilities, duties. List specific tasks and projects

Supervisor Roles
- Share the role the supervisor will take, such as being the main point of contact, resource, and mentor throughout the experience
- Plan for regular and on-going feedback and check-ins
- Since internships are learning experiences, a student should not be treated as a consultant who is expected to provide expertise without mentorship

Training, Onboarding, Orientation
- Included planned learning opportunities
- Review the students learning objectives/goals that might be related to coursework

Compensation
- Determine if and how your intern will be compensated.
- You may want to consult with your Human Resources department to see if there are policies and best practices in place.

Timeframe
- Include an estimate of the hours per week students are expected to work
- Include the term and duration of the experience (fall semester, spring semester, summer, year-long, etc)
- As a reminder, many students are seeking part-time hours especially during the traditional academic year (Sept-May) but may be available for more full-time hours over the summer

Qualifications
- Required and preferred qualifications such as level of education (ie bachelor or master student), year in school (freshman, sophomore, junior, senior), and possibly major should be included
- Please note, limiting positions to specific majors may exclude qualified candidates whose skills and abilities would benefit your organization. Consider using language such as, "Open to all majors, with preference given to XYZ majors."

How to Apply
- State the method of application (email, online, mail) and who it should be directed to
- Include application requirements (ie resume, cover letter)
- Provide an application deadline and any other useful timeline information (ie when you will begin reviewing resumes and/or hope to start the interview process)

Posting to Handshake, CSP's Job and Internship Board

Handshake is a modern platform for college recruiting. As a comprehensive career management system employers can post jobs and internships, share upcoming recruiting events and network with CSP students and alumni. Below we have linked to Handshake resources to guide you through this process.

- [Getting Started With Handshake: Employers](#)
- [Create an Employer User Account, Join a Company, and Connect with Schools](#)
- [How to Post a Job](#)
  - **Work study:** Off-campus jobs are not eligible as work study opportunities
  - **Hiring international students with OPT/CPT:** [View our resource here](#)
  - **Major preferences:** While in some instances it is necessary, please note that limiting positions to specific majors may exclude qualified candidates whose skills and abilities would benefit your organization. Consider selecting all majors and in the job description use language such as, "Open to all majors, with preference given to XYZ majors."