

## FREQUENTLY ASKED QUESTIONS

### How does the internship work?

Interns receive academic credit for their internship and work under the supervision of a faculty member in their discipline.

### How long is the internship?

A typical internship is 20 hours per week and lasts one quarter (approximately 10 weeks). It is not uncommon to require a two-quarter internship.

### Are internships paid?

We highly encourage paid internships for a number of reasons. If you are asking them to do meaningful work, interns should be paid for their time. Internships are also becoming very competitive. If you want qualified candidates, compensation is one way to ensure that.

If resources in your organization are scarce, you can choose a stipend that, like a scholarship, assists the student with their tuition expenses. Please contact the EWU Career Center for more information on stipends.

## CONTACT US

Please contact us for questions during any stage of the process. We are more than happy to offer consultation on setting up an internship, recruitment and best practices. Let's work together to make this the most successful internship program for your organization.

### Internship Coordinator

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## EWU QUICK FACTS

135 fields of study, nine master's degree programs, 12 graduate certificate programs, 39 graduate programs, one educational specialist degree program and one applied doctorate degree program.

Campuses in Cheney, Spokane, Bellevue, Everett, Kirkland, Lakewood, Longview, Seattle, Vancouver and Yakima.

The College of Business and Public Administration was named one of The Best 296 Business Schools in the 2014 edition of The Princeton Review's annual guidebook.

32% diverse student body and recipient of the 2018 Higher Education Excellence in Diversity (HEED) Award

Ranked in the top 15 percent nationwide for military friendly schools by *G.I. Jobs* magazine in 2014.

### We can also help you with:

- Classroom presentations
- Marketing on campus
- Career fairs
- Information sessions
- Mentoring opportunities

Eastern Washington University's Employer

# INTERNSHIP PROGRAM



big **careers** start at eastern

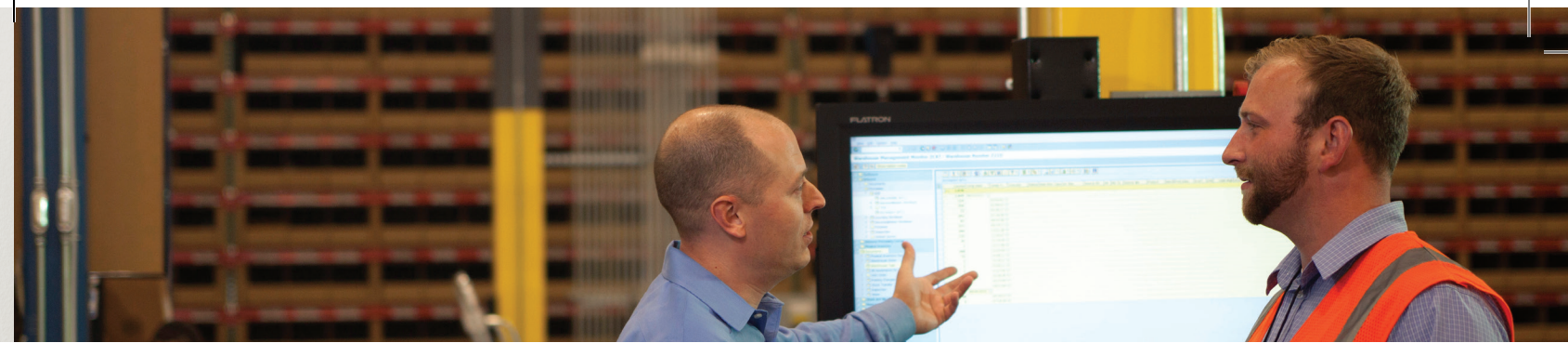
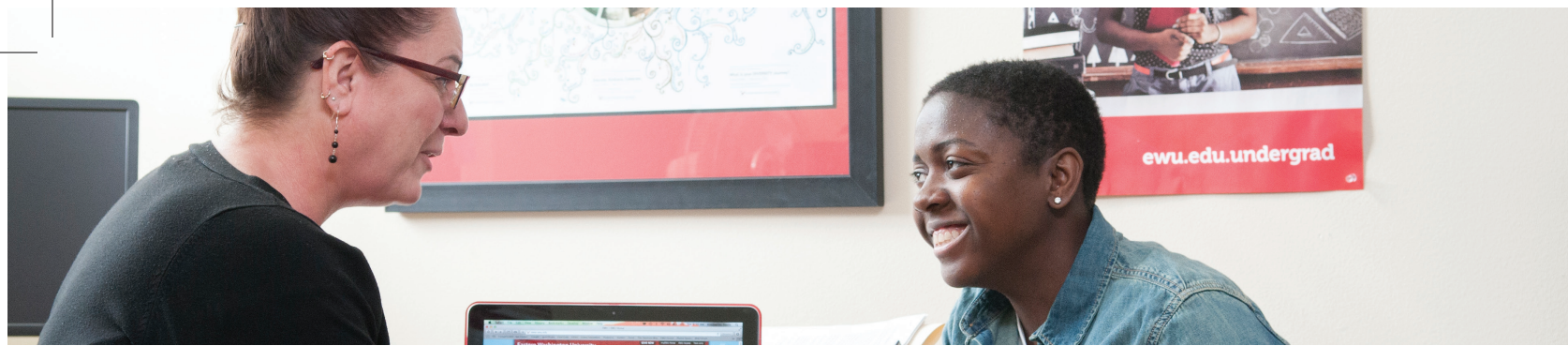


**EWU CAREER CENTER**

509.359.6365

[ewu.edu/careercenter](http://ewu.edu/careercenter)





*“Our interns bring strong work ethic and fresh perspectives into the workplace. Their drive for learning and enthusiasm for the work is a daily reminder of the reasons I love my field.” – Kim Davis, Human Resources Associate, EWU*

## INTERNSHIPS

Internships are an excellent way for you to hire motivated, professional and diverse students who are eager to apply their learning to your organization. Internships are a good investment, providing a cost-effective trial period to experience your industry’s newest talent.

By hiring interns, you can increase your company’s visibility on campus and recruit the best and the brightest while

they are still in school. A well-planned internship program benefits your organization as well as providing a rich learning experience for students. For businesses positioned for substantial growth, it makes sense to employ interns who are a great source for a future workforce.

## INTERNS

- Bring fresh perspectives and creative problem-solving skills to your organization.
- Are energetic, dependable and eager to learn and contribute, making them some of your most dedicated and productive employees.
- Have been trained with the latest skills, technology and knowledge from academic programs.

## GETTING STARTED

### How to Set Up an Internship with EWU

1

#### Create a job description.

Include job duties, qualifications, location, hours and compensation (hourly or stipend). The more information included, the better.

2

#### Market your opportunity.

Post your internship via our online career management system, Handshake. We will assist you in recruiting by directly engaging students and faculty.

For more information, visit:  
[ewu.edu/careers/employers](http://ewu.edu/careers/employers)

3

#### Select your intern.

Choose your intern the same way you would hire a new employee.

*“Our intern was able to assist with two projects, helping CAT make progress on non-critical projects, he gained industry experience, and strengthened the relationship between CAT and EWU. The internship also provides CAT with a better understanding of the programs offered by the school and the knowledge/experience offered by those coming out of the programs.” – Brad Gile, Logistics Center Manager, Caterpillar*

## BEST PRACTICES

The following list of best practices will assist you in designing an internship program that provides the best possible learning environment for your intern, setting the stage for a productive relationship:

### Have clear expectations.

Clarity will reduce the possibility of misunderstandings and disappointments – for both you and the intern.

### Designate an internship supervisor.

An internship supervisor makes sure the program is running smoothly, helps the student to meet learning objectives and provides routine feedback to the intern.

### Provide thorough training and orientation.

Include information that covers frequently asked questions. This can be an especially helpful guide for interns to reference throughout the internship.

### Give the intern meaningful projects.

Meaningful projects provide you with solid accomplishments and can help the intern develop a variety of skills within their career field.

*“ We needed some assistance crafting a strategic plan for the future. We reached out to EWU and they sent their best to assist us. Within weeks, their creative support moved our plan forward by leaps and bounds. Eastern Eagle interns soar! ”*

– Brian Newberry, Executive Director, Leadership Spokane

### Bring the intern with you.

If you have informal meetings or workshops an intern can attend, invite them to join you. These everyday experiences provide an intern with valuable insights into the company and the career field.

### Schedule a regular time to meet with your intern.

If the intern knows you will meet on a regular basis, they can put together a list of questions ahead of time. This will make the time spent with you more productive.

### Note progress and provide feedback.

If you see an area the intern needs to address, tell him/her through constructive feedback. Throughout the internship, provide positive reinforcement so their work feels valued.

### Conduct exit interviews.

An exit interview is an excellent way to gather feedback on the student’s experience.