

The key to local business development and student growth is Community Partnerships

What's your Return on Investment for using UNC Asheville interns?

- Project support and development
- Fresh ideas and talent – enthusiasm
- Feedback on your systems
- Promote workforce diversity
- Connections with potential skilled and motivated employees
- Reduce recruitment and training costs
- Increased job satisfaction and retention rate

What to expect as an employer?

- Choose a value-added experience for employer and student
- Employer and student define objective, major tasks involved, outcomes
- Time commitment needed for mentor/sponsor
 - Fall, Spring, and Summer options
- Employer can request application, resume & cover letter, interview
- Liability Insurance (student can purchase through UNCA if needed)

Sample Projects

- Customer Satisfaction Survey
- Language Translation & Interpretation
- Brochure/Marketing Development
- Design of Training Courses
- Planning and Preparing Grant Applications
- Database Development
- Web Site Development
- Revising or Designing Policies
- Research

How to Post an Internship:

- Simply go to www.unca.edu/career
- Choose **Employers**
- Register with our **Online Posting System**

The UNC Asheville Career Center
explore, experience, reflect, commit... succeed

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INTERNSHIPS AT UNIVERSITY OF NORTH CAROLINA ASHEVILLE

The Career Center receives internship opportunities from organizations and businesses from the Asheville area as well as across the state, county, and abroad. Internship information is publicized among students via www.UNCAcareercenterpostings.com, through targeted emails, bulletin board postings, and through academic and administrative departments. Local and regional organizations have opportunities to promote their internships in person at sponsored events including the Career Fair, held in the Fall, and the Summer Employment Fair, held in the Spring.

Serving as a clearinghouse for information on internships and other job opportunities, the **UNC Asheville Career Center** can work with companies and community organizations to develop and promote internships. **As an employer if you would like to advertise your internship opportunity to multiple academic departments or to a discipline that does not sponsor internships for course credit, you may do so by using the Career Center.** If you need assistance in posting an opportunity or would like to gain a better understanding of how to develop an internship program with UNC Asheville students contact:

Holly Waltemyer, Internship Coordinator **251-6867** hwaltemy@unca.edu

UNCA offers about 30 academic majors, however, only some of these departments sponsor internship classes for academic credit within their major. Some departments sponsor internships through student teaching, research, or independent study projects. Those include art, biology, chemistry, classics, computer science, drama, education, foreign language, history, literature, mathematics, music, philosophy, and physics. As a whole, every department encourages its students to pursue some type of experiential education.

You may contact each department individually if you want to find out about their requirements. Departments which sponsor classes or create other opportunities for students in their majors to complete internships for academic credit include:

Management	David Mitchell	251-6853
Sociology & Anthropology	William Haas	251-6962
Psychology	Melissa Himelein	251-6834
Political Science	Dolly Jenkins-Mullen	232-2432
Economics	Joe Sulock	251-6568
History	Ellen Pearson	251-6651
Atmospheric Sciences	Alex Huang	232-5157
Environmental Studies	Kitti Reynolds	232-5048
Mass Communications	Don Diefenbach	251-6731
Pre-Health Professions	Barry Fox	251-6118
Health & Wellness Promotion	Kathie Garbe	251-6513
Accounting	Linda Nelms	251-6851
Multimedia Arts & Sciences	Lorraine Walsh	251-6561
Math	Till Dohse	232-5189
Women's Studies	Alice Weldon	251-6285
Foreign Languages	Michelle Bettencourt	251-6282
Literature	Gary Ettari	251-6598

For more information on internships and how you can develop and promote a successful program, you may want to consult the following resources:

UNC Asheville Career Center	www.unca.edu/career/
UNC Asheville Academic Departments	www.unca.edu/facstaff/departments.html
Key Center for Service Learning	http://www.unca.edu/keycenter/
The Banner (weekly student newspaper)	www.unca.edu/banner/
National Society for Experiential Education	www.nsee.org
National Association of Colleges and Employers	www.nace.org

What is an internship?

An **internship** is defined as any carefully monitored work or service experience in which an individual has intentional learning goals and reflects actively on what he or she is learning throughout the experience. These learning goals may include Academic Learning, Career Development, Skill Development, and Personal Development. The experience allows a student to observe and participate in daily operations, develop direct contact with job personnel, ask questions about particular careers and perform certain job tasks. This strategy is exploratory and allows the student to receive "hands on" experience in one or more areas of interest.

Tips for starting a successful internship program

1. **Start early** and allow time to select appropriate students for the internship. You should expect the process of advertising, gathering information from candidates, and selecting interns to take weeks.
2. **Do research** on what other comparable companies offer as internships. Look on the web and get sample internship descriptions (also available by contacting UNC Asheville's Career Center).
3. **Publicize** the internship listing well in advance of the start date and keep in mind the school calendar. UNC Asheville's academic calendar can be found at <http://www.unca.edu>. Set a deadline and list qualifications for the internship and advertise the opportunities through area colleges and universities. Will you require a certain GPA or class standing? How many hours per week will the intern be working? Contact the career center or faculty identified as internship advisors.
4. When setting up the internship, advertise any incentives or compensation that will be provided.
Pay: If at all possible, set a stipend or hourly wage, but not specifically so the intern can make lots of money. The reality is that most college students in Western North Carolina (especially UNCA) work part-time and sometimes full-time jobs to support themselves, and unpaid internships are often less appealing or even impossible to consider. If there are other ways to compensate the student (gas mileage, meals, access to resources) consider that as well.
Academic credit: Some, but not all, internship programs at UNCA are tied to academic credit. Students also tend to prefer these types of opportunities to those that may not offer educational rewards. Be aware that the student may have to do a paper, presentation, or journal as part of a class or independent study.
5. Understand the **measurable learning objectives** of the internship. Students may get them from their faculty adviser and/or formulate their own but in case they don't, establish some on your own.
6. Identify the duties of the position in writing and have the student sign a **learning contract**. The UNCA Career Center can provide samples of these contracts.
7. Allow plenty of time for **training** the intern. Acclimate him/her to all areas of the organization.
8. You may choose to have the intern focus on a specific **project**, like a problem or case that needs to be solved. In addition, the intern should be exposed to real issues and observe what occurs on a daily basis.
9. The intern will need a **mentor** or sponsor within the company who will meet with him/her regularly and, if necessary, with the faculty sponsor.
10. **Evaluate** the student's progress and allow the intern to evaluate his/her experience. Offering letters of recommendation is another good incentive.

If the employment needs of your organization do not meet specific learning objectives that will qualify the experience as an internship, one option is to utilize volunteers through the **Key Center for Service-Learning**. The Key Center arranges service opportunities for students, often for class assignments, student groups, or individual projects. Another option is to promote paid opportunities through www.UNCAcareercenterpostings.com, a free on-line job listing service offered by the Career Center.