

INTERNSHIP INFORMATION FOR EMPLOYERS

CareerCenter@Citadel.edu
www.citadel.edu/career_services
11 January 2010

The Citadel
CAREER CENTER
THE MILITARY COLLEGE OF SOUTH CAROLINA



Colleges and employers often define internships differently. The wide array of meanings may be confusing for students. Employers are invited to read this document to understand how an internship is defined for Citadel students, as well as how to post such positions.

Internship Defined.

Essentially, an internship is a position that offers a student hands-on practical experience.

From our College's perspective, there are 2 types of internships: a "for academic credit" internship and a not for academic credit" internship. Students may seek an internship for academic credit provided they meet their academic department's criteria to be eligible to hold one (i.e. junior or senior status, have not already held an internship for credit, a minimum GPA, enrollment in an internship course, etc.). And, in addition to the student being eligible, the internship itself must meet criteria set forth by the academic department that enables the faculty to assign a grade to student performance (i.e. a minimum of 90 hours of relevant and varied business experience, be under regular and direct supervision at the host firm, work 2 afternoons per week during an academic semester, etc.). Citadel Graduate College students also need to check with their academic advisor regarding earning academic credit for an internship. However, unlike Cadets, they are not limited to "for academic credit" only internships during the Fall or Spring semester.

An internship that is not for academic credit does not have such specified guidelines. However, it is recommended that the student be able to receive varied experience in their role so that they may appropriately outline the skills/training attained on his/her resume and thus be able to apply what is learned to future positions held.

From an Employer's perspective, there are typically 2 types of internships: a paid internship and an unpaid internship. While The Citadel Career Center advises students to not overlook the experience gained from either type of internship, most Cadets will seek a paid internship as it is typically their only chance to earn money. This is especially true during the academic year when Cadets cannot work off campus. Only those eligible for an academic credit internship may hold one during the Fall or Spring semester. (They cannot hold more than 1 internship for academic credit). During the summer, an internship does not need to be for credit.

An Employer may also define an internship as a paid training program that occurs for a specified time period **after** college graduation, **but before** a permanent employment position may be offered to the candidate. Generally, the candidate performs the duties of an actual position within the organization, but is considered to be a probationary employee during the training period. Not until after successful completion of the "internship" will the candidate be eligible to be considered for full-time regular employment.

And thus, **from a Student's perspective**, there are 5 types of internships:

1. For Academic Credit, Paid
2. For Academic Credit, Unpaid
3. Not for Academic Credit, Paid
4. Not for Academic Credit, Unpaid
5. A Paid Training Program to be Held *After* Graduation

Posting Internships.

Internships should be posted to **The Gate**, our web based career management and recruiting system (online job board, resume database, mentoring network, and more), in order for organizations to connect with interested candidates. Please refer to the appropriate access instructions to *The Gate* for Recruiters found via www.citadel.edu/career_services/TheGate.htm and consider the following information regarding your posting.

1. If you seek upcoming graduates (seniors and graduating graduate students) for a full-time trainee position that your organization refers to as an intern program, please be sure to select "full-time" as the job type. Within the posting, be clear about what your position entails and use your appropriate position title. If you select "internship", graduating students will not be searching the internship category for full-time positions upon their graduation. You will likely end up being contacted by underclassmen and non-graduating graduate students.
2. Within your posting, please note whether your internship is paid or unpaid. Cadets who require a paid position are instructed to search for paid internships or summer jobs to meet their needs. During the summer, we also advise that if possible they may need to take an unpaid internship for the experience while also accepting a summer job to earn money (and gain additional experience). Please Note: If you offer an unpaid internship during the summer, this will generally limit the amount of time a candidate is available to serve as an intern.
3. Internships that are to be held during either the Fall or Spring semester may only be accepted by Cadets who are eligible within their academic department to receive academic credit. Thus, internships must be posted at least 3 weeks prior to the start of the semester in which the internship is to be held. This is to allow students time to register during the appropriate registration period (course registration is conducted only during a specified timeframe; it is not open-ended) and to seek approval for the internship.
4. Each academic department determines if a particular internship qualifies for credit. Thus, the employer should request an appropriate academic contact from the student applicant to obtain specifications on a particular department's requirements.