What is an internship?
Internships are work-learning arrangements that provide an opportunity for pre-professionals to gain supervised practical experience. These arrangements are supervised, career-related work experiences combined with reflective, academic study that helps students learn through hands on application. Internships are available to juniors and seniors who have acquired enough knowledge to profit personally from an internship as well as offer skills and abilities that your company can benefit from. Students interested in obtaining internships are majoring in any number of areas including Communications, Business, Biology, Music, English, History, Psychology, Sociology, Studio Art, Theater, and the Liberal Arts. An internship is a relationship the student has with your company or organization in which they are treated as a quasi-employee.

What are the benefits to the Employer?
Some of the tangible benefits of sponsoring an intern include:

- Year round source of highly motivated pre-professionals
- Quality candidates for temporary or seasonal positions and projects
- Freedom for professional staff to pursue more creative projects
- Flexible, cost-effective work force not requiring a long-term employer commitment
- Proven, cost-effective way to recruit and evaluate potential employees

How does it work?
As a sponsoring organization, you can offer valuable work experience that supports student’s academic and career goals. To become a sponsor you begin by completing an Interns Job Description, which includes, among other things, work responsibilities, qualifications required, hours required, and time of year the internship is available.

Bethany’s Career Services Office then makes every effort to refer students whose interests, preparation, and qualifications meet the requirements needed for the position you have to offer. You then have the opportunity to interview and screen the candidate(s). Once you select a student, we work cooperatively with you to support the student’s work performance and learning experience. Due to the nature of the program, we can not guarantee students for any given semester.

Additional Details
- Internships should run concurrent with academic semesters as follows: Fall (Sept.- Dec.) Spring (Jan.-Apr) Summer (May-Aug)
- Internships range in length from 1-12 hours a week during the Fall and Spring semesters, and up to 40 hours per week during the Summer.
- Students earn academic credit for internships and are expected to complete academic assignments concurrent with the work experience
- Compensation is not regulated by the college; however, with the financial demands placed on today’s students, many are looking for some form of reimbursement.
Site Supervisor
A site supervisor is a professional staff person who has some expertise in the area in which you are working.

What is expected of Site Supervisors?
We expect you to provide career-related work experiences that are of sufficient challenges to college-level students. In addition to providing work that contributes to your organization's mission, we also hope you actively support the student’s learning endeavor. Someone who has a heart for the professional development of others should be assigned to supervise the student. That person should:

- Establish a work hours schedule for the intern
- Provide a clear job/project description for the work experience
- Orient the student to the organization, its culture and their work assignments
- Assist the student in developing/achieving personal learning objectives
- Host an on-site visit for the Bethany Internship Coordinator or Bethany Internship Supervisor sometime during the work term
- Offer feedback to the student on a regular basis
- Complete formal written evaluations at the mid-point and conclusion of the work experience

Must an Internship be paid?
If your organization is able, we certainly encourage you to consider offering compensation. This may help you attract more quality candidates, as well as solidify time commitments from interns. Many students work their way through college and often give up a paying part-time position to take an internship, so receiving some form of reparation is appreciated. If your organization is unable to offer regular wages consider helping the student with internship-related expenses such as parking fees, mileage, meals, etc.

What must I do to get started?
- Submit a job description for the position for which you will be hosting
- If you are a new or first-time employer, you may request a consultation at your worksite with a representative from our Internship program.
- Acceptable work/learning opportunities will be publicized on campus to students and department faculty
- Internship staff will refer students directly to you. You contact the student directly and decide whom to interview and accept.

For More Information Contact:
Brittany Nash
Career Services Coordinator
Bethany Lutheran College
700 Luther Drive
Mankato, MN 56001
Phone: (507) 344-7321
Fax: (507) 344-7376
Email: brittany.nash@blc.edu