

INTERNSHIP PROGRAM ASSESSMENT

The internship assessment is designed to answer the following questions in preparation for implementing an internship program at your organization: Is your organization prepared to manage an internship program? What value can an internship program bring to your organization?

Answers to the following questions will provide the basis of the internship job description.

Would your company benefit from the work of interns to support existing staff members?

Yes No

Would a formal internship program help your organization reduce staffing costs, including part-time and temporary employee needs?

Yes No

Would having interns benefit current staff members who would provide managerial and supervisory experience?

Yes No

Is this a paid or unpaid internship?

Paid Unpaid ↴

1. Are there alternative forms of compensation that could be offered?

Yes No

2. Does your internship meet all of the criteria for **Fact Sheet #71**?

Yes No

Would your company benefit from the work of interns to increase overall productivity?

Yes No

Do you have the support of senior management?

Yes No

Can your organization offer opportunities for unique industry experiences during the internship?

Yes No

Do you have a mentor committed to work with an intern?

Yes No

Will the internship be:

Part time Full time

What type of project work needs to be completed?

Research Writing
Marketing support Sales support
Other: (Specify) _____

What are the goals of your organization's internship program?

Are specific skills required for the project work?

What is your preference for the intern's area of study?

What type of work environment can you offer to an intern?
