

Internship 101

A How-To Guide to Developing Internships in Your Organization

Checklist

Below are the main steps to follow when creating your internship. After each of these tasks is completed, you are ready to share your internship opportunity.

Have you...

- Assessed your organization's internal needs and determined where an intern can be most useful and most helped?
- Created a thorough internship description that includes work that is easily documented and creates a résumé-building experience for the intern?
- Identified an internship coordinator and/or mentor to assist the intern in adjusting to the organization?
- Allocated the appropriate resources, including space, computer, and other office supplies?
- Determined the level of pay or compensation?
- Prepared for an orientation for the intern to help him/her adjust to the organization?
- Evaluated your status regarding legal issues of payment, training, harassment, and hiring international students?

Now you are ready to post your internship on [Triad InternNet](#) and begin your search for interns!