

# Microsoft® Students to Business

[ A Microsoft Community Initiative ]

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Microsoft Student to Business

Download Presentation <http://www.s2bus.com/internship.ppt>

**Microsoft**

# *Students to Business (S2B)*

## Developing a Successful Internship Program

- Introduction
- How would an intern benefit my organization?
- How to get started
- Internship best practices
- Nine concerns of interns



# Introduction

## What is an internship?

- ❑ Internships provide students with the opportunity to work in pre-professional positions while still in school.

Typical internships include:

- Internships for Credit
- Paid and Unpaid Internships

## Internship Duration

- ❑ Internships are generally a one-time experience. Internships last anywhere from one month to one year with the typical internship lasting one semester.



## *How would an intern benefit my organization?*

- ✓ Provide employers with a continual pool of high-achieving students.
- ✓ Flexibility in staffing: frees up higher paid staff
- ✓ Cost effective, screening program of recruiting qualified students.
- ✓ A low-cost training and development program.
- ✓ Tend to increase regular employee motivation and productivity.
- ✓ Interns will provide new ideas and new viewpoints.

# *How to Get Started*

1<sup>st</sup>, develop an internship program that meets your needs.

- Make a list of your needs.
- Make a commitment to success.  
Who will
  - Be responsible for the program
  - Mentor the interns
  - Provide projects and
  - Provide feedback
  - Handle orientation



# *Internship Program*

## 2<sub>nd</sub>, draft an internship description

### ☐ Include

- Job duties
- Location
- List of qualifications that may include a specific major, computer skills, class level etc
- Information on the application procedure
- Whether the internship is paid (list wage) or non-paid
- Duration of the internship

See Students to Business Job Description Template for more recommendations



# Internship Program

3<sup>rd</sup>, it is time to recruit an intern

- How will you find the ideal intern?
  - The Students to Business is a great place to start.
  - Begin recruiting the semester before you need an intern.
  - Here are ways in which the Students to Business can help recruit your intern:
    - Free job postings
    - Resume searches
    - eRecruiting connections
    - [crowe@microsofts2b.com](mailto:crowe@microsofts2b.com)





# *Internship Best Practices*

## Salary and Credits

- ❑ Many internships are paid internships with weekly salaries averaging \$563 for undergraduates across all majors.

## Supervision and Evaluation

- ❑ The most valuable internships are those where there is structured supervision. Include:
  - an orientation to the firm and the expectations of the intern;
  - time allotted for any necessary training of the intern to learn new systems, processes or procedures;
  - ongoing (at least biweekly) meetings with the supervisor to discuss progress;
  - and assignment to a mentor who is committed to and engaged in the process.



# *Internship Best Practices*

## Perks

- ❑ Students highly praise internships where there are social opportunities provided to meet others within the organization, both other interns and other staff (i.e., company picnics or outings, dinners or receptions, or even organized team sports like softball or volleyball).

## Other

- ❑ Business travel is considered a plus.
- ❑ Companies who provide time for the student to network within the organization to
  - Meet new people
  - be exposed to managers or company executives
  - conduct informational interviews with people in other divisions or areas of the firm
- ❑ Students appreciate internship opportunities where they feel like they are considered employees and not temporary help.
- ❑ Project-oriented internships are highly

# *Internship Best Practices*

## Orientation and Expectation Setting

- ❑ Be prepared
  - Providing a name badge if necessary
  - Coordinate parking arrangements
  - Setting up a work space, etc.
  - Creating a schedule for that first week will help the organization prepare for a new intern, and make the intern feel welcome
- ❑ During this first week, familiarizing the intern with
  - The organization
  - The people with whom he/she will be working
  - Lay out exactly what you are expecting of the intern
- ❑ Make the intern feel like part of the team
  - Inviting him/her to lunch with other staff members
  - Opening up staff meetings
  - Making introductions
- ❑ Give the intern an area that they can call their own
  - Desk, computer, phone ect

# *Internship Best Practices*

## Meetings with Supervisor

- ❑ Establish a regular time for the intern to meet with their direct supervisor. This is a time to discuss
  - Current and future projects
  - Set expectations
  - Teach new “on-the-job” skills
  - Interns progress
  - Areas for improvement
  - Help the intern learn not only about your organization, but also about the world of work in your industry.

## Organizational Culture

- ❑ Organizational culture is very different from the academic culture. Consider
  - Dress codes
  - Lunch assignments
  - Breaks
  - Work appropriate use of office
  - Socialization time and places

# *Internship Best Practices*

## **Creative and Challenging Experiences**

- ❑ Intern assignments should be
  - Interesting
  - Helpful in learning
  - Challenging
- ❑ Would enjoy completing the internship as it is designed?
- ❑ Remember, the intern is to learn about the world of work, and to better determine if the career path they have chosen is really what they want.
- ❑ While some administrative tasks are helpful for an intern, please make sure that there are learning opportunities beyond the scope of general office work.

# *Nine Concerns of Interns*

1. Give us real work!
2. Do what you say, and say what you do!
  - Be honest with your interns about what they can expect during their internship. If the job will require stuffing some envelopes, then make that clear.
3. We like feedback!
4. We want to be included too!
  - Is there a staff meeting that they can attend? Can they quietly tag along to that next project meeting? Headed to lunch with a couple of people in the office? Please include them in the daily life of your workplace.
5. Please explain.
6. I want a mentor!
7. A minute of your time please.
  - As newcomers, interns may not speak up if they're feeling ignored.
  - If the busiest person in the office wants to be the designated mentor, he or she should schedule regular times to meet with the intern.
8. Be prepared!
  - Um...I need a chair.
9. Show me the money (as best you can).

# Partner Profile: ICONICS



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# Best Practices in Recruiting Interns



## ❑ Work with Local Colleges and Universities

- Establish relationship with Career Development Office
- Typical Activities:
  - Post job descriptions on school's career website
  - On campus interviews
  - Career fairs
- Emerging Trend: Company sponsored on campus presentations
  - Refreshments always help encourage attendance!
  - Advertise on campus to hype up the event

## ❑ Leverage the S2B Program & Resources

- Post job descriptions, search through resumes, etc.
- Over 7000 students involved, all seeking technology-related jobs

## ❑ Host an Open House

- Hand-pick the most promising candidates from resumes received to invite to your office
- On-site show and tell + interviews



# Sample Campus Flyer



## A New Way of Looking at Your Career Options

*CHECK US OUT!*



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A 3D rendered orange figure, resembling a stylized person, is holding a large, light-colored rectangular sign. The figure is positioned on the left side of the frame, with its right hand resting on the top edge of the sign and its left hand supporting the bottom edge. The sign is centered in the frame and contains the text "What do student's want from **your** internship?".

What do student's want  
from **your** internship?

**Philip A. DesAutels**  
Director, Academic Evangelism















## Next Steps...

- ❑ **Submit internship or entry-level full time job descriptions to [crowe@microsofts2b.com](mailto:crowe@microsofts2b.com).**

## S2B Questions?

- ❑ <http://www.microsoft4me.com/s2b>
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