



CAREER SERVICES OFFICE

INTERNSHIP DESCRIPTION SAMPLE

Please find below a sample of descriptions and information to include in the intern description.

Resources: Please visit the [Employer](#) section of the website for information

- [15 Best Practices for Internship Programs](#)
- [A Definition and Criteria To Assess Opportunities and Determine The Implications For Compensation](#)
- [Post Internships/Jobs on the HIRECAIMANS career link, powered by Symplicity](#)

Category	Content
Organizational/Program Goals:	The purpose of this internship is to prepare community college students, seniors for entry into the XXX field by providing a thorough understanding of the XXXXX functions of a XXXXX organization to include theory and practical application of attained knowledge.
Sampling of Internship Learning Activities <i>For Students</i>	<p>Campaign</p> <ul style="list-style-type: none"> • Learn the methods involved in researching legislation for committee assignments. • Develop written communication skills by drafting responses to constituents' letters. • Learn current practices in campaign planning. • Engage in political/policy research and written briefs to support campaign strategy • Draft social media, talking points, and other written communications • Learn and support the recruitment and management of volunteers and other political contacts • Provide administrative support • Learn time management requirements when working with individual staff or teams. <p>Accounting/Bookkeeping/Business</p> <ul style="list-style-type: none"> • Manage a budget along with the firm's director and help to move the department to a neutral cost burden within the firm. • Learn the needs of the small business and individual target markets. • Learn how to apply marketing skills and tactics. • Develop presentation skills. • Learn the elements of and assist in the execution of Event Planning for clients and prospects.

- Learn billing software and how it is integrated into an accounts receivable component.
- Learn payroll tax accounting by pay period, monthly, and annually which will include filing of W-2 and tax reconciliations.
- Assume responsibility for accounts payable process using our software program including the classification of invoices for payment and processing check requests.
- Learn cash management and cash flow analysis for management review team.
- Learn bank statement reconciliation process on a daily and monthly basis through utilization of online banking software.
- Understand how generally accepted accounting principles and practices are integrated into day to day practical business enterprise environment.

Teacher Education

- Observe their supervising teachers presenting material, facilitating group activities, and interacting with other staff such as paraprofessionals in the room. Engage students in learning content through activities, assignments, grouping, materials, resources, structure, and pacing.
- Learn and implement questioning and discussion techniques that promote student participation and knowledge acquisition
- Learn to communicate clearly and accurately and to provide accurate, substantive, constructive, specific, and timely feedback to students.
- Write lesson plans and present them to the students once the teacher has approved the content and activities and supervises the delivery of instruction.
- Conduct a child-observation study. It is a capstone assignment with very clear instructions. Please ask your student to share these directions with you so you can best assist him/her throughout the study.

Aging & Health Studies

- Application of previously learned concepts and how they are used in delivery of services to older populations
- Demonstrate compassion and patience to interact with those who may have difficulty moving, speaking or comprehending.
- Engage seniors in discussion, exercise, entertainment, crafts and/or food service.
- Organize and set out equipment and supplies and participate in the activities of seniors
- Research services, such as food stamps and Medicaid, that are available to clients
- Provide administrative support

Office Technology

- Engage in creating memos, letters and other correspondence.
- Greeting customers/patients, answering the telephones, updating patients' and filing patients' medical records
- Reviewing process for completing insurance forms

Community Health

- Interact with professionals and clients/consumers in the field of community health.
- Engage in educating the community with health promotion and prevention
- Data reporting (clinic census, contacts, revenue, attendance)
- Program promotion through presentations and networking

	<p>Learning Objectives – For Credit Internships</p> <ul style="list-style-type: none"> • Workplace etiquette – being aware of what’s appropriate to wear to work, being on time, learning organizational culture, and conducting yourself in a professional manner. • Team work – working well with colleagues to complete assignments and share information is core to your success in the workplace. • Interpersonal communication - interacting with professional colleagues is different than interacting with your friends and family, and should be clear, direct, and polite. • Problem solving – proactively working through something you haven’t done before or a challenge that presents itself, and collaborating with colleagues to get help when you need it. • Written communication – practicing written communication in the workplace from emails to memos, reports to newsletters. <p>Bigger picture objectives:</p> <ul style="list-style-type: none"> • Gain an understanding of how to create professional relationships and build a network • Take time to reflect and increase your awareness of your strengths, weaknesses, and areas of personal growth • Expand upon your classroom learning with hands-on experience • Build confidence in your abilities • Practice completing assignments and managing time in a work setting • Learn about longer-term career path or interest <p>Personal Development</p> <ul style="list-style-type: none"> • Develop planning, organizational and time management skills. • Increase knowledge of computer skills and technology. • Develop team-based work competencies. • Develop interpersonal skills in order to communicate with employees. • Develop interpersonal skills in order to communicate with day-to-day business contacts through follow up calls • Develop interpersonal skills in order to communicate with external clients.
<p>Selection Criteria</p>	<p>First year student, prospective graduate, alumni GPA Requirement Technical knowledge Energetic, organized and detailed skilled with today’s technology. Active in extracurricular activities within community and campus life. Highly developed interpersonal skills and the ability to work well in a team-based environment Independent worker Ability to dedicate 10-15 hours per week to this intern program.</p>
<p>Program Incentives <i>Something to entice the students to your opportunity!</i></p>	<p>The primary incentive in this program is the opportunity to investigate a career opportunity in the XXXXX industry with hands on experience prior to graduation. Once completed, the intern will have sufficient knowledge necessary to determine if a career in the XXXXXX industry is the right opportunity to pursue. You will be participating in actual campaign development and roll out. Pre, present and post activities of the campaign to include but not limited to, actual follow-up and tracking of the campaign results.</p>

	<p>You will work directly with the XXXX Director or supervisor to develop campaigns and effectively manage them within the firm.</p> <p>You will develop skills vitally important in today's business environment including team-based interaction, the ability to manage outcome without having direct authority over others, and the capability to aid in the definition and the direction of the local firm's initiatives.</p> <p>You will gain a full understanding of the day-to-day operations of a XXXXXX organization.</p>
<p>Work Schedule <i>Hours/days the student will work</i></p>	<p>Your work schedule will include business management sessions, training classes and marketing sessions with your direct supervisor as well as other managers in the firm. An intern should expect to spend a minimum of 10-15 hours per week in structured activities in our local office</p> <p>On the job training will occur daily at the direction of the intern supervisor.</p> <p>The intern will be scheduled to work 2 days a week at 4 hours day – day to be determined. Schedule will be flexible based on student schedule and academic responsibilities related to current semester course load.</p>
<p>Method of Compensation <i>Paid or not-paid – it's up to the organization</i></p>	<p>Although this internship is unpaid, we will work with the student and his/her school to assist the individual in receiving college credit. (Internship courses run spring, summer and fall)</p> <p>A stipend, or reimbursement for expenses incurred on the students behalf may be considered.</p> <p>Student will be paid an hourly wage to be determined at the onset of the internship experience.</p>
<p>For Credit Internships</p>	<p>INTERN HIRING TIMELINE</p> <p>Work terms begin February, June or September</p> <p>Internships must be posted and approved a minimum of 4 weeks prior to the start of work term. Student placement is based on enrollment into field experience courses.</p> <p>Submit Internship descriptions to the Career Education & Experiential Learning Coordinator at coop@hostos.cuny.edu and/or post directly on HIRECAIMANS.</p> <ul style="list-style-type: none"> • Program Coordinator will post descriptions approved by Faculty. • Schedule meeting with Coordinator • Complete Internship program forms • https://www.hostos.cuny.edu/Administrative-Offices/Career-Services-Office/Students/Co-op/Cooperative-Education-Guide