

Employer Internship Checklist

1) Understand Internship Program Logistics

- ☐ Internship timeline
 - When does the Employer offer student internships (Fall/Spring/Summer)?
 - How long does the internship last?
- ☐ Where are the available internship opportunities located across New York State?
- ☐ How many internship slots are available for each 'season'?
- ☐ What is the internship recruitment timeline and process?
 - When does the Employer begin accepting applications for internships?
 - What are the application requirements?
 - When does the Employer begin interviewing students? How many interviews does the Employer typically conduct for each 'season'? What types of interviews are held? Where are the interviews conducted?
 - When does the Employer make offers to students? How are students alerted of an offer (or rejection)?
 - How long do students have to accept offers?
- ☐ How will students apply for the internship?
- ☐ Are students expected to apply through an employer website? Or are students encouraged to apply directly to a human resources office? What are the Employer's applicant requirements (i.e., level of degree, year in school, program of study) for interns?
- ☐ Does the Employer offer paid internships?
 - Is there an additional stipend for traveling or relocating?

2) Confirm that the Employer's Internship Program meets SUNY Applied Learning Requirements

- ☐ What will the student's internship role/responsibilities be?
- ☐ Confirm that the student will be provided with appropriate preparation, orientation, and training.
- ☐ Confirm that the Site Supervisor will provide students with formal documentation of their work.
- ☐ Confirm that the student will have appropriate worksite supervision.
- ☐ Does the Employer's internship program require student assessments during and at the conclusion of the internship experience?
 - What is the cadence of these supervisor-student assessments and how is feedback provided?

3) Confirm Employer's Expectations for Level of Engagement

- ☐ Confirm that the Employer is willing to provide SUNY/Campus with continuous improvement feedback on the internship experience including:
 - Feedback on the student's performance, professionalism, and preparedness for the work
 - Feedback on working with SUNY as a University System
- ☐ Confirm Employer's expectations around direct communication between the Site Supervisor and the Faculty Supervisor (e.g. frequency of communication, method of communication)

4) Understand what Employer Desires in an Intern and University Partner

- ☐ What skills are most important to your company?
- ☐ Are there certain skills a student absolutely needs to have or other 'deal breakers'? Do these skills depend on the office or department?
- ☐ Ask Employer to describe the company's culture, and identify traits that are valued at the company
- ☐ Request the job posting and supplemental application materials
- ☐ How often does the Employer wish to check in with/receive updates from SUNY System Administration over the course of the application process/internship?

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5) Confirm Employer Commitment

- ☐ Will the Employer commit to reviewing SUNY student resumes?
- ☐ Will the Employer commit to interviewing SUNY students?
- ☐ Will the Employer reserve internship slots for SUNY students?