



Alumni Internship Program



Internship Benefits

Today's undergraduate students and parents are more conscious than ever of the need to develop practical job skills alongside their liberal arts academic experience while in college. A summer internship is one of the best ways a student can have this critical so-called experiential learning opportunity.

To provide more of our students this opportunity, the Office of Alumni & Community Relations is excited to begin a new, alumni-based, internship program. We hope you will consider whether you and your organization can assist the next generation of Bulldogs by providing them the opportunity to be a part of your organization next summer.

Please take a look at this outline and let us know if you can be a part of our inaugural year.



Shelli Stockton
Director, Alumni & Community Relations

Benefits of an Intern in Your Organization:

- *Enhance Perspective*
Students bring new ideas, skill sets, and strengths that augment your current workforce.
- *Increase Productivity*
Setting up an internship program allows you to take advantage of short-term support. This help allows your employees to increase their own productivity.
- *Positive Engagement with the University of Redlands*
Giving back to the university can be done through more than monetary contributions. Having a positive impact on a student's future means having a positive impact on your own life as well as the university's.
- *Support Students*
When you host a student as an intern, you give them valuable experience, teach them skills, and how to develop the connections they need to be successful in today's workplace.
- *Find Future Employees*
You have the ability to recruit and train possible future employees. According to National Association of Colleges and Employers (NACE), 35.3% of employers' full time, entry level college hires came from their internship programs.

Internship Requirements for Employer

We ask that the following elements are included in your internship offer:

- Timeline
 - Summer 2018 (late May-late August)
 - 8-10 Weeks
- Pay

Paid internships allow more students to participate. Not all students are able to work and not be paid, no matter how great an opportunity it is to work for your organization.
- Inclusivity within the Organization

The intern attends staff meetings, has his/her own workspace, and feels a part of the organization. When an intern fully participates in a role, he or she will benefit the most from the experience.
- Feedback

Supervisor (who does not have to be the alumnus) will be required to offer feedback during and after the assignment so we have a better idea how the student performed and how our program can be improved.

Internship Requirements for Student

We will ensure the student candidates we propose meet the following:

- An undergraduate of the College of Arts & Sciences between their junior and senior years.
- GPA of 3.3 or higher.
- Will not receive academic credit.
- Will provide own transportation and housing.
- Will complete two career development courses prior to applying with the on campus Office of Professional Development.
- Have an updated, active, and professional profile on Handshake and LinkedIn.

Supervising

The alumnus need not be the supervisor of the intern. We know many companies already have an established internship program and as the alumnus, you can be the crucial step in getting our student a position.

Contact

If you are interested in offering an internship at your organization to a current student, or need more information, please call Mary Littlejohn, Assistant Director of Alumni & Community Relations at 909-748-8145 or email mary_littlejohn@redlands.edu.

References

Woodard, E. (2015). *The Ultimate Guide to Internships: 100 Steps to Get a Great Internship and Thrive in it*. New York, NY: Allworth Press.

www.internships.com

San Diego State University Career Services Office