Interns are Great!

Cyndy Sanberg, Ph.D.

Sr. Director of Business Engagement & Internships





Benefits of having an intern

- Help with backlogged tasks or projects
- Bring cutting edge technology
- Devise new, creative ideas for your company
- Allows you to preview potential new hires





Choosing an intern for your business

Undergraduate Majors/Concentrations

- Accounting
- Finance
- Human Resources
- Information Systems & Decision Sciences/ Business Analytics
- Global Business
- Management
- Marketing
- Personal Financial Planning
- Sales
- Supply Chain Management





Internship Overview



- Location: at your commercial residence
- Duration: Spring & Fall semesters are 3 months; Summer 10 weeks
- Hours per week: 10 20 depending on the student's courses
- Compensation: \$10 -\$15 per hour
- Supervisor: is required to serve as a mentor and guide



Next Steps for Hiring an Intern

Internship Job Description After Approval -Post on Handshake









Send Description for Review Students Apply and Interview with You Hire an Intern

Complete Host Form





Internship Job Description

Please include the following items on your company letterhead:

- About your company describe your philosophy and goals
- Title of internship include "internship"
- Job responsibilities outline expected intern tasks
- Skill sets preferred & required skills for the position
- Hours per week -10 20 for Fall & Spring semesters
- Compensation \$10 \$20 per hour (based on qualifications)
- Intern supervisor title and contact information
- How students apply point of contact for resumes & cover letters; phone, email, or a link



INTERN JOB DESCRIP



Send Description for Review

Please send Internship Job Descriptions to:

Dr. Cyndy Sanberg

Senior Director of Business Engagement & Internships

Email: Cyndy@usf.edu

Office: 813-974-9033



Note: In addition to posting your internship on Handshake, the Collier Student Success Center at the Muma College of Business will distribute the position to business students.



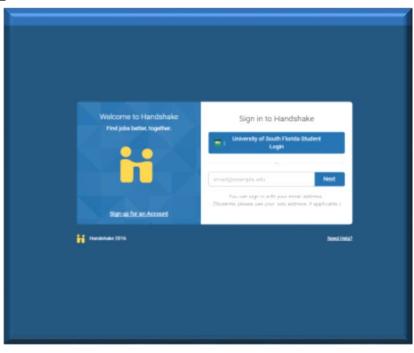
Posting on Handshake

Set up an employer account on

usf.joinhandshake.com/login

- 1) Click on **Sign up for an Account**
- 2) Click on **Employer**
- 3) Sign up as an **Employer** fill out
- 4) USF Career Services approval
- 5) Once vetted post your position









Students Apply and Interview with You



Make sure to include a contact person or link on your internship description so students may apply directly to you.

- You may interview the student at your commercial location.
- You choose which student to hire as your intern.



Complete an online Host Internship Form.





Thank you for your time

Please direct all questions to:

Dr. Cyndy Sanberg

Sr. Director of Business Engagement & Internships

USF Muma College of Business

Cyndy@usf.edu

813-974-9033



