



Middlebury Institute of International Studies at Monterey

Center for Advising & Career Services

Internship Guidelines Sheet for Employers

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General Guidelines

Thank you for considering our graduate students for an internship! While internships can vary widely across disciplines and industries, during the academic year most internships are part-time (usually between 5-20 hours/week) and last part or all of the semester, with some taking place throughout the full academic year. Summer internship programs usually last between 6-12 weeks and are either full-time or part-time (10-20 hours/week). The academic year typically starts the last week of August and ends mid-May of the following year.

Benefits of Hiring a MIIS Student

Employer testimonials:

"[The student]... worked steadily and reliably and helped supply all requested tools and analyses in time... we will miss her a lot... any institution would be lucky to have her on board."

Conservation International

"The caliber of students is truly impressive. They set the bar high when compared to candidates from college and universities we frequent as recruiters."

Audia Group

MIIS students are uniquely positioned to contribute to the workforce, bringing both language skills and an international mindset. We have 700+ students from over 34 countries that bring an average of four years of professional work experience. There are 13 master's degrees (plus additional certificate programs) divided into two schools, which can be found below.

MIIS Degree Programs

Policy and Management Programs

- [Development Practice and Policy](#)
 - [International Policy and Development](#)
 - [Master of Public Administration \(MPA\)](#)
- [Master of Business Administration \(MBA\) in Global Impact Management](#)
- [International Education Management](#)

- [International Environmental Policy](#)
- [International Trade and Economic Diplomacy](#)
- [Nonproliferation and Terrorism Studies](#)

Translation, Interpretation and Language Teaching Programs

- [Translation](#)
 - [Translation and Interpretation](#)
 - [Translation and Localization Management](#)
- [Conference Interpretation](#)
- [Teaching English to Speakers of Other Languages \(TESOL\)](#)
- [Teaching Foreign Language \(TFL\)](#)

****Contact one of our [advisors](#) for more information****

Paid vs. Unpaid Internships

We highly encourage all employers to pay their interns either on an hourly basis or through a stipend. This encourages students to perform extremely high quality work and promotes a mutually beneficial relationship. However, if you are unable to pay your interns, please take note of federal guidelines regarding unpaid internships:

The following six criteria must be applied when making this determination:

1. The internship, even though it includes actual operations of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and

6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

In summary, if the intern is for the benefit of the employer and the intern adds value to the project and/or ongoing work functions then he/she should be paid. If the internship is for the benefit of the student (i.e. purely a learning experience) then the intern may not require financial compensation.

Source: [United States Department of Labor](#)

Federal Work-Study (FWS) Option

How certain employers can save funding!!!

The Federal Work-Study (FWS) program is a type of federal financial aid that enables eligible non-profit and local/state government entities to receive reimbursement of up to 75 percent of students' gross wages.

In all instances, the organization is expected to hire the student as their part-time employee and pay their full wages and any appropriate payroll taxes. Hourly wages must not be less than the federal minimum wage and students cannot work more than 20 hours per week. An employer can easily learn how to become a FWS employer and understand the legal, financial and insurance contractual responsibilities by contacting the Office of Student Financial Services at the Middlebury Institute of International Studies at Monterey at 831-647-4119, finaid@miis.edu.

Suggestions for Optimizing Learning

- *Provide the intern with substantial work assignments.* Interns should be doing challenging work related to their graduate degree that is recognized by the organization as valuable.
- *Create an orientation program.* Introduce the intern(s) to her supervisor and to the office, describe the scope of work or internship deliverables, and establish lines of communication.
- *Make sure there is an intern supervisor/mentor.* Ideally this person would be dedicated to the development of the intern and able to provide constructive criticism and regular feedback.
- *Provide resources to the intern.* Create an intern handbook or guidelines sheet.
- *Consider part-time/remote work assignments.* Many organizations are able to keep their summer interns as remote employees during the school year. Test it out during the summer.
- *Conduct exit interviews.* Take the time to learn about the intern's experience and see if there are ways to improve the program.

- *Provide feedback to MIIS' Career and Academic Advisors* - this will help us improve preparing our students for work in your organization and promote the opportunity.
- *Provide ongoing professional development opportunities.* This can include:
 - *Job shadowing.* Invite your intern to shadow relevant professionals in the workplace.
 - *Invite executives to speak.* Interns are often very interested in learning about various career paths. This is a great way to engage your employee(s) and provide a valuable learning opportunity for your intern(s).
 - *Invite interns to attend conferences and/or workshops.* They might attend with other employees or on their own and then have them present to the staff.

Source: [15 Best Practices for Internship Programs](#) by NACE

Sample Projects

Interns look for solid educational opportunities to gain experience within their field. Some students may start MIIS having 5-7 years of full-time work experience, while others come straight from undergraduate institutions. The tasks will vary based on past experience, maturity, and competence; however, it's important to provide non-menial, graduate-level tasks that match their skill level. Here are some ideas for interns to do:

- Research the viability of a new program, campaign, or initiative; compile and present statistics. Perform a study or survey; analyze and present results.
- Evaluate various social media platforms; create a proposal on a social media strategy.
- Propose solutions for a mid-level problem that no one has had time to address.
- Join key stakeholder meetings; ask for their input and ideas.
- Plan and coordinate an event or meeting, managing important logistics.
- Prepare a budget and/or analyze supply chains for sustainability and cost savings.
- Review regular reports such as donor reports, final evaluations, and quarterly/annual reports.
- Create support materials, such as an employee handbook, video, PowerPoint, chart, graph, or other visuals.
- Generate a marketing plan, financial forecast, or other report.
- Serve as a liaison between the company and clients or vendors (freeing up staff members to communicate on more crucial issues).
- Aid in the modification or enhancement of your internship program. Help screen and train replacement interns prior to departure.

****Consider asking your intern what kinds of projects might benefit your organization****

Source: [Types of Intern Tasks](#)

Internship Announcement

What Can a Good Internship Description Do for You?

As an employer, your internship description should be viewed as a marketing tool used to attract top candidates. A good internship description leaves a candidate feeling enthusiastic and energized by the opportunity, and also helps them to understand what is expected of them in the internship. An excellent internship description will yield qualified candidates, and will cut down on the time you will spend sifting through resumes that do not fit your needs.

Passion and excitement for an opportunity is the motivating factor that pushes top candidates to send resumes. You want to attract candidates who read the description and immediately picture themselves in the role.

Components of a Good Internship Description

Internship Title: Use a descriptive title naming the type of internship you are offering: —Translation Intern, Sustainability Intern, Supply Chain Analyst Intern, Program Assistant Intern, etc.

Internship Description: Using energetic language, briefly outline your company’s mission and purpose. In a separate paragraph, summarize any major projects or duties the intern will be responsible for fulfilling and describe what you consider to be the ideal candidate (possess excellent communication skills, organization, critical thinking, etc.). Following should be a description of what the intern can expect to learn. Don’t forget to include compensation: hourly rate, stipend, salary, etc.

Useful Phrases to Incorporate Into Your Internship Descriptions

- This is an exciting opportunity for anyone interested in pursuing a career in _____
- You will be offered the opportunity to work on innovative projects like _____
- The ideal candidate will possess the following skills:
 - Consider separating into “Hard skills” such as Excel, accounting, evaluation, public speaking, etc., and “Soft Skills” such as team player, detail oriented, sense of humor, and other soft skills that would fit with your team’s culture.
- Intern will be collaborating closely with the Director/CEO/Project Assistant/,etc.
- An internship with us can show you the ‘ins-and-outs’ of the _____ industry
- Assignments will add value both to our company and to your development as a professional in the field

Sample Internship Job Description

Account Executive Internship, Clear Choice Creative

We are a creative marketing agency whose mission is to provide companies with the creative tool set necessary to effectively market their business. From designing logos, to placing advertising buys Clear Choice Creative prides itself on developing customizable creative marketing solutions to fit each client's unique needs (*company's mission and purpose*).

The account executive intern will be responsible for making sales calls, running appointments, and cultivating client relationships in a high energy work environment with creative professionals. The intern in this position needs to be able to work with a diverse range of individuals and have flexibility to adjust work projects to meet clients' needs (*major projects and skills necessary*).

The Account Executive Intern will learn and be exposed to real world knowledge of working with clients and managing accounts, hand's on strategizing and planning, and participation in regular staff meetings (*learning for the intern*).

Responsibilities: Research different industries, assist in brainstorming and idea planning, participate in client meetings, and evaluate our social networking and make appropriate changes

Qualifications: First-year MBA interested in marketing, advertising/PR, or communications. Must be motivated, organized, and possess good communication skills. Knowledge of Excel a plus.

Schedule and Compensation: Average of 12-15 hours per week with accommodations to the intern's schedule during the academic year; up to 40 hours per week during the summer. Range of compensation will depend on the organization's budget. Average range for a graduate intern is between \$12 -\$25 per hour.

How to Apply: Submit your resume and cover letter to recruiter@ccc.org by December 31, 2050.

Source: [Writing Good Intern Job Descriptions](#)

How to Promote Your Internship

CACS is happy to assist employers with promoting available positions. Please note, however, that it is MIIS' policy not to act on behalf of an employer and screen materials/qualifications (resumes, transcripts, references, GPA, etc...), provide a list of "Top Candidates," or provide advice on which applicants should be recruited, interviewed, and/or hired.

Here are various ways to promote your career opportunity:

- Post your internship to our online career platform viewable by all MIIS students and alumni! Login to Zócalo at [go/zocalo](https://go.zocalo.com)
- Create a resume book using [Zócalo](https://go.zocalo.com) targeted to specific students i.e. Translation & Interpretation students
- Work with a CACS Advisor to organize an employer information session or site visit
- Attend one of our Spring Career Fairs or participate in on-campus recruiting. Learn more at our [employer information page](#)

Source: [National Association of Colleges and Employers-Legal Q&A](#)

Contact Information



Middlebury Institute of International Studies at Monterey

Center for Advising & Career Services

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