



COLLEGE EMPLOYER *Connection*

2017 Internship Guide
for Employers and HR Professionals



dubuque*works*
a workforce initiative

Funded by the City of Dubuque, Q Casino/Dubuque Racing Association, and the Dubuque County Board of Supervisors.



**This manual was prepared by
Greater Dubuque Development Corporation and
provided on behalf of the Dubuque Works partners:**

City of Dubuque

Community Foundation of Greater Dubuque

Dubuque Area Chamber of Commerce

Dubuque Area Labor Management Council

Dubuque Community School District

East Central Intergovernmental Association

Greater Dubuque Development Corporation

Holy Family Catholic Schools

Iowa Vocational Rehabilitation Services

Iowa Workforce Development

Multicultural Family Center

Northeast Iowa Community College

Telegraph Herald

United Way Services, Inc.

Western Dubuque Community School District

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Dubuque County Board of Supervisors.*



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Note: Information provided in this guide is intended to be an overview for area internships. Information is subject to change. For the most current and accurate information, please contact sources directly when available.

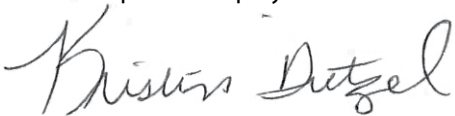
For further information, contact Kristin Dietzel, Vice President of Workforce Solutions, Greater Dubuque Development Corporation at kristind@greaterdubuque.org.

Connecting With College Talent

Each month over a 1,000 new jobs are posted on AccessDubuqueJobs.com by local employers. Forecasting out ten years, the Greater Dubuque region projects more than 42,000 openings due to growth and replacements. 31,000 of these jobs will require skills beyond high school. While other communities are throwing up their hands at similar statistics, the Greater Dubuque area's silver bullet is our abundance of well-educated and well-trained college talent. Combined, our regional universities and colleges confer more than 5,000 certificates and degrees annually. The math is simple: retaining our college talent in the region equals workforce success.

While the math is simple, retaining local college graduates is not. We are lucky that the area attracts students from all over the world as well as local students. Some of these students have dreams of living far from their alma mater when they graduate, while others desire to move closer to their hometowns and families. There is nothing wrong with either of these scenarios. However, the majority of college graduates are simply not sure where they want to live, work, and put down roots. For those students, each one who is recruited away from the Greater Dubuque area because of a job offer or an internship that was not offered to them locally, represents a loss of future workforce for our employers.

The Dubuque Works partners believe that an effective college recruitment and internship program is one of the best tools available for retaining college talent, while at the same time meeting employer needs for a qualified workforce. We provide our college students with a world-class education, access to public transportation through the Jule, all the amenities and recreation that our community offers, and college jobs to help them meet the financial demands of their education. Let's now offer them an opportunity to live and work in the Greater Dubuque area through internships and employment.



Kristin Dietzel
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Greater Dubuque Development Corporation, a Dubuque Works Partner



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Building an Internship Program

See page 25 for examples of internship job descriptions.

48%

of the HR professionals interviewed by Greater Dubuque Development who host interns expect their internship program to grow in the next three years.

Ensure Organization Readiness

The internship program should be clearly communicated to all levels of staff, especially those who will potentially be working with interns. Support from top administration is critical.

- Determine company's needs and resources for interns
- Determine company's goals for the internship and how the internship will provide a growth opportunity for the interns
- Determine compensation of interns' efforts
- Determine duration and best time of year to host interns
- Determine physical space and technology needs/equipment for interns
- Designate supervisory and evaluation responsibilities for the internship program

Create a Job Description

The company should write a job description that is clear and easy for candidates to understand. Interns should be able to articulate the duties and responsibilities in advance. An effective job description includes the following:

- A brief organizational description
- Position title
- Skills and qualifications required or preferred
- Duties and responsibilities, as well as information about potential projects
- Skills to be developed and any other benefits provided
- Less tangible benefits, such as networking opportunities or flexible scheduling
- Hours per week and expected work schedule
- Start/end dates of the internship
- Details about the application process and deadlines

Recruit Interns

- Post internships at no cost on the [AccessDubuqueJobs.com](https://www.accessdubuquejobs.com) Internship Portal. If an employer is not an investor of [AccessDubuqueJobs.com](https://www.accessdubuquejobs.com), contact Mandi Mohr, Workforce Solutions Coordinator, at MandiM@greaterdubuque.org to post the internship. Current investors can post through their regular log-in and password.
- Post internships at local colleges; follow instructions provided on each college-specific page of this guide (pages 15-24).
- Participate in other recruitment/networking activities detailed on college-specific pages of this guide to connect with potential interns.

Review Application Materials

Hiring an intern should be similar to hiring a regular employee. Human resources professionals, recruiters, or hiring managers should review all applications after the deadline to determine applicants who best fit the criteria outlined. The following list provides examples of criteria hiring managers use to determine if a candidate would be a good fit for their internship:

- Major/Field of study
- Experience
- Significant accomplishments
- College GPA
- Relevant coursework



Building an Internship Program, cont.

Interview Candidates

Once the candidate pool has been narrowed down, the employer should schedule top candidates for an interview. The interview is a great time to ask specific questions about the student's college courses, work experience, and interest in the field. This is also a good time to inquire about any internship requirements the students may have if they are registering their internship program for academic credit or to fulfill another graduation requirement. Some commonly asked interview questions are:

- How did you become interested in this field of work?
- Why do you want to participate in this internship?
- What are you hoping to learn from this internship?
- How have your past experiences or classes helped prepare you for this internship?
- Give an example of a time you held a leadership position.
- Does your internship require you to fulfill certain requirements, such as number of hours, a checklist of experiences, supervisory review, etc.?

Selecting Interns

After the interviews are complete, it is time to select your interns. Some companies choose to conduct multiple interviews and have the candidates meet with different members of the team, although a single interview is often sufficient. Selecting an intern should be similar to hiring an employee within your company, including an extension of an offer with an acceptable time period for acceptance.

Onboarding Your New Intern

Effective intern onboarding is critical to the success of the intern. The onboarding process helps the intern understand the day-to-day expectations of the internship, ensures the intern receives the proper training, and helps the intern feel more comfortable in their new position. Some elements of a successful intern onboarding experience, include the following:

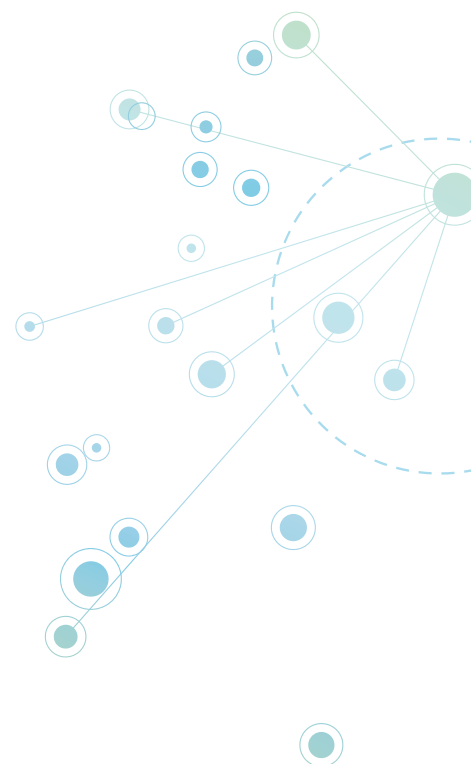
- Tour the office or worksite, including the intern's workspace and common areas.
- Introduce the intern to other staff members.
- Develop a schedule, as the intern may have to work around classes or another job.
- Inform the intern how and when feedback will be provided during the internship.
- Provide the intern with information concerning pay schedules (if applicable), procedures for calling in sick, and overall expectations for attire and behavior.
- If you have an orientation sheet or employee handbook for new employees, provide it to your interns as well.
- Teach the intern how to use the necessary office technology

Monitor Intern Progress

An internship is meant to assist students with career development through real work experience. To help students get the best internship experience, supervisors should consistently provide clear expectations and feedback. The supervisor should schedule a time to meet on regular basis to review projects and provide feedback.

Conduct Exit Interview and Follow-up

At the end of an internship, the employer should conduct an exit interview with the intern. The exit interview will help the employer and supervisor evaluate the effectiveness of the program, recognize best practices for future interns, and complete any final paperwork the intern may need if they are registering their internship with their college for credit.



Source:

Information for this section was referenced from The University of Iowa, Pomerantz Career Center. (n.d.). Creating an Internship: A Manual for Employers.

Available at <https://careers.uiowa.edu/employers/internships>

Types of Student Work Experiences

56%

of HR professionals interviewed by Greater Dubuque Development offer internships.

The term internship is often used loosely to recognize any kind of student work experience. However, these experiences may go by many different names, and it is important to understand the subtle differences as it may affect how you promote the work experience.

Cooperative Education or Co-op

Typically a co-op partners a student, a college, and an employer together for a specific class or major experience that integrates a student's work experience into their academic program for credit. Students work in jobs that relate closely to their major in co-ops. Unlike an internship, during a co-op, students usually stop taking classes to work full-time. Co-ops are often more formal and structured by the program or major professor.

Field Experience

Fieldwork is typically an unpaid experience in which a student puts theories learned in the classroom to a practical application in the field through a supervised experience. Typically, this is completed through general observation or a research project that requires the student to partner with an employer or many employers to research a specific topic.

Externship

Externships are often used synonymously with job shadowing. Typically this experience is unpaid and lasts for a relatively short time period compared to an internship. Externships are often exploratory in nature for the student. The term externship is also used frequently to describe an experience in instructor or teacher participates in with an employer to gain real-world application for their subject matter.

Apprenticeship

Traditionally offered in the trades, apprenticeships offer a learn while you earn model that combines classroom education with on-the-job training. Apprenticeships are formal programs that are typically registered through the Department of Labor. Apprentices are paid and wages increase as the apprentice's experience and skills increase. Apprenticeships in non-trades disciplines are growing in popularity.

Service Learning

Services learning is an unpaid work experience where students volunteer on a regular basis with an organization in the community to deepen their academic learning experience. Like internships and cooperative education, service learning is hands-on application of curriculum or college values. The service experience is typically brought back to the classroom by the student to enhance the academic experience of the whole class.

Internship Considerations

Unpaid Internships

Unpaid internships are generally allowed under federal law, however, need to meet certain criteria. An internship should serve the intern's own educational benefit, and according to the U.S. Department of Labor (DOL), the following six criteria must be applied when determining whether the internship requires payment:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training 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;
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

In addition, through a recent court decision, the 2nd Circuit emphasized the following factors, summarizing that “applying these considerations requires weighing and balancing all of the circumstances”:

- The extent to which the internship is tied to the intern's formal education program by integrated course work or the receipt of academic credit;
- The extent to which the internship accommodates the intern's academic commitments by corresponding to the academic calendar; and
- The extent to which the internship's duration is limited to the period in which the internship provides the intern with beneficial learning.

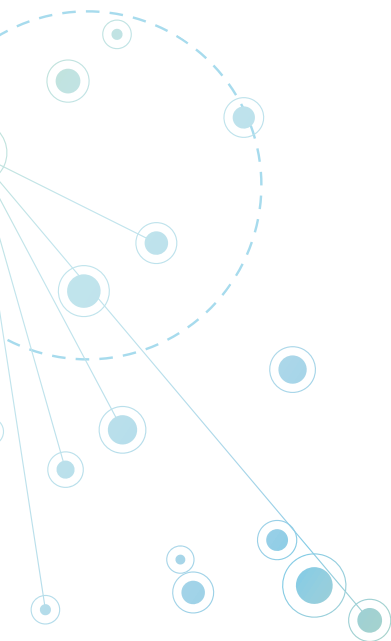
In general, it's important to be able to demonstrate that an unpaid intern is learning practical skills from their internship and that the internship does not go on too long, which could appear to take advantage of unpaid status.

If all of the factors listed above are met, the internship would generally not be considered an employment relationship under the Fair Labor Standards Act (FLSA), and therefore, the Act's minimum wage and overtime provisions would not apply to the intern.

Note that these guidelines apply to “for-profit” private sector internships or training programs. The DOL explains that, unpaid internships in the public sector are generally permissible where the intern volunteers without expectation of compensation. In addition, this exception applies to individuals who volunteer their time, freely and without anticipation of compensation for religious, charitable, civic, or humanitarian purposes to non-profit charitable organizations.



Internship Considerations



Paid Internships

Even if not required to, an employer may choose to pay an intern and is allowed to do so. However, those interns must be paid minimum wage under the same standards as an employee would be, so would become subject to the FLSA minimum wage and overtime standards. It's important to note that, short-term internships or training periods may qualify for a sub-minimum wage under certain circumstances, which vary by state. Federal law allows a lower youth minimum wage of \$4.25 for employees under 20 years of age, for a limited period of 90 calendar days, after they are first employed. The state of Iowa allows a similar youth minimum wage of \$4.25 per hour, also for employees under the age of 20 during their first 90 consecutive calendar days of employment.

Separately, an Iowa employer is allowed to pay an "initial employment wage" of \$6.35 per hour for the first 90 days. This exception is different from the youth minimum wages and federal "training wage" that allows certain employees to be paid less than minimum wage.

Because different employers are subject to different employer laws – dependent upon number of employees, states in which they operate, annual sales volume, etc., applicable laws should be reviewed prior to making an employment decision.

Generally, when federal and state law conflicts, the law more generous to the employee prevails.

For more information, contact:

Human Resources Consulting Services Department of HKPayroll Services, Inc.
844.684.7359 or 563.556.0123 or hrconsulting@hkpayroll.com.

or visit:

State of Iowa: www.iowadivisionoflabor.gov

Federal: www.wagehour.dol.gov

“

"In Dubuque we are fortunate to have great colleges close by. At American Trust we have hired many good interns over the years, several who have joined us full time after graduation. Hiring interns and recent college graduates from the local colleges have allowed us to grow and expand our business."

”

Gary McAndrew,
Executive Vice President – Human Resources
American Trust & Savings Bank

Hosting an International Student

F-1 Visas

F-1 visas are issued to international students who are attending an academic program at a United States college or university.

F-1 visa students may complete off-campus internships that are connected to their academic major. Curricular Practical Training (CPT), like student employment or Optional Practical Training (OPT), is particular to F-1 visas.

- International students may complete an off campus internship if it is required by their major, or if their major will allow them to receive credit.
- International students seeking internships can be paid for their internship, but CPT has to be applied for; this is essentially some paperwork on the student and university's end, employers do not have any responsibility regarding government or SEVIS paperwork, but do fill out a learning contract for the student.
- Students cannot complete more than 12 months of full-time CPT or internship if they wish to complete OPT, which allows students to work one year upon graduation. CPT does not affect OPT if it is less than a 12 month, full-time internship. Students who graduate with a degree can complete an internship under OPT if they wish.

J-1 Visas

The J-1 visa allows international student to gain work experience in programs that promote culture exchange in the United States. Students on a J-1 visa are required to be sponsored by an accredited education or nonprofit institution.

- The J-1 visa is for students who need training that is not available to them in their home country and that training must be directly related to their academic program.
- Interns on a J-1 visa are not allowed to work in childcare, eldercare, or any position that involves work directly with medical patient care or patient contact
- Interns are not able to work in a position that involves more than 20% clerical work

Curricular Practical Training (CPT)

is defined as employment which is an integral part of an established curriculum, including: "alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school."

Optional Practical Training (OPT) is defined in the Federal Regulations as temporary employment directly related to a student's field of study.

For more information:

j1visa.state.gov/

studyinthestates.dhs.gov/stem-opt-hub

www.ice.gov/sevis/practical-training





Iowa Student Internship Program

The Iowa Student Internship Program provides grants to small and medium-sized companies in targeted industries to support internship programs with a goal of transitioning interns to full-time employment in Iowa upon graduation. The goal is to retain educated workers in Iowa.

Jennifer Meier
Program Director
Iowa Economic Development Authority
internships@iowaeda.com
515.725.3013

- Iowa employers may qualify for financial assistance on a matching basis for a portion of the wages paid to an intern during the designated internship period
- For every two dollars of wages earned by the student, one dollar paid by the employer is matched by one dollar from the Iowa Economic Development Authority (IEDA) and **up to \$3,100 per intern**
- Funds generated through any state source cannot be used as matching funds although federal funding is an eligible match
- A company is eligible for a **maximum of 3 internships per fiscal year** (July 1 – June 30)
- Funds can only be used for reimbursement of wages during the designated internship period
- Funds spent prior to receiving an award will not be reimbursed
- Funds cannot be used to cash flow a business

ELIGIBILITY

To be eligible, the internship must be in a targeted industry—bioscience, advanced manufacturing, or information technology

Employers eligible:

- Must have 500 or fewer employees, with a significant portion employed within the State of Iowa
- Must pay at least twice the minimum hourly wage (minimum \$14.50/hour)
- Must offer the internship(s) to students of Iowa community colleges, private colleges, regents universities or to students who graduated from an Iowa high school and attend a college or university outside of Iowa
- Must employ student(s) that are within one to two years of graduation (undergraduate or graduate student)
- Must offer either summer or semester internship(s)
- Summer internship must last a minimum of 8 weeks (averaging no less than 30 hours per week)
- Semester internship must last a minimum of 14 weeks (averaging no less than 10 hours per week)

Student(s)/intern(s) eligible:

- Must be employed at an Iowa location
- Must participate in a substantive experience in one or more of the following areas: research and development, engineering, process management and production, product experimentation and analysis, product development, market research, business planning or administration
- Must be a student at one of the Iowa community colleges, private colleges, Regent universities or a student who graduated from high school in Iowa but attends an institution of higher learning outside of Iowa
- Must be within 1 to 2 years of graduation (undergraduate or graduate student)

HOW TO APPLY

- Funding is awarded on a first come, first served basis (until funding is depleted)
- The application for FY 18 (Fall 2017- Summer 2018) internships will be available after July 1, 2017

Iowa Student Internship Program, cont.

STEM Internship Program

- Maximum award to an employer in any one fiscal year shall not exceed \$100,000
- Funds disbursed on a reimbursement basis with a portion of wages actually paid to a student
- Reimbursement calculated to result in an equal share of the cost being borne by the employer and the Iowa Economic Development Authority (IEDA)
- For every two dollars of wages earned by the student, one dollar paid by the business is matched by one dollar from the IEDA

ELIGIBILITY

Employer that has or will apply during the same state fiscal year as the Iowa Student Internship Program (targeted industries) under 261 IAC chapter 104 is ineligible

Employers eligible:

- Must be an Iowa-based business with significant employment presence in Iowa
- Must pay intern at least twice the minimum hourly wage (minimum \$14.50/hour)
- Must offer internship(s) to students of Iowa community colleges, private colleges, regents universities or to students who graduated from an Iowa high school and attend a college or university outside of Iowa
- Must employ student(s) who are within 1 to 2 years of graduation (undergraduate or graduate student)
- Must offer either summer or semester internships
- Summer internship must last a minimum of eight weeks (averaging no less than 30 hours per week)
- Semester internship must last a minimum of 14 weeks (averaging no less than 10 hours per week)

Student(s)/intern(s) eligible:

- Must be within 1 to 2 years of graduation (undergraduate or graduate student)
- Must be employed at an Iowa location
- Must be a student at one of the Iowa community colleges, private colleges, Regent universities or a student who graduated from high school in Iowa but attends an institution of higher learning outside of Iowa
- Must have declared a major in a STEM field—STEM field includes all majors listed on the ACT-defined STEM majors and occupations by area list
- Must participate in a substantive experience in an area closely related to the student's STEM field

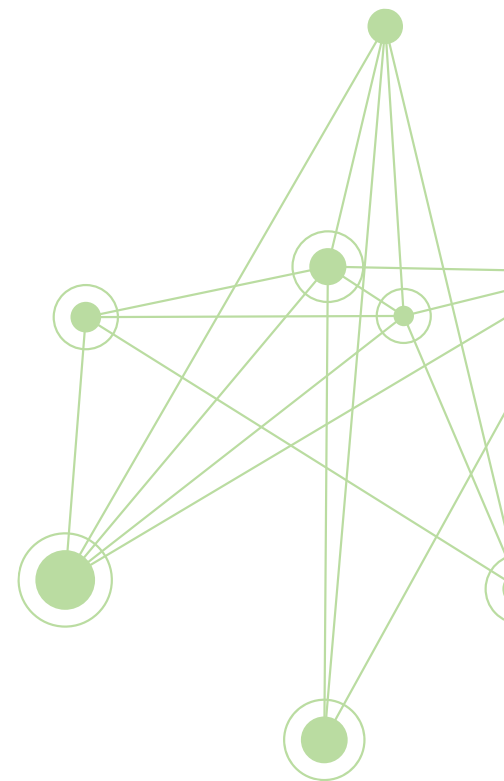
For more information:

www.iowaeconomicdevelopment.com/stem

HOW TO APPLY

- Funding is awarded on a first come, first served basis (until funding is depleted)
- If the program is continued in fiscal year 2018 (fall 2017, spring and summer 2018), the application will be available after July 1, 2017

The Science Technology Engineering and Mathematics (STEM) Internship program provides grants to Iowa companies for internship programs with a goal of transitioning interns to full-time employment in Iowa upon graduation. The goal is to retain educated workers in Iowa.



Iowa Student Internship Program, cont.

STEM Internship Program

FREQUENTLY ASKED QUESTIONS

If my company has applied for the Iowa Student Internship Program (Targeted Industries), can we also apply for the STEM internship Program?

No, if you have applied and been awarded funding through either the Iowa Student Internship Program or the STEM Internship Program, you are not eligible to apply. Companies may only use one program per fiscal year (July 1 – June 30). Evaluate the program that best suits your needs. If your company plans to have only three interns during a fiscal year and will likely not exceed the \$3,100 reimbursement, apply for the Iowa Student Internship Program rather than the STEM Internship Program.

Are students eligible to apply for this program?

No. Students are ineligible applicants. Iowa employers must apply for reimbursement funding through the STEM Internship Program. The Iowa Economic Development Authority (IEDA) currently does not have capacity to directly connect students with employers or vice versa.

Can I hire a graduate student?

Yes, as long as they are scheduled to graduate within one to two years.

Can the same intern participate in more than one internship period? (i.e. fall and spring)

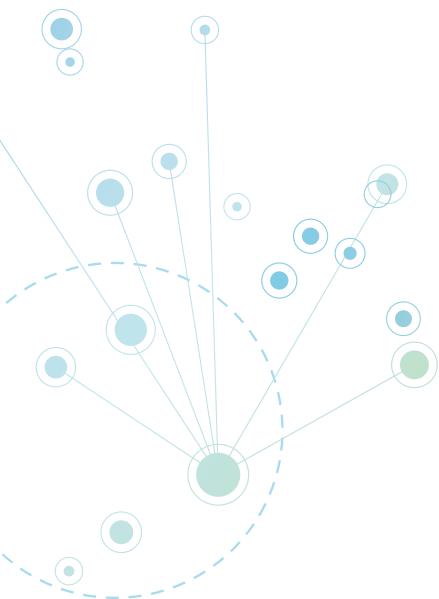
Yes, you can employ the same intern, however, it will be considered two separate internship periods and counted as two separate awards.

How many hours do interns need to work to be eligible for reimbursement?

Semester interns must work a minimum of 140 hours.
Summer interns must work a minimum of 240 hours.

What if our wage rate is lower than the \$14.50/hr. minimum?

The IEDA will only provide reimbursement for intern wages at or above \$14.50/hr.



“

“Internships accelerate the career maturity of Loras students, ultimately benefitting their future employers.”

”

-Jeff Roberts
Career Services Coordinator
Loras College



HOW DO EMPLOYERS POST JOBS OR INTERNSHIPS?

Post a job or internship: The Compass and Career Services Office has designed and implemented its own custom-designed job site. This site allows employers to create accounts from which they are able to manage job openings for full-time, part-time, internship, summer, and volunteer positions. To create an account and begin posting jobs, go to www.collegecentral.com/clarke and register your company or organization. You may also post positions by contacting Career Services with a description of your full-time, part-time, internship, and summer positions.

Features of Clarke University's College Central:

- Search the school's exclusive resumes for qualified job candidates
- Match internships or employment opportunities with Clarke University job seekers
- Target your posting and become an employer of choice!
- Receive posting responses directly from Clarke University job seekers

WHAT PROGRAMS REQUIRE INTERNSHIPS

Clarke University Compass and Career Services staff encourages students from all disciplines to participate in some form of experiential learning through the Clarke Compass.

HOSTING AN INTERN

What are my responsibilities as an employer?

- Review the job description and internship responsibilities with the intern.
- Expect to have an initial training period as the intern learns his/her responsibilities.
- Introduce the intern to the organization and co-workers.
- Develop guidelines and expectations for supervision.
- Periodically provide feedback to let the student know how well they are doing.

If a student receives academic credit for the internship, an employer must also:

- Participate in establishing goals and objectives for the internship. Students are required to have two goals for each hour of credit earned (most students earn three credits, requiring six goals).
- Sign the student's Internship Contract verifying terms and goals of the internship.
- Complete a Mid-term and Final Evaluation of the student's work and review with the student before returning it to the student. These take about 15 minutes each.
- Employers are not responsible for assigning grades. Faculty sponsors assign grades after reviewing student materials and employer evaluations.

What is the length and hourly commitment of an internship?


- Internships vs. part-time employment: An internship for academic credit must be related to the student's major with responsibilities worthy of college credit.
- One academic credit for an internship position commonly requires a student to work 4 hours per week during a 15-week semester for each credit hour earned (60 hours worked for each credit).
- Usually full-time students work 4-12 hours each week, earning 1-3 internship credits in a 15-week semester.
- A student may earn credit for multiple internships with the same organization; however, each internship must represent new learning opportunities as reflected in the Learning Objectives, established by the student, work site advisor, faculty advisor, and Career Services. This is often accomplished by the student accepting a new project or position.

Compass integrates a student's major coursework, general education, extra-curricular and co-curricular experiences through intentional thinking and choice, allowing students to not only recognize their skills, but be able to articulate and apply them to their life after graduation. Clarke students are prepared for both life and career through completion of the eight Compass outcomes: Critical Thinking, Communication, Intercultural Engagement, Spiritual Growth, Leadership, Self-Sufficiency, Integration of Knowledge, and Professional Preparedness. Employers who rated the eight competencies NACE (*National Association of Colleges and Employers*) has associated with career readiness, put "critical thinking/problem solving" and "professionalism/work ethic" on top. Through Compass, Clarke students are equipped with the essential skills employers are demanding.

TIMELINE FOR POSTING INTERNSHIPS

Deadlines for posting internships vary slightly, but if a student is completing the internship for credit, their registration deadline is generally mid-May for summer placements, mid-September for fall placements, and the end of January for spring placements. Students not completing an internship for credit have more flexibility.

HOW CAN EMPLOYERS ENGAGE WITH STUDENTS?



1 The Clarke Compass:
This unique program tracks a student's personal growth and community engagement throughout their years at Clarke University, building skills employers want: critical thinking & problem solving, professionalism & work ethic, teamwork, and oral & written communication.

2 On-campus Interviewing:
Recruiting visits are widely publicized across campus and employer literature is available to interested students. Resumes for each candidate are provided for the on-campus interview. It is recommended that a convenient date be selected at least four weeks prior to the recruiting visit to permit our staff to properly publicize the visit.

3 Job Shadowing:
Job shadowing connects students with area professionals in a career related to the student's major and career goals. Students learn about the job by shadowing an experienced professional for a morning or afternoon of a typical work day.

4 Informational Sessions:
Share information about your organization to a general audience or to a specific major-related club or class on campus.

5 Informational Table:
Display information about your organization in high-traffic areas.

89%

of regional college students
feel welcome in the
Dubuque community.

Emmaus Bible College

HOW DO EMPLOYERS POST JOBS OR INTERNSHIPS?

Emmaus has a career services website that many current students and alumni use to find work at businesses, schools, missions, and other vocational employment. An employer can post a position by contacting the Director of Campus Life.

WHAT PROGRAMS REQUIRE INTERNSHIPS

Emmaus Bible College has three programs that require internships, and one program that requires student teaching experience. The three programs that require internships are Business Administration, Educational Ministries (Both camp ministry and youth ministry), and Intercultural Studies. The teacher education program requires student teaching experience to graduate as well.

HOW CAN EMPLOYERS ENGAGE WITH STUDENTS?

1 Career Fair:
We have a job fair at the beginning of each year at Emmaus in August. Please contact the Director of Campus Life if you would like more information.

2 Job Shadowing:
Students are always looking for ways to gain a better understanding in their field of study outside of the classroom. The best way to engage with our students is by inviting them to your business for a "College Day".

3 On-campus Recruitment:
Request to visit campus to meet and recruit our students.

Most of our students graduate with two different bachelor's degrees, one bachelor's degree in their major field of study (Business Administration, Applied Mathematics, Computer Studies, Counseling Psychology, Educational Ministries, General Education, Health Sciences, Intercultural Studies, Music, and Teacher Education) as well as one bachelor's degree in Biblical Studies. Each student is dedicated to working hard for the glory of God. We consistently hear from the community how much employers enjoy having Emmaus Graduates working for them. We consistently hear they are hardworking, joyful, patient, kind, faithful, honest, dependable, and responsible. Please know that our graduates are fully equipped to both serve in their vocation and ministry.

John Walker
Director of Campus Life
jwalker@emmaus.edu
563.588.8000 x 1105

"Being an intern at the Dubuque Area Chamber of Commerce has given me exposure to the world of marketing and public relations. I've been able to apply what I have learned in the classroom to different tasks I do around the office. It has also given me the opportunity to connect with people around the Dubuque community."

-Lindsay Hottovy
Public Relations Major
Loras College, Class of 2017

TIMELINE FOR POSTING INTERNSHIPS

Internships can be posted as they are made available. Students typically take internships in Fall and Spring semesters.

Loras College is very supportive of students engaging in internships. Graduating seniors from a broad range of academic disciplines report having participation in internships on their exit surveys.

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Jeff Roberts
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Bobbi Martin
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Robin Hamel
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Sergio Perez
Director of Intercultural Programs
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563.588.7205

TIMELINE FOR POSTING INTERNSHIPS

Fall Internships – Mid to Late Spring
Summer Internships – Early
Spring Semester
Spring Internships – Early to Mid Fall

Timeline is recommended however postings are taken throughout the year.

HOW DO EMPLOYERS POST JOBS OR INTERNSHIPS?

Employers can post jobs and internships by registering with College Central Network. It is helpful if employers note if the internship is paid, unpaid, stipend, or negotiable. Employers should also note whether the employer requires students to take the internship for college credit, the dates/semester of the internship, and applicable majors for each job posting. Employers also have the option to search resumes of high quality candidates.

College Central Network

www.collegecentral.com/loras/Employer.cfm

Employers are also encouraged to send job descriptions directly to Academic Internship Coordinator Jennifer Weber. In addition to posting positions online, employers can advertise positions in *The Lorian*, the campus newspaper. E-mail Cassandra.Davis@loras.edu, Advertising Manager, for rates.

HOW CAN EMPLOYERS ENGAGE WITH STUDENTS?

1

On-campus Interviews for Internships and Employment:

In addition to posting to the Job Board, you may also post positions that involve on-campus interviews. An interview date will be scheduled after we review and approve your posting. Then log in to check submissions, candidate status, and schedules. Contact Jeff Roberts for more information.

2

Form Partnerships:

Collaborate on research with faculty on topics of mutual interest. This could take the form of summer research projects or providing grants.

3

Present to Student Groups:

Provide speakers to related student clubs and organizations. E-mail Student Activities Coordinator Robin Hamel for a current list of approved campus organizations.

4

Information Table:

Set up a display table in the lobby to the Dining Hall. E-mail Office Coordinator Bobbi Martin to schedule dates and times.

5

Connect to Diversity:

Connect to a culturally-diverse student body by contacting Director of Intercultural Programs Sergio Perez.

6

Successfully Recruit:

Create a vibrant, multi-faceted recruiting relationship with our campus! Contact Jeff Roberts to design a successful recruiting program at Loras College today!

Northeast Iowa Community College

College Career Services
Calmar: 800.728.2256 Peosta: 800.728.7367
www.nicc.edu/careerservices

HOW DO EMPLOYERS POST JOBS OR INTERNSHIPS?

Employers can post jobs and provide detailed company information through Northeast Iowa Community College (NICC) Career Services. Please contact career services staff for details.

Gena Gesing, Calmar Campus
Career Services Director
gesingg@nicc.edu
800.728.2256, ext. 452
563.562.3263, ext. 452

REQUIREMENTS FOR POSTING INTERNSHIPS

- Contact Career Services to discuss partnership opportunities. Requirements vary by program. Internships are typically paid, and last for one semester (some can extend for a longer periods of time). Unpaid experiences must follow Department of Labor guidelines for unpaid internships.
- Most internships or professional experiences are coordinated by faculty, but Career Services can assist with placement and making faculty and student connections.
- Most internships for credit require minimal paperwork. Students often write outcome objectives, reflective journals, and end-of-experience papers. Employers may have faculty or Career Services site visits and will likely be asked to complete mid-term and end-of-experience student intern evaluations.
- Students can complete internships for credit or non-credit. ALL unpaid experiences should be for credit.

Julie Anderson, Calmar Campus
Career and Intermediary
Grant Coordinator
andersonju@nicc.edu
800.728.2256, ext. 368
563.562.3263, ext. 368

Chris Entringer, Peosta Campus
Career Services/Enrollment Advisor
entringerch@nicc.edu
800.728.7367, ext. 297
563.556.5110, ext. 297

WHICH PROGRAMS REQUIRE INTERNSHIPS/FIELD PLACEMENTS?

NOTE: Health programs have their own clinicals, practicums, and professional practice experiences with area health organizations.

Peosta Campus:

Accounting Specialist
Ag Business
Administrative Office Associate
Administrative Office Management
CNC Machinist
Early Childhood
Engineering Technology
Graphic Design
Heating and Air Conditioning
Marketing Management

Calmar Campus:

Accounting Specialist
Administrative Office Associate
Administrative Office Management
Ag Business
Ag Production
Applied Ag Studies
Early Childhood
John Deere Tech
Large Animal Vet Tech

TIMELINE FOR POSTING INTERNSHIPS

Fall Internships – March/April
Spring Internships – October/November
Summer Internships – October to March

HOW CAN EMPLOYERS ENGAGE WITH STUDENTS?

1 Services by Appointment:
Arrange to set up informational booths or on-campus interviews.

2 Shadowing Opportunities:
NICC encourages employers to host job shadows and offer mock interview opportunities.

3 Custom Assistance:
Contact Career Services to discuss internship opportunities or assistance in starting an internship program. NICC can also host small job fair events focused on specific majors. *Examples: Calmar Ag Job Fair or Peosta Business Mini-Job Fair.*

4 Attend Events:
Campus visits to specific classes and events are always welcome. New events, including "Job Shadow Fridays" and "Mock Interview Mondays" will begin in Fall 2017.



Northeast Iowa Community College, cont.

College Career Services
Calmar: 800.728.2256 Peosta: 800.728.7367
www.nicc.edu/careerservices

For more information on

Opportunity Dubuque:

Peggy Johannsen
Town Clock Business Center
Program Manager
johannsenp@nicc.edu
888.642.2338 ext. 247

For Information on Connection with Grades 9-12 Students:

Gena Gesing
Director of Career and
Intermediary Programs
gesingg@nicc.edu
800.728.2256, ext. 452

OPPORTUNITY DUBUQUE

Opportunity Dubuque is a nationally-recognized, collaborative job training effort developed in response to local employers' needs for a skilled workforce. Through this initiative, individuals complete industry-driven certifications to upgrade their skills or launch their careers. A win-win for students and employers, Opportunity Dubuque builds career pathways for students to enter the workforce and continue their education and training while filling employers' demand for talent in high-wage, high-demand careers. Since 2012, Opportunity Dubuque has trained and employed hundreds of individuals in advanced manufacturing, transportation, health, and information technology careers.

Available Programs:

- Commercial Driver's License (CDL)
- Culinary Foundations
- Certified Nurse Aide (CNA)
- Emergency Medical Technician (EMT)
- Phlebotomy Technician
- Information Technology
- Building Construction
- Certified Production Technician (CPT)
- Computer Numerical Control (CNC) Operator
- Construction Equipment Operator
- Electromechanical Technician
- Industrial Sewing
- Restoration Academy
- Welding (Basic)
- Welding (GMAW)

BENEFITS TO BUSINESS PARTNERS

- Provide input on curriculum development and review to ensure it meets business standards.
- Attend career events to share job opportunities and skill sets needed to do the job.
- Assist with candidate interviews for entry into the career pathway certificate.
- First opportunity to meet the potential students.
- Attend and observe any of the classes or labs.
- Attend the graduation and be keynote speaker, if desired.
- First opportunity to interview the graduates and hire if it is an appropriate fit.

CAREER LEARNING LINK

Northeast Iowa Career Learning Link (CLL) is a program that exposes students to high-demand career areas and sets them on the pathway to career and educational success beyond high school. The program provides work-based learning opportunities for students in partnership with local businesses.

Benefits for Students and Educators:

- Students (and parents!) save time and money by knowing the career path to follow after high school.
- Career coaches work with students to find the right post-graduation plan.
- Opportunities for job shadows, internships, and career mentoring.

Benefits for Business Partners:

- Recruit future workforce by connecting with schools and individual students.
- Provide professional development to teachers regarding careers in your industry through workshops and externships.
- Serve as a career mentor to a student interested in your field of work.

Career Learning Link

www.nicc.edu/careerlearninglink/

HOW DO EMPLOYERS POST JOBS OR INTERNSHIPS?

Post Jobs and Internships: Target specific programs and view resumes for the candidates that are matched to your positions. To post, email your posting to Career Services (*at right*).

Recruit Students and Alumni through Wisconsin TechConnect: Post jobs on Wisconsin TechConnect. This is the way to go if you want to reach students based on their program and technical skills!

Wisconsin TechConnect
www.wisconsintechconnect.com/

Many programs require internships, but any student is encouraged to take an internship regardless of whether an internship is required for graduation.

careerconnections@swtc.edu
608.822.2333

Heather Fifrick
Career Services Manager
hffrick@swtc.edu
608.822.2414

HOW CAN EMPLOYERS ENGAGE WITH STUDENTS?

1 On-campus Interviews:
Interview students in a professional setting on our campus. We have two interview rooms equipped with telephones and computers.

2 Share your Expertise:
Share your company's objectives, history, values, hiring philosophy, and more with students during an information session, workshop, or panel discussion.

3 Develop a Recruitment Plan:
Work with our skilled staff to create a customized student recruitment strategy.

4 Mock Interviews:
Assist with mock interviews to engage with current students.

5 Host a Company Tour:
Familiarize students with your company by providing an on-site visit and a chance to see your business in action.

6 Partner with Student Groups:
Increase networking opportunities by developing relationships with student organization leaders.

7 Spring and Fall Career Fairs:
Southwest Wisconsin hosts a job fair each spring and fall. Watch for new dates on our website or Sign up for Southwest Tech's "Career Connections" email newsletter.

Sign up for the "Career Connections" email at:
www.swtc.edu/student-resources/career-placement/events

TIMELINE FOR POSTING INTERNSHIPS

Fall Internships – late summer/early first semester

Spring Internships – first semester/early second semester

Summer Internships – second semester

51%

of regional college students are unsure if they will remain in the Greater Dubuque area after graduation.

Internships allow students to gain exposure to potential careers, discover possible career paths for specific majors, and narrow down “good-fit” career searches. Internships can be taken for credit in the student’s major or for elective credit – resulting in transcripts reflecting the experience.

career@dbq.edu
563.589.3633

Dr. Amy Baus
Director of Vocation, Civic Engagement,
& Life Services
abaus@dbq.edu
563.589.3132

Anne Funke, M.A.
Assistant Director of Vocation &
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afunke@dbq.edu
563.589.3167

Sandy Jewett, B.A.M.
Assistant Director of Employer Relations
sjewett@dbq.edu
563.589.3633

TIMELINE FOR POSTING INTERNSHIPS

Fall Internship – early to mid-spring semester

Spring Internship – late summer or early fall semester

Summer Internship – late fall or early spring semester

HOW DO EMPLOYERS POST JOBS OR INTERNSHIPS?

Post a Job: Employers can post their available job and internship positions on the University of Dubuque’s Career Service website at no cost. To post your job or internship, send your information to career@dbq.edu.

Posting Requirements:

We post positions on our internal job/internship boards at no cost to employers. The employer should email a position description, preferred majors, how to apply, and a deadline. We heavily promote AccessDubuqueJobs.com for postings, and typically tell students to check there prior to our internal pages.

Internship Requirements:

- Organization or company provides an internship and experience that is focused on student development and learning.
- Organization or company provides detailed position description with expectations, requirements, and responsibilities.
- Most students choose to complete a 3-credit internship, which is equivalent to 150 hours. They register for this as a course (*the internship begins and ends within a term—fall, spring, or summer*). Students can still complete a 1-2 credit internship (50-100 hours respectively), but 3 credits is the most common.
- Learning agreement must be signed between student, employer, and faculty intern instructor prior to start date to ensure relevance to student’s major.
- Compensation for students is highly encouraged, but not a requirement of internships we promote.

WHICH PROGRAMS REQUIRE INTERNSHIPS?

- Currently, the following majors require a 3-credit, 150-hour internship to be completed as a graduation requirement: Business Administration; Accounting; Marketing; Human Resources; Communication; English; Criminal Justice; Sociology; Sport Marketing & Management; Exercise Science
- The following majors strongly encourage an internship completed as an elective: Aviation Management (*requires an internship or independent study research*); Computer Graphics & Interactive Media; Computer Information Systems; Computer Information Technology; Fine and Performing Arts; Biology; Environmental Science; Human Health Science; Psychology (*requires an internship or research*); Mathematics; Liberal Studies
- Other majors where internships or experiential learning are embedded: Nursing (preceptorship senior year); Education (student teaching)



HOW CAN EMPLOYERS ENGAGE WITH STUDENTS?

1 Host an Employer Site Visit:
Promote your organization and highlight employees while educating students about various career opportunities. Generally visits last between 1 to 1.5 hours.

2 Mock Interviews:
Students engaged in the program are 3rd and 4th year undergraduate student, as well as graduate students. This program serves as a healthy means of networking for students within their field of interest.

3 Informational Table:
Employers interested in connecting with students on campus may want to consider setting up an informational booth. Similar in format to a career fair setting without the career fair, informational booths can be formal or informal.

4 Informational Interviews:
An innovative program for 1st and 2nd year undergraduate students. Students interview the professional/retiree about their vocational journey within the Advising/Career Center during assigned class time. Structured questions are provided to students in advance by Career Services to stimulate dialogue.

5 Area Collegiate Fall Day:
This event is open to all University of Dubuque, Clarke University, Loras College, and Northeast Iowa Community College students. It is a pre-selection event, and each interview will be conducted within one, 25-30 minute sessions. Registration for employers occurs in September of each year.
Host of event rotates each year.

6 Bi-annual Networking Fair and Etiquette Dinner:
The event is sponsored by local employers and free for students to attend and apply their networking skills. Employer representatives network with students during the fair and assist to facilitate dialogue at their sponsored dining table(s). For additional information, please contact Sandy Jewett, B.A.M., Assistant Director of Employer Relations.

“Dupaco has had the privilege of developing interns who when they started didn't even know the potential opportunities in our industry and are now top performers. We embrace the opportunity of the inexperienced because then we can develop and train them to deliver the 'Dupaco Difference'.”

—Lisa Bowers
Senior Vice President, Human Resources
Dupaco Community Credit Union

Internships or co-ops are strongly encouraged for all students. They are also required by various degree programs, including business, communication technologies, industrial studies, and agribusiness, to name a few.

Jennifer Williamson
Career and Professional
Development Director
cpdo@uwplatt.edu
608.342.1183

TIMELINE FOR POSTING INTERNSHIPS

Summer Internship – Post the internship as soon as available and run continuous recruitment until position is filled.

HOW DO EMPLOYERS POST JOBS OR INTERNSHIPS?

Pioneer Career Network: The Pioneer Career Network (PCN) is an online resource that links students and alumni with over 8,500 active employers. At any one time, there are around 1,000 job, internship, or co-op positions posted in PCN. Employers must be registered on PCN to participate in most recruitment activities.

EMPLOYERS USING PCN CAN:

- Post position openings to connect with approximately 1,500 students and alumni actively seeking jobs, co-ops, and internships
- Register to attend Fall and Spring Career Fairs at UW-Platteville
- Schedule on-campus interviews or employer informational sessions
- Search student resumes to find potential applicants

Pioneer Career Network

www.uwplatt.edu/cpdo/pcn-pioneer-career-network

WHICH PROGRAMS REQUIRE INTERNSHIPS?

Business Administration; Agriculture, Industrial Studies, Criminalistics, Sustainable and Renewable Energy, Education, Health and Human Performance. Other majors have options to complete internships or other experiential learning activities.

HOW CAN EMPLOYERS ENGAGE WITH STUDENTS?

1

On-campus Interview:

Interview candidates on campus for internship, co-op, or full-time positions to identify and screen qualified candidates on the same day and increase students' awareness of your company.

2

Information Sessions:

Informative presentations are an opportunity for students to learn more about a prospective employer, meet recruiters, and explore career options. Typically one hour in length.

3

Corporate Sponsorship:

Employers have more opportunities to reach top candidates and increase visibility on campus. Career and Professional Development will help develop custom recruitment strategies to meet their needs.

4

Professional Etiquette Event:

Employers purchase a table for the evening. Students are encouraged to network for internships, co-ops and full-time jobs, exchange business cards, and socialize with business leaders.

5

Annual Spring and Fall Career Fairs:

Multi-day events organized by majors. Employers register for the day(s) that best meet their recruitment schedule and needs.

6

Present to Student Groups:

Share your knowledge and expertise in certain industries, fields or specialties with a group of students who are interested in learning more about a specific topic related to that area.

Student Professional Organizations

www.uwplatt.edu/pic/student-organizations

Appendix 1

Sample Internship Postings

Job Description Example #1

Job Title: Accounting Assistant – Internship

No. of Openings: 3

Internship Available: Fall 2018

Paid/Unpaid: Paid

Hours per week: 20

Majors: Accounting, Finance, Business

ABC Company is looking for an Accounting Assistant Intern for the Fall 2018 semester. This position will handle a wide range of duties for the Accounting and Finance departments.

Duties and Responsibilities:

- Assist with financial reports
- Post journal entries
- Assist with accounts receivable, payable, and reconciliation
- Help with audits
- Manage the monthly tracking of inventory

Requirements:

Applicants should be Accounting, Finance, or Business majors. Applicants should be proficient in Microsoft Office. Attention to detail, ability to multi-task and excellent communication skills are required for this position.

Job Description Example #2

XYZ Company is currently looking to fill a Marketing Intern position for the next academic year. XYZ Company is a non-profit organization that helps low income residents in Dubuque County. We are looking to fill a Marketing Intern position within our organization.

Responsibilities:

- Update social media presence, including Facebook, Twitter, and other social media platforms
- Assist in planning and writing the monthly newsletter
- Design flyers and other marketing material
- Attend monthly marketing meetings, prepare agenda, and take meeting minutes
- Collaborate with staff and volunteers on innovative ideas for marketing and communication

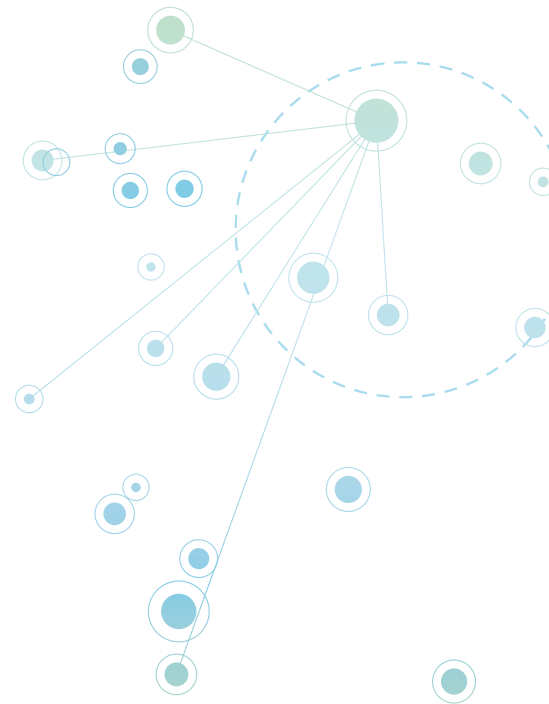
Qualifications:

- Strong understanding of social media
- Completed or working toward a college degree in Marketing, Communications, or Public Relations
- Proficient in Microsoft Office program.
- Experience working in Adobe InDesign and Photoshop highly desired

Start Date: Position open until filled, requires 6-12 month commitment.

Hours: 10-15 during Fall & Spring, 40 during summer. Hours can be flexible around school schedule.

Compensation: This is an unpaid internship.





Greater Dubuque
DEVELOPMENT CORP.

Schmid Innovation Center, 900 Jackson Street Suite 109 | Dubuque, Iowa 52001 | 563.557.9049 | greaterdubuque.org