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## Bryan School Internship Information

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The Bryan Graduate Career Services & Internship Programs Office provides assistance to businesses and organizations seeking undergraduate and graduate Bryan School students for full-time jobs and internships. Our goal is to build mutually beneficial relationships with businesses and organizations that help both your organization and our students achieve their goals and become more successful.

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### When do internships typically take place?

- Students participate in internships during the fall and spring semesters, as well as during the summer.
- **Full-time MBA students** (and some other full-time graduate students) interested in internships typically complete an internship during the summer after their first year in the program. Many students will continue their internships during the following fall and spring semesters (if there is a business need), or seek out a new internship experience.
- The **Master of Science in Accounting program** has a very structured internship program. The primary focus of this program is to connect students with internships at CPA firms. Internships take place during the spring semester, and recruiting begins the prior fall semester. However, some MSA students will seek out internships at other times during the school year. For more information on this program, please contact the Accounting & Finance Department at 336-334-5647.

### How is an internship different than a part-time job?

- Internships should be related to the students' major/minor and/or career interests, and should focus on applying what they are learning in the classroom to real world situations. Internships should not be solely or primarily clerical in nature.
- Specific learning goals and objectives should be established at the start of the internship so that the student is focused on intentional learning during their internship.
- Expectations of the organization and the student should be clearly defined and discussed at the start of the internship
- Since intentional learning is a critical component of an internship, regular supervision and feedback should be an ongoing part of the internship.

### What are the benefits of hiring interns?

- Internship projects add economic value to your organization.
- Increased effectiveness of current employees through focusing on key priorities.
- A fresh perspective to look at and solve an organizational problem.
- Enhanced recruiting of new talent into your organization.
- Increased brand equity of your organization among our students.
- Future partnership opportunities with the Bryan School and UNCG.

### What is the duration of an internship?

- The duration of an internship varies depending on the needs of the company. Some project based internships may last only a month or two, while other internships may last for one semester or even a year or more. Summer internships usually run from mid-May through mid-August. However, many summer interns will continue their internships during the fall and spring semesters if there is a business need and if the intern is performing successfully.

### What are the hours and pay for interns?

- During the fall and spring semesters, assuming students are taking a full course load, most interns work 10-20 hours per week. During the summer, most interns prefer to work full-time (30-40 hours per week). If the student is earning credit for the internship, they may be required to work a certain number of hours in order to earn credit.
- The pay for Bryan School interns ranges from \$10-22 per hour, with graduate students typically earning \$15-22 per hour. Some organizations offer unpaid internships; however, those internships are much more difficult to fill. Also, by paying interns, you can hold them more accountable for their work and performance. To help with recruiting the best interns, paying them is recommended.

### What's involved in earning course credit for the internship?

- For most Bryan School students, earning course credit for an internship is optional. If they choose to earn credit, it is counted as an elective course. International students, however, are required to earn course credit due to their visa status (if the internship is paid).
- The internship site may be asked to submit some paperwork related to the internship, such as an offer letter, a feedback form about the intern's performance, etc. However, paperwork is usually minimal for the organization.
- Many organizations that offer unpaid internships will "offer" course credit instead as a benefit of participating in their internships. Please keep in mind, though, that the organization is not "offering" the credit. Students arrange course credit through UNCG, pay tuition to enroll in the course, and complete assignments related to their internship experience. For some students, this isn't much of an incentive, unless the internship is a particularly great opportunity.

### When is the best time to recruit interns?

Suggested recruiting calendar for interns:

<u>Semester/Session Intern is Needed</u>	<u>Post Internship on SpartanCareers</u>	<u>Posting Duration</u>
Fall (late August-early December)	Between April & July	4-6 weeks
Spring (mid/late January-early May)	Between September & October	4-6 weeks
Summer (late May-early August)	Between January & February	4-6 weeks

- Please note that some employers post and begin recruiting for summer internships as early as September.
- We understand that employers have immediate internship (or project) needs that come up that do not fit with the above schedule. Please post your internship opportunities as soon as possible, and then contact our office to further discuss your internship needs. We will do our best to help you identify candidates who would be a good fit for your organization by promoting your internship opportunities to students and faculty.

### Where can I post internships?

- All organizations are asked to post internships (both paid and unpaid) on **SpartanCareers**. SpartanCareers can be accessed from both the Bryan Graduate Career Services & Internship Programs site, as well as the University Career Services Center site (under the Employer sections):  
[www.uncg.edu/bae/gcs](http://www.uncg.edu/bae/gcs)  
<http://csc.dept.uncg.edu>
- When developing your internship description and qualifications, be as detailed as possible. We encourage you to include something about what the student will learn/gain from this internship, as well.
- In addition to posting your internship, we welcome the opportunity to **meet with you in person** or have a phone conversation so we can learn more about your organization (the culture, the mission, the values, the structure, etc.), as well as discuss your internship (or full-time) needs. This will help us better identify candidates who might be a fit for the position and/or your organization.

### How are candidates selected?

- Once the position is posted, interested candidates will apply directly to the organization. When posting your position, you can specify what materials you would like the candidates to submit (resume, cover letter, reference list, writing samples, online application, etc.).
- Once applications have been reviewed, you can select the candidates you would like to conduct interviews with, and contact them to schedule phone/in-person interviews.
- Once interviews are completed, you can make an offer to the candidate you are interested in hiring, or continue searching if you have not found a qualified candidate for the position. Please keep us posted on your search, and if you are having trouble finding qualified candidates, please contact our office.

### Are there other ways we can get involved with the Bryan School and connect with students?

- As part of your overall recruiting strategy, we recommend that organizations participate in various networking functions, employer information sessions, mock interviews, and other career related events throughout the year to build brand awareness of your organization and make connections with students who could be great interns (or full-time hires) for your organization.

*For more information on internships, building a relationship with the Bryan School, and recruiting students for internships and full-time opportunities, please contact Darlene Broadhurst, Director of Graduate Career Services & Internship Programs, at 336-256-0390 or [debroadh@uncg.edu](mailto:debroadh@uncg.edu).*