

# SO YOU NEED AN INTERN?



## CAREER & PROFESSIONAL DEVELOPMENT

UNIVERSITY OF ALABAMA AT BIRMINGHAM

An **internship** is a pre-professional learning experience that offers meaningful, practical work experience related to a student's field of study or career interest.

Here are some points to consider when hiring an intern:



### ACADEMIC CREDIT

Academic credit may or may not be available depending on the student's major. Students must consult with their academic department prior to the start of an internship if they wish to earn credit for an internship.



### CORE COMPETENCIES

The specific goals and objectives of the internship program must be defined in a list of competencies to be achieved by completion of the internship.



### LEARNING OUTCOMES

Standard learning outcomes contain three elements: what students are able to demonstrate, what action they are to take; and some result that must come of their action.



### SUPERVISION

What type of training or guidance is provided for the internship? Our department recommends a specific employee serve as the point of contact for the intern. We recommend weekly meetings with the internship supervisor, and a scheduled midterm and end of term evaluation.



### KNOW THE LAWS

Although an internship can be paid or unpaid, Career & Professional Development at UAB strongly encourages employers to compensate interns. Consult with the US Department of Labor, the Fair Labor Standards Act, and your company attorney if you plan to hire an unpaid intern.

**Questions? Feedback? Email our team at [careerservices@uab.edu](mailto:careerservices@uab.edu) and we are happy to assist.**