

Employers can partner with the Center for Career & Professional Development (CCPD) to offer meaningful work experiences that support students' academic and career goals. If you do not yet have an established internship program, or you would like to consider ways to improve your existing program, please review our tips outlined below.

The CCPD serves as a liaison between students, faculty and employers. We assist employers in publicizing your opportunities, provide you resources to better orient and supervise student interns, and make ourselves available to answer your questions throughout the internship. While we promote internship opportunities to students and faculty; students will contact you directly to apply for the internship. Applicant screening is the employer's responsibility.

Creativity and innovation; students bring new ideas and perspectives

Establish clear internship goals and objectives.

Allocate human resources and financial resources (student salary).

Develop comprehensive internship descriptions that include:

- Brief description of the organization
- Roles and responsibilities the intern will assume
- Skills and qualifications required (or desired)
- Educational benefits for the intern
- Payment information
- Application instructions

Outline student expectations. Don't

Otterbein students can complete either of the following:

Many Otterbein students work part-time while taking a full course load. An internship may mean that they have to reduce their hours from a