

# THE INS & OUTS OF OFFERING INTERNSHIPS



INTERNSHIP PROGRAMS ARE AN EXCELLENT WAY TO REACH POTENTIAL EMPLOYEES THROUGH LOCAL PROGRAMS AND UNIVERSITIES. BY ENGAGING THOSE ENTERING THE WORKFORCE AND THEIR EDUCATIONAL ORGANIZATIONS, WE WILL INCREASE VISIBILITY AND INFLUENCE A POSITIVE PERCEPTION OF THE PROFESSION.

THIS INFORMATION IS INTENDED TO PROVIDE CRITICAL POINTS OF CONSIDERATION AND HELPFUL STRATEGIES FOR IMPLEMENTING A SUCCESSFUL INTERNSHIP PROGRAM WITHIN YOUR ORGANIZATION. PLEASE BE ADVISED THAT THE EDUCATIONAL ORGANIZATIONS YOU CHOOSE TO PARTNER WITH MAY ALSO HAVE UNIQUE REQUIREMENTS.



# WHY OFFER AN INTERNSHIP PROGRAM?

## IMPLEMENTING AN INTERNSHIP PROGRAM AT YOUR COMMUNITY:

- Provides an additional recruitment resource to acquire an educated and skilled workforce
- Enables you to evaluate the intern's potential as a future full-time employee
- Increases productivity and provides short-term support to staff, while adding new energy and ideas to the mix
- Offers a cost-effective labor resource, as wage requirements are modest, while motivation is high
- Boosts staff morale and enhances community culture
- Gains additional visibility within the local community
- Allows for additional resident engagement

# WHO SHOULD BE INVOLVED?

## DETERMINING AN INTERNSHIP PROGRAM LEAD AT YOUR COMMUNITY IS CRITICAL TO SUCCESS. THIS INDIVIDUAL SHOULD BE:

- Motivated to mentor
- Willing to supervise the intern (time required will vary)
- Passionate and knowledgeable about the profession
- In possession of all required education specific to the partnering college/department

# DEVELOPING A PLAN

## HERE ARE A FEW SUGGESTIONS FOR THE INTERNSHIP PROGRAM LEAD AT YOUR COMMUNITY:

- Review [this legal checklist](#) before getting started.
- Go online to determine which internship programs are available at local universities, trade schools, or junior colleges. Examples of common programs include: Gerontology, Sociology, Public Administration, Healthcare Administration, Culinary Services, etc.
- Connect with the Internship Coordinator/Faculty Advisor that oversees the school's intern program(s) to offer the community as an internship site.
- Convey these benefits of offering student internships at your community, if needed:
  - » Senior living offers students experience in multiple facets, including Administration, Hospitality, Sales & Marketing, Human Resources, Operations, Nursing and Culinary Services.
  - » It provides students with a wide range of potential internship hours (24/7)
  - » It enables students to participate in a multi-generational work experience

- Ask these questions:
  - » What is the process for becoming a preferred internship site?
  - » Is a site visit required?
  - » What is the interview process between the community and potential interns?
  - » What requirements, if any, are necessary for the Internship Program Lead? (i.e. specialized degree/license)
  - » What are the goals and expectations of your internship program?
  - » Is a student learning contract provided?
  - » What is the time commitment?
    - How many hours will the students be interning at the community?
    - How many hours of supervision are required?
  - » What contracts are required between the learning institution and the community?
  - » Is there anything else we should know?
- Post internship positions at [www.internships.com](http://www.internships.com) or similar websites if there are no nearby schools or programs with which to partner.
- Develop a compensation structure or intern salary. If the position is for an unpaid intern, review this checklist to ensure the position meets appropriate parameters.
- Request that your corporate HR Department or legal counsel review any contract or agreement prior to implementation of the program.
- Identify and discuss the tasks that will be assigned to the intern to ensure that they comply with both the educational organization and community requirements. Some examples include, but are not limited to:
  - » Participate in resident activities
  - » Provide sales and marketing assistance, such as coordinating events and managing social media platforms
  - » Assist with daily operations and administrative responsibilities
  - » Work with the culinary department to review order guides /menus and assist in managing dining events
- Design the program, including a comprehensive structure that includes information regarding:
 

<ul style="list-style-type: none"> <li>» Program timeline</li> <li>» Learning objectives</li> <li>» Daily responsibilities</li> <li>» Short- and long-term projects</li> <li>» Supervisor assignments</li> </ul>	<ul style="list-style-type: none"> <li>» Evaluation procedures</li> <li>» Policies and expectations</li> <li>» Orientation</li> <li>» Off-boarding process</li> </ul>
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- Interview prospective interns to determine if they are a good fit for the community. Selected interns should complete the necessary application documents ([click here](#) for a sample application) and complete your organization's intern orientation. This may include:
 

<ul style="list-style-type: none"> <li>» Community tour</li> <li>» Intern tasks</li> </ul>	<ul style="list-style-type: none"> <li>» Employee and resident introductions</li> <li>» Policy overviews as they pertain to the role</li> </ul>
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- Identify and train key staff who will work with interns, clearly delineating their role and responsibilities.
- Launch the program.

## RESOURCES

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There are plenty of resources available on the internet. One comprehensive website with plenty of resources and examples, along with the ability to post positions or search for prospective interns in your area, is [www.internships.com](http://www.internships.com).

### SAMPLE INTERN JOB POSTING

<https://www.internships.com/employer/resources/internships>

### INTERNSHIP PROGRAMS UNDER THE FAIR LABOR STANDARDS ACT

<https://www.dol.gov/whd/regs/compliance/whdfs71.pdf>

### CALIFORNIA LABOR LAWS & VOLUNTEERS

<https://bizfluent.com/info-7999551-california-labor-laws-volunteers.html>

### VOLUNTEERS & INTERNS UNDER CALIFORNIA LAW

<https://vantaggiohr.com/library/article/volunteers-interns-under-california-law/>





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