



Hosting an Honors Internship

Honors Internships are intended to help students gain professional experience in their chosen career field under the guidance of a mentor/supervisor who is employed by the internship organization. When offering internship opportunities to students through the Honors College, organizations can decide from one of two options:

1. Paid internships in which the student does not earn academic credit, or
2. Unpaid internships in which the student earns credits based on the number of hours worked:
 - 3 credits: approximately 150 hours during the semester (10 hours per week)
 - 2 credits: approximately 100 hours during the semester (6-7 hours per week)
 - 1 credit: approximately 50 hours during the semester (3-4 hours per week)

The number of hours worked includes both the time spent on site and any time spent completing assigned reading or writing required by the employer.

Internships taken for academic credit, referred to as HON 395 internships, require students to register for the course and to complete various assignments throughout the semester that are submitted to the Associate Dean of the Honors College.

If your organization is interested in hosting an Honors Internship, we ask that you please review the information below before submitting an internship listing. Understanding the guidelines, process, and tips for internship mentors/supervisors, can help protect the employer, the college, and most importantly the student. All internship opportunities advertised through the Honors College need to be approved by the Associate Dean.

GENERAL GUIDELINES FOR INTERNSHIPS

Internships should be educational, providing students the opportunity to apply what they are learning in the classroom to real-world experiences. Learning objectives should be connected to their field of study.

The intern, as opposed to a paid employee, is not an employee of the organization. The organization should not treat the intern as if they were a paid employee who are not interns.

The internship should have a designated start date and end date. We recommend (but do not require) that internships align with the academic semesters: fall (mid-August through mid-December), spring (mid-January through mid-May) or summer. This is especially important for HON 395 internships in which students earn academic credit.

Interns should receive training, supervision, feedback, and mentorship by an employee (or employees) within the organization. Because strong mentorship is such an important part of a successful internship experience, we provide mentoring tips below.

Interns should be given a workspace in the organization and the resources/tools needed to perform their job duties. As such, organizations that hire interns must be legitimate businesses, non-profit organizations, or government agencies that are typically housed in a physical commercial space.

TIPS FOR MENTORS/SUPERVISORS

Although each internship mentorship situation is unique, we would like to offer some general suggestions.

Expect to dedicate more time to training and supervising the intern early on. Many students may not have prior work experience; as such, they will need more guidance at the start of the internship. As a student gains experience and confidence, s/he should be able to work more autonomously.

Integrate the student's learning objectives into their job duties. Thus, their job duties should help build their knowledge of the profession and increase relevant skills. Job duties should align with the learning objectives listed in the Honors Internship Application.

Encourage students to be productive and valued participants in the organization. Give interns tasks to complete and be clear about what is expected. Ideally, responsibilities increase as the internship continues.

Provide regular feedback. Meet with the intern regularly to discuss his or her strengths and explain areas that need improvement. Praise when appropriate. If the intern makes mistakes, offer constructive criticism and clear guidelines for how to improve.

Help the intern network. Introducing students to others who work in the field can help them build professional relationships and learn about careers in the field from varying perspectives.

Orienting students to the organization can help them understand the value of their work assignments. It can also help clarify expectations. Handbooks and/or websites that address workplace policies, rules, and regulations can provide students with valuable information about how the organization operates.

SUBMITTING A LISTING

We invite employers interested in offering an internship to submit a listing for approval through our web-based form, which can be found at unlv.edu/honors/internships/employers.

All questions about the Honors Internship Program should be directed to Dr. Tony Terrell, Director of Advising and Recruitment, at tony.terrell@unlv.edu.