



Tips on How to Host a Successful Internship

Here are a few resources that are helpful in setting up an internship program:

- <https://scitechmn.org/webinar-recap-dei-how-to-create-a-culture-of-belonging/>
- <https://scitechmn.org/webinar-successful-onboarding-how-to-ensure-a-good-start-for-a-great-journey/>
- <https://scitechmn.org/webinar-how-to-host-a-successful-internship/>
- <https://scitechmn.org/making-internships-work/>
- <https://scitechmn.org/host-successful-internship/>
- <https://www.forbes.com/sites/theyec/2018/07/06/10-strategies-for-successfully-hosting-interns/?sh=21cb8d1c580f>
- <https://www.naceweb.org/talent-acquisition/internships/15-best-practices-for-internship-programs/>

Companies with successful internship programs:

1. Create a welcoming environment – they are ready on day 1 (workspace is set up, technology is ready, introduce interns to co-workers, invite interns to meetings, host social events (donuts, monthly lunch, games, etc))
2. Have an understanding of what the intern hopes to learn from the internship
3. Have plans for projects - small to large, team projects and assignments the intern will lead on their own
4. Provide training on how to do the work
5. Provide a mentor and/or work buddy in addition to a supervisor
6. Have consistent and frequent check-ins where students feel comfortable asking (LOTS of) questions
7. Provide timely feedback on performance
8. Create opportunities for exposure to other people and roles in the company
9. Have students present what they've learned - this is a great way to celebrate their success!
10. Do exit interviews

In addition, invite interns on field trips to client sites or professional events when possible. These opportunities provide great insight to students who are new to an industry.

Here are some tips from SciTech employers:

Wes Davis, Principal Engineer at Bogart Pederson and Associates:

- Expose students to as many different aspects of the job as possible.
- In civil engineering this includes surveying, drafting and preparing plans for approval
- "Having experience in all three gives you a better understanding of how things support each other."

Scott Storlie, Associate Partner at Clientek:

- Make sure the internship is a rewarding experience, for you and the student
- Work through issues together and celebrate their victories

Mike Poaletti, Operations Manager at Art Unlimited:

- Take the time to help your students learn and grow
- Consider sending them to educational conferences for professional development, it will benefit them and the company

Joe Burke, President of Viresco AD

- Think big and think broadly.
- Set a vision for what you want them to accomplish and then give them the freedom to do it.
- If they set out to solve a problem, they'll walk away with a story to tell and will have something substantial to add to their resume.

Aaron Fine, Lead Mechanical Engineer at Agnitron

- Set up projects for your interns. Train them and believe in them.