

### **How can interns from the Andrew Young School benefit my organization?**

A highly ranked school by U.S. News and World Report, our students and graduates can provide your organization with support in skill areas such as: project management, analysis, statistics, finance, research, case management, fundraising, community development, and social media. Many of our students also offer skills in foreign languages and cultural competency. For more information about our rigorous programs and diverse students, we encourage you to download our [Employer Guide](#).

The Andrew Young School also hosts a strong student chapter of the [Nonprofit Leadership Alliance \(NLA\)](#). This certification requires all student leaders to complete multiple internships in areas such as *fundraising, marketing, social media, program development, and volunteer management*. This organization has been awarded top honors by Georgia State University for their work in social justice and leadership.

### **How many hours a week can I ask an intern to work?**

On average, most students are available for 12-25 hours per week, while some graduate students are available for a 40 hour week schedule. Summer opportunities also permit for full-time work schedules for most students. During the school year, students can usually commit to intern 2-3 days per week. If a student is pursuing academic credit for their internship, they will outline for you the number of hours required, but they typically range between 150-300 clock hours. It is the student's responsibility to communicate those requirements to you.

### **When can interns start and stop their internship?**

Students interning in the economics and public management/nonprofit management areas are welcome to start and stop their internships whenever it is convenient for you as an employer, however we encourage internships to coincide with the academic calendars if at all possible, just in case the student is pursuing academic credit at the same time (not required). Two of our programs, Social Work and Criminal Justice, do require their credit-bearing field placements/internships to match academic semesters. For more information on becoming a field placement site for social work, please visit their [employer website](#).

However, if a student is not seeking academic credit for their internship, but is instead pursuing an internship to enhance their resume or their skills, the start/end dates for that opportunity are flexible and can last as long as you and the intern mutually agree.

### **Should I pay my intern? If so, how much?**

Paid internships receive the strongest applicant pool, as many of our students are working their way through school. Average pay for undergrad internships is \$10 per hour, while graduate level internships average \$12 per hour. Some organizations offer a stipend to cover the cost of transportation, supplies and dress requirements. However, some organizations (mostly nonprofits) are unable to pay an intern and therefore post unpaid opportunities. These opportunities still receive a good pool of applicants, particularly if the internships offer exciting projects or networking opportunities. Note that unpaid

internships are governed by certain labor laws. To ensure you are in compliance, please visit the [Fair Labor Standards Act Internships Fact Sheet](#).

### **How can an intern receive credit for their internship?**

Students are responsible for understanding and communicating their major's requirements to a potential internship site. Usually this involves the internship site completing a form to verify the student completed the required number of hours with satisfactory performance. For Social Work majors, your agency must be an approved site (read their [field placement](#) page for more information). Criminal Justice majors must also secure pre-approval for their internship with the [internship coordinator, Dr. Sue Collins](#).

### **What other benefits can I offer interns besides pay and/or credit?**

*The following is a partial list of benefits organizations have offered interns:*

- Training opportunities
- Networking opportunities (inside and/or outside the organization)
- Conference/Workshop participation
- MARTA pass or parking pass
- Memberships to organizations; Tickets to related events/attractions
- A letter of recommendation upon successful completion of internship with good performance
- A job after graduation

### **How can I promote my internship to qualified students or recent graduates at the Andrew Young School?**

When you post with us, we distribute your internship opportunity to our student and alumni listserv. To encourage more students to apply, we invite you to participate in a career fair, serve on an employer panel with us and/or lead an information session about your organization. For more information about these free services, contact our Employer Relations Specialist, Catherine Johansson at [cjohansson@gsu.edu](mailto:cjohansson@gsu.edu) or 404 413-0087.

### **How can I set my intern(s) up for success?**

Identify who will supervise the intern, where they will work, how often and how long (Make sure the supervisor understands the guidelines explained above.)

Determine the qualifications, daily duties and long term projects for the internship and clearly state those in the internship posting.

Develop a training plan with the intern supervisor before the intern starts. Include logistics like where to get help/supplies as well as who's who, organization goals/operations and department-specific info.

After the internship begins, periodically check in with the intern to make sure he or she is feeling comfortable with the projects/environment provided and address any concerns.

*For more advice on setting up an internship, download the Metro Chamber of Commerce's [Internship Toolkit](#), which was developed with input from local universities.*

**I'm ready to start! How do I post an internship?**

**It's easy – you can either email your internship posting to [ayscareers@gsu.edu](mailto:ayscareers@gsu.edu) or enter the same information using our [on-line form](#).**

**Who can I contact if I have more questions?**

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