**Tips for Internship Sponsors**

**Getting Started**

* Submit an **Internship Position Description** to INSERT NAME / CONTACT INFO by INSERT DATE. Include the following information:
	+ Department / Department Description
	+ Project Description
	+ Desired Outcomes

**Prior to the Internship**

* Plan to provide a consistent workspace for the Intern during their 6-week project.
* Request workstation / computer / telephone / email/ WWIDD (needed for training purposes and to access a computer); you will receive your Intern’s Summer Student Internship Application prior to the start
* Arrange for the necessary training requirements to be met (blood borne pathogens, HCC, office ergonomics, safety, etc.)

**During the Internship**

* Be sure you or a colleague is available the first week of the Internship to orient and train your Intern
* Introduce your Intern to colleagues in your department so that you are not the only resource available for help. Provide an organizational chart, if available.
* Allow the intern to spend 5% of their time developing a PP presentation on their internship experience at LifeScan. These presentations are a required part of the internship and the students will be presenting to a BTE team at the end of their assignment.
* Set a regular time weekly to discuss progress on assignment, as well as answer questions or talk about concerns.
* Invite Intern to staff meetings (check prior to make sure info is appropriate for students to hear/discuss).
* Communicate with Intern Coordinator – INSERT NAME / CONTACT INFO – if you have questions or concerns.

**Logistics**

* Interns will be paid; they will receive a stipend.
* Please direct any payroll inquires to INSERT NAME / CONTACT INFO; all Interns were provided with this information prior to starting.
* Interns are required to turn in timesheets to INSERT NAME / CONTACT INFO. Managers should sign the timesheets for students.

**End of Internship**

* Arrange a meeting where your Intern can share their accomplishments with your group using the PP presentation they created.
* Meet with the Intern to review and approve PP presentation. Keep confidentiality issues in mind, as the Intern may present outside the organization.

**Tips for J&J Internship Coordinators**

**Getting Started**

* Invite Managers and Directors to submit Internship Position Descriptions well in advance of the summer (i.e. Feb / Mar). Distribute sample descriptions, if needed.
* Review all position descriptions with legal for approval prior to sending to the BTE Site Coordinator.
* Provide approved Position Descriptions to the BTE Site Coordinator for distribution to BTE Participants.

**Planning & Coordination**

* Work with the NGO / BTE Site Coordinator to determine the selection criteria and process.
* Work with the NGO / BTE Site Coordinator to develop the timeline.
* Offer FHI 360’s BTE Volunteer Orientation Training to Internship Supervisors.

**Selection**

* Review all applications. Select students (based on set criteria).
* Interview potential candidates.
* Make offers (minimum of 2 months prior to the scheduled start date).
* Arrange for drug screen and background check (done in-house or at occupational health center)
* Obtain WWID for all Interns.
* Arrange for start date of student to coincide with a New Hire Orientation (e.g. J&J generally has a number of other summer / college internships)
* Schedule training appropriate for position.

**During the Internship**

* Arrange for training opportunities (PowerPoint, Word, Excel, etc.) – online through e-University.
* Schedule weekly check-ins with each Intern.
* Arrange mid-assignment meeting with all Interns; this gives students an opportunity to discuss challenges and network with other Interns. This can be a simple brown bag or order food from the canteen.