



Kurdistan Regional Government
Council of Ministers

DESIGNING AN INTERNSHIP PROGRAM

DESIGNING AN INTERNSHIP PROGRAM

Designing an internship program that meets the needs of your organization is vital to the success of your program. There are five steps in developing and maintaining a successful internship program.

STEP 1 SET GOALS

Carefully discuss and write your company goals. A well-developed internship program with tangible goals creates value for your organisation. When setting your company goals consider the following:

- ✓ What does your firm want to achieve?
- ✓ Are you a small company searching for extra help on a project?
- ✓ Are you a growing company and searching for motivated new employees?
- ✓ Are you searching for employees with management potential?

The program must have the commitment of management, as they are the ones providing the experience.

STEP 2 WRITE THE PLAN

Your organizations internship plan should be based on the needs and resources of the firm. The plan should include specific ideas, proposals and logistical information. The following questions may help in the formulation process.

- ✓ **What will the intern do?**
 - Be as specific as possible, interns are in the process of learning thus they need structure so they don't get lost, confused or bored.
- ✓ **Where will you put the intern?**
 - Do you have adequate workspace and resources to do his/her job?
- ✓ **What sort of academic background and experience do you want from the intern?**
 - Deciding on the standard of quality it will help you in the selection process.
- ✓ **Who will have primary responsibility for the intern?**
 - A mentor is needed to work closely with the intern.
- ✓ **How much will you pay the intern?**
 - Wages vary but you need to pay enough to cover the costs associated with doing an internship.

DESIGNING AN INTERNSHIP PROGRAM

STEP 3 WRITING THE INTERN JOB DESCRIPTION

Drafting an intern job description that clearly outlines the interns' duties will provide structure for the experience and help in measuring the goals and accomplishments.

To ensure the job description complements the student's academic program, an activities list is required. The list will focus on the needs of your organization at first but it needs to be modified once the intern is selected to balance it with the interns' knowledge and personal work. Hence, the final description will incorporate the needs of the organization as well as the abilities and academic goals of the intern.

Writing an intern job description is not very different to writing any other job description, so consider the following:

Purpose of the internship: document the contributions of the internship to the overall mission of the organization.

Duties and activities: job function that will be required from the intern.

Name of department or division: where the internship will be performed.

Expectations: outcomes of tasks performed and completed.

Physical, mental, technical requirements: skills needed to perform the internship successfully.

Duration: length of internship and required number of hours per week.

Supervisor responsible: the person monitoring and evaluating intern progress.

Training: if any is provided.

Application and selection process: who will make the final hiring decision?

It is important that the intern perceives that their work is making a useful contribution to the firm. Therefore, the position description needs to be challenging but realistic of the tasks to be completed by the intern.

STEP 4 RECRUITING INTERNS

The key to recruiting interns is to start early. The longer your firm accepts applications, the greater the number of applications you have and you increase your chance of finding the best person for the internship.

Recruiting interns in Kurdistan is made easy with the development of the Kurdistan Works web site, which is the central portal for all internship vacancies. It's as easy as sending an email to contact an internship coordinator, who will provide assistance throughout the recruitment process. Moreover, it would be beneficial to your organization to develop relationships with local resources such as university career centers, attend job and internship fairs, and place ads around universities.

When choosing an intern, do it carefully, they may become permanent employees some day. Hence, as you interview potential interns, determine if the intern is truly motivated.

- Will the intern sync with your organization's culture?
- Does he/she have the level of knowledge and competences your firm needs?

DESIGNING AN INTERNSHIP PROGRAM

STEP 5 MANAGING INTERNS

Hiring an intern is not that different from hiring any other worker but first you need explain to the intern how your organization operates. The sooner the student understands what your firm does the sooner they can undertake the allocated responsibilities and become a productive member of your company. There are several ways in which to communicate your company information to the intern.

- ✓ Take a tour of the office and introduce them to other employees.
- ✓ Get the intern to read up on the company by giving them company newsletters, annual reports, organization chart or memos.
- ✓ Familiarize the intern with company break areas and encourage them to join in.
- ✓ Schedule one-on-one meetings regularly.
- ✓ Encourage the intern to observe (or participate) in meetings.
- ✓ Allow access for the intern to interview company personnel.