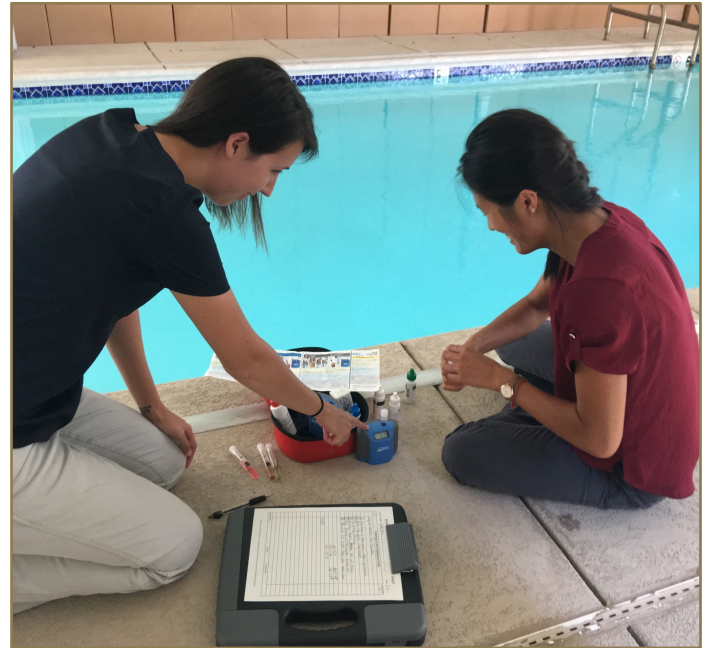


# Creating High Impact, Successful Internships

## Why partner with us?

We believe that clean air, clean water, safe food, safe workplaces and sustainable communities are fundamental to improving population health and that every person should have a safe place to work and a healthy, safe neighborhood to call home. DEOHS undergraduate and graduate students benefit from one-on-one career and internship support from our Manager of Experiential Learning & Career Services and access to a wide range of career support services. In addition, undergraduate students are required to complete an internship preparation course and a 400-hour internship that aligns with their career interests and goals. Employers who partner with us to provide internship opportunities benefit from our students' knowledge, skills, and passion for environmental public health.



Analyzing pool water samples.

## I want to offer an internship but where do I start?

There are many factors to consider when developing an internship opportunity. Here are some key things to think about:

- What projects will the intern be working on and what activities/duties will be associated with those projects?
- What skills and knowledge are required for the position?
- What skills and knowledge are desired, but not required?
- Will the activities/duties associated with the position require the intern to work in-person/onsite, or are there some activities/duties that can be performed remotely?
- What are the expectations in terms of timelines, outcomes, and deliverables?
- What training & support will the intern need to be successful and how will you (or someone else in your organization) provide those?
- How will you monitor the intern's progress and ensure that the internship is a success for your organization?

## What should I include in an internship job description?

- Describe the organization & the role the intern will play
- Be specific – include only the information that is absolutely necessary to attract the right applicants
- Use gender-neutral, inclusive language
- Focus on skills required, rather than GPA, major, or class standing
- Include information about your company's values and policies related to diversity, equity, and inclusion (DEI)
- Be explicit about how the internship position aligns with your organization's DEI values and policies
- Include detailed compensation & benefits information

## How can I support the intern during their experience?

- Allow them to conduct informational interviews
- Help them reach out to contacts as needed
- Provide them with opportunities to become familiar with different teams and projects within your organization so they better understand the “big picture”
- Expose them to a wide range of tasks and activities to help them broaden their knowledge and gain new skills
- Offer to provide feedback on their resume & to serve as a reference for future job applications

## What should I address during routine check-ins?

Here are some questions you should consider asking during your routine check-ins:

- What adjectives/metaphors would you use to describe how the internship is going?
- How are you progressing towards your learning goals and the goals of the position?
- What has been challenging for you?
- If you have experienced a difficult situation, what could you have done differently based on what you learned from that experience?
- Has this internship influenced your academic or career goals? If so, how?

### CONNECT

Interested in exploring the possibility of creating an internship with us or just have questions about the process? Contact Dan Poux, Manager of Experiential Learning & Career Services at [Danpoux@uw.edu](mailto:Danpoux@uw.edu).

