

# Internships

University at Buffalo  
School of Management

## Internship Description Guide

### **What is an Internship?**

Internships offer an affordable method of recruitment and training while helping students make important decisions about their future careers. Well-designed internships provide projects that build professional competencies and skills.

Any private, public or nonprofit organization may recruit student interns through our office. Students are available for a minimum of 150 hours per semester and must be mentored by professional staff with knowledge and experience corresponding to the internship. Many students prefer to earn academic credit for their participation in an internship as well as receive pay.

### **When is the right time to post an internship?**

The most ideal recruitment strategy is to post your internships during the semester before your start date. Just-in-time postings are difficult to fill. However we do have some flexibility and will do our best to suit your needs. This table lists the most effective timing for each semester.

### **Internships and Experiential Learning Team**

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### **UB School of Management Career Resource Center**

308 Alfiero Center, Buffalo, NY 14260  
(716) 645-3232 phone (716) 645-3231 fax  
[www.mgt.buffalo.edu/internships](http://www.mgt.buffalo.edu/internships)

IDEAL INTERNSHIP RECRUITING CALENDAR

Internship	Posting Window
Fall	June - August
Spring	September - December
Summer	January - April

### **Do I pay my intern(s)?**

Paid internships demonstrate the value your organization places on interns and will attract more qualified applicants. Students in paid internships can focus their time on your organization instead of working a second job to make ends meet. Paid interns can also earn academic credit by request. Last year, roughly 70% of our employers posted paid internships.

- Undergraduate students (WNY): \$12 - \$15+ per hour, depending on industry. Current [minimum wage](#) = \$11.10 per hour.
- Graduate students (WNY): \$15 - \$35 per hour, depending on industry.

### **What if I cannot pay?**

All unpaid interns are required to earn academic credit. When offering an internship strictly for academic credit, consider covering the following costs to build a favorable value proposition:

- Full or partial tuition assistance for summer internships
- Transportation, parking, meal and/or housing assistance
- Membership in professional organizations, training or certifications relevant to your industry
- Opportunities for name recognition (internal awards, patent teams, publications, research)
- Internal and external networking opportunities facilitated by you

### **What are the logistical details and requirements of an internship?**

- **Graduate (MBA, MS) and undergraduate students (sophomore, junior, senior) in good academic standing are eligible for internship participation in fall, spring or summer semesters as desired.**
- A minimum of **150 hours** of on-site internship participation is required for all interns.
- Employers interview candidates either onsite or on-campus; make selections, and communicate selections with our office. Contact us at 716-645-3232 to learn more about booking our on-campus interview suites.
- Our required Management by Objectives learning agreement (MBO) signifies an understanding between the student, employer and the University, acknowledging the experience as an internship.
- Intern performance is evaluated in part through a confidential on-line evaluation completed by the intern's supervisor.
- For more information, visit the [FAQ's](#) page of our website.

## How can I create an internship that gets attention?

Students participate in internships mainly to learn; and respond best to postings that are clear, focused on real-world projects, and balanced between your opportunity and their professional goals. We have adopted the National Association of Colleges and Employers' (NACE) [Career Readiness Competencies](#) as described below. You may consider using these as a framework for creating your internship description.

- Critical Thinking / Problem Solving
- Digital / Technical Application
- Global / Diversity Mindset
- Leadership
- Oral / Written Communication
- Professionalism / Work Ethic
- Self-Management / Adaptability
- Teamwork / Collaboration

### Mentoring Matters

*An intern needs more than a “to do” list; they need and expect an exchange of ideas and knowledge. Internships designed with intention provide professional insights and guidance in addition to content work. From an intern point of view, the way you treat your intern is an indication of how your organization treats its employees. If you plan to use internships as a recruiting tool, effective mentoring can make a positive difference between your company and the competition.*

### 1. Identify an internship supervisor (required) who can commit to spending consistent time with an intern.

- An intern cannot work independently 100% of the time. An individual within your organization, with established expertise, must mentor the intern in order to differentiate the position from an employee.
- Approve, allow, and encourage time for your internship supervisors to mentor their interns.

### 2. Define your internship projects with a focus on learning objectives, specific outcomes, and clear responsibilities. Include the opportunity to attend meetings and interact with key people.

- What projects can you design to teach an intern about your company / industry / challenges / goals?
- By the end of your internship, what will the student have learned?
- What is the main reason for bringing an intern on board?
- Have you given your intern purpose and value?

### 3. Decide on desired academics, class levels, technical or other specialized skills and qualities you seek.

- We exclusively serve sophomore, junior and senior [undergraduates](#); [full-time MBA](#) students and [MS](#) programs in the UB School of Management. Click the class level to learn about our degree programs.

### 4. Add side work and activities that will enhance the experience and keep your intern engaged.

- What other colleagues can your intern meet and/or shadow?
- Are there any related initiatives that need attention and will teach your intern additional skills?

## Can I select an international student as an intern?

- Yes. International students bring dynamic, global perspectives and experience to your company.
- We arrange work authorization, called Curricular Practical Training (CPT), at no extra cost to you.
- International students must always earn academic credit in order to obtain CPT.
- Summer internship tuition is costly for international students; \$3,000+.
- International students can earn wages after securing a SSN.

## How can I post my Internship to UB School of Management students?

### Option 1: Use BizLink

Enter your posting directly into our online recruiting system, [BizLink](#).

- Post internships and jobs any time
- View applicant resumes
- Request interview suites and information sessions
- Sign up for on-campus events
- If you need assistance using BizLink, call us at 716-645-3232



### Option 2: Build a Description and Send to us. (See p. 3)

- Send your posting by email to [mgt-internships@buffalo.edu](mailto:mgt-internships@buffalo.edu)
- We will review and get back to you within 48 hours.

# Internship Description Checklist

The following components are vital to the creation of a robust internship description that will attract the best applicants. Need help? Sample internship descriptions can be found on our [website](#).

## Intern's Title

Give your intern an actual title that reflects their department and/or project work. A title provides a professional identity internally and helps clarify the intern's role.

## Main Project (70%)

Describe the main project or initiative on which your intern will participate, including, how this project came about, who is involved, and the purpose. Identify objectives and any milestones to reach during the semester. As a reminder, your intern is required to participate in your internship for a minimum of 150 hours

## Side Projects and Contributions (30%)

Keep your intern busy! In addition to their main project, add opportunities for your intern to network internally, shadow other departments, contribute administratively, conduct research, attend staff meetings, participate in trainings and more - especially if your job requires you to leave the office periodically.

## Desired Skills and Knowledge

Describe all desired skills as well as your preferred academic background. Include any soft skills / professional qualities; and hard skills like technical programs and prior relevant experience. *However remember, students participate in internships to learn.* An internship must differ from a full-time job.

## Learning Objectives

Describe the meaningful knowledge your intern will gain from participating in your internship experience. Learning objectives can be very specific; can be reflective of industry practices; or can be general. For example:

- Learn more about auditing procedures and auditing work papers.
- Gain exposure to regulations within financial markets.
- Learn about the process of making strategic decisions, as well as managing their impact.
- Observe appropriate behaviors necessary for successful client meetings.
- Learn what it means to function successfully in a professional environment.
- Learn more about the operational impact of a model created in Excel vs. hypothetical situations.
- Expand understanding of the application of skills in a diverse and socially engaged organization; gain an understanding of the nonprofit industry at a deeper level.
- Gain a deeper understanding of corporate law and management in the context of economic development in both private and public sectors.
- Enhance understanding of different Human Resources functions. Learn how to implement a new Human Resources provision in an employee handbook.
- Learn how to capture, analyze and interpret data regarding customer trends and needs.
- Gain hands-on experience studying the relationship between retail and supplier, pertaining to costs.
- Learn how a company decides what products to sell and how to project inventory during a given period.
- Experience a full range of supply chain methodology and help solve bottlenecks that arise.

## Professional Competencies (Soft Skills)

Again, students seek opportunities to develop their soft skills and leadership abilities while on the internship. Choose from the list below and/or add your own. Provide your interns with a framework from which to succeed.

- Critical Thinking / Problem Solving
- Digital / Technical Application
- Global / Diversity Mindset
- Leadership
- Oral / Written Communication
- Professionalism / Work Ethic
- Self-Management / Adaptability
- Teamwork / Collaboration



Thank you for posting your internship with us!