



Thank you for your interest in offering internships to students at Pacific Lutheran University. We appreciate your decision to serve as co-educators. This worksheet is designed to assist you in creating an internship outline that focuses on learning, training, and mentorship.

Internships are defined by the National Association of Colleges and Employers (NACE) as: “a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting.” For further assistance developing the internship opportunity and information on recruiting, please contact Alumni & Student Connections at career@plu.edu.

Step 1: Learning Outcomes

Begin building your internship by starting with the projected learning outcomes for the student. Think about the variety of industry-related skills that you expect the student to acquire by the end of the internship.

Learning Outcomes:

By the end of the internship, the student will be able to...

- 1.
- 2.
- 3.
- 4.

Step 2: Training + Support

Identify the specific training methods you will use to ensure the intern achieves each learning outcome. Consider the type and frequency of mentorship and feedback you will provide and any materials, assignments, or orientations the intern must complete as part of the ongoing training process. Below, list training methods specific to your learning outcomes.

Proposed Training Outline:

To help the student achieve the proposed learning outcomes, I will...

Learning Outcome #1:

Learning Outcome #2:

Learning Outcome #3:

Learning Outcome #4:

Step 3: Tasks

Finally, develop specific tasks, projects, or assignments that are intended to demonstrate the student's progress towards achieving the learning outcomes related to their academic studies. While administrative tasks are important, we ask that any administrative assignments account for no more than 20% of the intern's time throughout the internship.

Tasks, Projects, or Assignments:

The intern will demonstrate their learning outcomes by...

Learning Outcome #1:

Learning Outcome #2:

Learning Outcome #3:

Learning Outcome #4:

Step 4: Complete the Position Description

Once outlined, remember to also include the following information in your position description:

- Summary of organization
- Length of internship & approximate start and end dates
- Hours per week and level of flexibility in the work schedule
- Wage (Reference [FLSA and Department of Labor Rulings](#) for more information)
- Location
- Qualifications including academic background and experience
- Instructions for applications
- Information on Equal Opportunity and Diversity & Inclusion