



Thank you for your interest in offering micro-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 a micro-internship outline that meets your organization's needs and provides a strong learning experience for the student(s).

Micro-internships are short-term, paid, professional assignments that are project-based. They are shorter than internships, typically ranging between 5 and 40 hours of work and include projects that be completed between one week and one month. For further assistance developing the micro-internship opportunity and information on recruiting, please contact Alumni & Student Connections at career@plu.edu.

Step 1: Identify Expected Outcomes

Begin building your micro-internship by identifying organizational needs where students could provide expertise and new perspective, resulting in a clear deliverable. Then identify potential learning outcomes for student participants. When the micro-internship is complete, what will the student have learned?

Summary of organizational need:

Outcome/Deliverable expected for organization:

Summary of learning outcomes for student:

Step 2: Plan Training + Support

Identify the specific training methods and support that will be provided to ensure the active learning of the student(s) and identify the person or persons who will oversee it. 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.

Supervisor and Mentor:

Training Opportunities:

Available Resources:

Step 3: Outline Tasks

Finally, develop specific tasks that are intended to demonstrate the student's active learning and meet organizational needs.

Core tasks to result in outcome/deliverables:

Step 4: Complete the Position Description

Create a description that clearly explains the project. Once outlined, remember to also include the following information in your position description:

- Summary of organization
- Total hours expected to complete micro-internship & approximate start and end dates
 - Most micro-internships require between 10 and 40 hours of work and are completed within 1 week to 1 month
- Wage
 - Employers have some options on payment types. Many employers will employ micro-interns as W2 employees, paying an hourly wage (over minimum wage). Other employers will employ micro-interns as contract employees, paying a stipend amount. For questions regarding internship pay, [FLSA, and Department of Labor rulings](#) on internships, please contact Alumni & Student Connections at career@plu.edu.
- Location/Remote Availability
- Qualifications including academic background and experience
- Instructions for applications
- Information on Equal Opportunity and Diversity & Inclusion