

**Employer Guidelines**  
**Penn State Harrisburg, Capital College**  
**School of Science, Engineering, and Technology**  
**Early Internship Program**

**Introduction**

The School of Science, Engineering, and Technology (SSET) has implemented a series of internships to complement the education and training received by students within SSET. The internships are academic programs for which the students receive credit hours. The students will be employed in work situations that relate directly to their field of study.

Company tours during the first year of study coupled with an early internship program after approximately 60 credit hours of study will provide students with an opportunity to experience a “real-world” work environment. It will also provide prospective employers an opportunity to observe pre-professionals in a workplace setting.

**Goals of the Early Internship Program**

- Provide a meaningful work experience for the student.
- Provide the company with a completed engineering, computer science, or research project by the end of the internship period.
- Provide a positive experience for both the student and the company through careful planning and execution of details prior to the start of the student’s participation in the program.
- Matching the student’s area of interest with the company’s technical needs.

**Technical Qualifications of Students Entering the Early Internship Program**

- As mentioned above, students will enter the Early Internship Program after completing approximately 60 credit hours of study. The 60 credit hours of study will have included courses such as Calculus, Engineering Graphics, Chemistry, Physics, and Technical Writing. In addition, students will have completed some specialized courses directly related to their majors, such as Engineering Mechanics, Linear Algebra, Differential Equations, Computer Programming, and Basic Logic Circuits. However, individual students will have had varied technical and work backgrounds prior to entering the SSET and depending on their intended major. Therefore, the technical complexity of an assigned internship position will need to be matched to the student’s capability and technical background on an individual basis.

**Employer Requirements for Participation in the Early Internship Program**

- Each student in SSET will be required to complete a minimum of 90 hours of work experience per credit during his/her internship. Therefore, every prospective employer in the program will need to budget at least 90 hours of work experience during the internship period.
- Typical internships will be paid positions. Pay rates are expected to be in the \$10-\$30/hr range, depending upon credit hours of study and prior experience in the workplace in addition to many other factors. The interns will be given a choice of working on either a full time or part- time basis. Please specify on your job description, your preference for either full or part-time interns.

- Periodic reviews of the student's progress should be held and discussed with the student.
- An evaluation form, prepared by the intern supervisor and discussed with the student is completed after the first two weeks, midpoint, and conclusion of the internship. See the three evaluation attachments for sample forms. The blank Microsoft Word evaluation forms are available on the SSET Internship Website. The employer should orient the student to the corporate culture, including ethical concerns, dress code, and reporting structure.
- The employer should provide the intern with an appropriate work area.
- The employer should provide, when feasible, students with an opportunity to interact with company executives and other employees at social events, staff meetings, and professional development opportunities.

### **How your Company can participate in the School of Science, Engineering, and Technology's Early Internship Program**

1. Create an Internship Program job description. Include the following information:
  - Position Description – be specific in defining a work area; e.g., Electrical Engineering - digital design, and position duties.
  - Length of Internship and desired work dates
  - Name of Supervisor and/or Mentor
  - Brief description of one or two engineering or research projects that the student would be expected to complete
  - Required technical skills for the job
  - Pay Rate – if possible
  - A summary of your Company's products and activities
2. What next? When you have completed your information, forward the Internship Program job description to either Kathryn Rush or AB Shafaye.

Kathryn Rush	AB Shafaye
Associate Director	Academic Internship Program Coordinator
212 SEC	W-256 Olmsted Building
Career Services	School of Science, Engineering, and Technology
777 W. Harrisburg Pike	777 W. Harrisburg Pike
Middletown, PA 17057-4898	Middletown, PA 17057-4898
Phone: 717-948-6260	Phone: 717-948-6349
E-mail: <a href="mailto:kmb37@psu.edu">kmb37@psu.edu</a>	FAX: 717-948-6352
	E-mail: <a href="mailto:mes121@psu.edu">mes121@psu.edu</a>

3. Potential Internship Program employers are encouraged to review participating student resumes on-line and to post their open and upcoming internships at the following URL: [nittanylioncareers.psu.edu](http://nittanylioncareers.psu.edu)
4. Penn State Harrisburg Career Services can schedule a private interview or conference

room for your convenience. You can request an on-campus interview date, manage your selections, and schedule through your Nittany Lion Careers account at [nittanylioncareers.psu.edu](http://nittanylioncareers.psu.edu). For assistance with this, please contact Colleen Monismith, Administrative Support for Career Services, at (717) 948-6260 or [cmg11@psu.edu](mailto:cmg11@psu.edu). You may also invite candidates to your facility or interview them by telephone.

- 5. To attract the best pool of students, it is advisable to submit your job description and start the recruitment process at least six months before the internship begins.**
6. Depending upon visa status, an international student may need additional time to complete necessary paperwork to meet the United States Citizenship and Immigration and Services (USCIS) requirements. Our office of International Student Support Services will work with you and the student to accomplish this task. Contact 717-948-6273 or email: [HBG-ISSS@lists.psu.edu](mailto:HBG-ISSS@lists.psu.edu) for assistance. It is best practice to meet with an advisor from the International Student Support Services office 1-2 semesters before the semester or summer of your internship to allow ample time to secure an approved opportunity and to complete the necessary paperwork.