1) **Understand Internship Program Logistics**

- Internship timeline
  - When does the Employer offer student internships (Fall/Spring/Summer)?
  - How long does the internship last?
- Where are the available internship opportunities located across New York State?
- How many internship slots are available for each ‘season’?
- What is the internship recruitment timeline and process?
  - When does the Employer begin accepting applications for internships?
  - What are the application requirements?
  - When does the Employer begin interviewing students? How many interviews does the Employer typically conduct for each ‘season’? What types of interviews are held? Where are the interviews conducted?
  - When does the Employer make offers to students? How are students alerted of an offer (or rejection)?
  - How long do students have to accept offers?
- How will students apply for the internship?
- Are students expected to apply through an employer website? Or are students encouraged to apply directly to a human resources office? What are the Employer’s applicant requirements (i.e., level of degree, year in school, program of study) for interns?
- Does the Employer offer paid internships?
  - Is there an additional stipend for traveling or relocating?

2) **Confirm that the Employer’s Internship Program meets SUNY Applied Learning Requirements**

- What will the student’s internship role/responsibilities be?
- Confirm that the student will be provided with appropriate preparation, orientation, and training.
- Confirm that the Site Supervisor will provide students with formal documentation of their work.
- Confirm that the student will have appropriate worksite supervision.
- Does the Employer’s internship program require student assessments during and at the conclusion of the internship experience?
  - What is the cadence of these supervisor-student assessments and how is feedback provided?

3) **Confirm Employer’s Expectations for Level of Engagement**

- Confirm that the Employer is willing to provide SUNY/Campus with continuous improvement feedback on the internship experience including:
  - Feedback on the student’s performance, professionalism, and preparedness for the work
  - Feedback on working with SUNY as a University System
- Confirm Employer’s expectations around direct communication between the Site Supervisor and the Faculty Supervisor (e.g. frequency of communication, method of communication)

4) **Understand what Employer Desires in an Intern and University Partner**

- What skills are most important to your company?
- Are there certain skills a student absolutely needs to have or other ‘deal breakers?’ Do these skills depend on the office or department?
- Ask Employer to describe the company’s culture, and identify traits that are valued at the company
- Request the job posting and supplemental application materials
- How often does the Employer wish to check in with/receive updates from SUNY System Administration over the course of the application process/internship?
Employer Internship Checklist

5) Confirm Employer Commitment
   - Will the Employer commit to reviewing SUNY student resumes?
   - Will the Employer commit to interviewing SUNY students?
   - Will the Employer reserve internship slots for SUNY students?