

Assessing Interest

Worksheet

Overview

Adding an intern to a department can be a great way to bring fresh ideas or inspire full time employees to engage more deeply with what you do through teaching. However, if you don't have buy-in from the person overseeing the intern you could be heading towards a terrible experience for everyone involved. Take some time to reflect on and/or connect with managers to assess three things:

1. Who in my company is ready for an intern?
2. How many interns can we effectively engage?
3. What will we teach our interns?

Organizational Interest

What **departments** could be included in your internship program? How many **interns** would be assigned to each specific department? For each department listed above identify at least one **supervisor**. Consider individuals who have the time, flexibility and other resources for effective mentoring.

Department	Supervisor	Number of Interns

Feedback

Now that you have identified who you think is interested and qualified, ask for their feedback.

Manager/Supervisor Check-In

Supervisor's Name: [insert name]	Yes	No
Are certain times of the year better than others to host an intern? <i>If yes, when:</i>		
Does the supervisor have the time to teach and monitor an intern? <i>If yes, how many hours a week:</i>		
Does the supervisor feel they have the skills necessary to teach and evaluate an intern? <i>If no, what do they need to feel prepared:</i>		
Does the supervisor have learning activities or projects that will last 8-10 weeks? <i>Examples of activities & projects:</i>		

Assessing Timing

UCI is on a 10 week quarter* system. If you anticipate offering internships for credit the start and end dates must match the quarter. If your interns will not be asked to receive credit you are still encouraged to align beginning and end dates with the quarter system.

UCI Quarters

UCI's 10 week quarters generally fall within these time frames.

- Fall: Last week of September to mid-December
- Winter: First week of January to third week of March
- Spring: First week of April to mid-June
- 10 Week Summer Session**: Last week of June to end of August

*The School of Law is on a semester calendar. Click here for more information: www.law.uci.edu/career.

**Three summer sessions are offered. Summer Session A and B are each five weeks long.

Exact dates for the next five academic years can be found at <http://reg.uci.edu/navigation/calendars.html>.

Term Combinations

Internships can be offered at any time of year. Common term combinations are as follows:

- **Academic Quarters:** New part time interns four times a year, every 10 weeks, corresponding with the 4 primary quarters listed above.
- **Semi-Annual:** New interns every six months. Part time, up to 20 hours a week when classes are in session, full time over summer. I.e. Summer/Fall & Winter/Spring or Fall/Winter & Spring/Summer.
- **Summer Only:** Part time or full time interns over summer.

Questions to Answer

In order to make sure you thoughtfully consider timeframes, answer the following questions.

Question	Answer
With the academic calendar in mind, when is the best time for you to host your intern(s)?	
Which timeline best supports the needs of your organization's work calendar?	
Which timeline will best fit the size and scope of your organization's projects?	
The best time frame for my organization is:	
The terms I expect to target are:	