



Building an internship

An internship is an experience that provides a student with hands on experience relating to their course of study while providing an organization with an opportunity to provide students career related skills through projects and career level responsibilities.

- Internships can take place summer, fall, and spring semesters. An experience can be classified as an internship if it lasts a minimum of 5 weeks to a maximum of 15 weeks; during the summer interns can work up to full time while during the Fall & Spring semesters it is recommended they only work up to 20 hours per week.
- The internship should encompass the opportunity for a student to work on projects that relate to their course of study, learn more about the organization and industry, as well as gain access to senior leadership to expand their network.
- The internship can be “unpaid”. If classified as such, and to follow [Federal Guidelines](#), the experience needs to be heavy in project-based learning and contain little to no “free labor”. At the start of each semester, students can apply to have their internship considered for academic credit.

How to get started:

- Use the “Internship Program Description TEMPLATE” to create your experience and send it to jay.skipworth@uncc.edu for review.
 - Once approved by the University Career Center, it will be marketed to students through multiple communication channels.
 - Students will contact you directly with their resumes. Interview process to be determined by the organization.
 - For students interested in academic credit, please refer them to [Internship Portal](#). Ultimately, it is the student's responsibility to request academic credit through university processes.
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Building a “gig-ternship”

A “gig-ternship” is a short-term project that an organization might need help with and there is not enough work to meet the guidelines for a full internship but still constitutes a create learning experience for a student.

- Projects could be as little as a couple days and upwards of two-three weeks in length; just a few hours a day, or until the project is complete.
- Projects should relate to the students’ course of study and provide the student the opportunity to build career related experience have access to senior leadership, and develop skills for the future.
- A stipend is recommended for project work. If the opportunity is “unpaid”, it would be classified by our office as volunteer work.
- Due to university policy, short-term projects are not eligible for academic credit.

Sample Projects:

- Develop a business continuity plan for future events of this scale.
- Conduct data/business analysis of the impact the pandemic has on sales projections for the next 6-12 months.
- Develop a marketing strategy (i.e. PR statements, set up a social medium, and schedule of activities) for the next 6 months.

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