



# INTERNSHIP SUPERVISOR GUIDE

CENTER FOR PATHWAY EXPERIENCES

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THE UNIVERSITY OF  
**SOUTHERN MISSISSIPPI.**

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# INTRODUCTION

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Thank you for your interest in hiring a Southern Miss student for an internship/pathway with your company/organization. Below are a few guidelines as you look to develop a relationship with the Center for Pathway Experiences and recruit, retain and hire our students.

The Center seeks to enhance collaborations between current undergraduate students and employers in order to promote significant quality experiences connected to a student's post-graduation goals such as internships, research and other forms of fieldwork. We view these opportunities as components of the student's academic and learning experience while at Southern Miss.

# INTERNSHIP/ PATHWAY EXPERIENCE

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We define and look for internships/pathway experiences to have the following components:

- Evidence that the experience is meaningful and the student is involved in significant professional work or research;
- Evidence that the experience will provide opportunities to apply the student's academic studies to the work or research;
- Evidence that the experience is related to the student's post-graduation/career goals;
- Evidence of student learning goals and outcomes;
- Evidence of on-going direct supervision and feedback/evaluation by the company/organization site;
- Evidence that the company/organization is an EEO/AA employer and agrees to abide by the [Fair Labor Standards Act](#).



# WHAT TO INCLUDE:

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- May be paid or unpaid but the [Fair Labor Standards Act](#) and the [National Association of Colleges and Employers' \(NACE\) Position Statement on Unpaid Internships](#) should be considered.
- Could be part-time (less than 35 hours per week) or full-time (between 35-40 hours per week)\*.
- Typically correspond with the academic calendar: Fall Semester (August-December), Spring Semester (January-May) and Summer Semester (June-August). For more information, search the current [Academic Calendar](#).

\*Please note that students participating in the Pathways Scholarship Program are required to complete 8 continuous weeks of full-time (35-40 hours per week) work.\*

Additionally although the Center does not require internships/pathway experiences to be part-time during the academic year (Fall/Spring semesters) for all other students, outside of the Pathways Scholarship Program, it is highly encouraged for employers/organizations wishing to hire a USM student during the academic year to consider offering a part-time experience to allow the student time to further their educational goals.

If employer is offering academic credit for the experience, the student must work with their academic department to handle any enrollment paperwork. The Center for Pathway Experiences does not provide academic credit.

# Additional Suggestions for Developing an Internship/Pathways Experience:

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As you look to develop an internship/pathway experience, we also encourage you to consider the following:

- providing the student with a company/organization orientation that includes establishment of learning objectives for the experience with the site supervisor and student
- insuring that the student has access to the appropriate work space, computer, telephone and technology to perform the functions and duties of their experience
- introducing the student to the other staff and interns/pathways students within the department/office and explaining how the student's role fits within the larger organizational structure
- scheduling regular supervision meetings with your intern/pathways student to provide ongoing feedback and to respond to questions
- encouraging the student to ask questions and seek out assistance when needed
- allowing the student to attend office, departmental or company wide meetings
- providing opportunities for the student to provide input into decisions
- assigning the intern/pathway student a project that allows individual responsibility and ownership for the task
- developing networking and mentoring opportunities
- discussing future career goals with the intern/pathway student
- explaining any problems or concerns with your intern/pathway student directly
- completing an overall evaluation of the student at the end of the experience and sharing this feedback with the student.



## MICRO INTERNSHIPS

The Center for Pathway Experiences within Career Services at The University of Southern Mississippi is excited to announce a new opportunity for our corporate and nonprofit partners to offer short-term, professional, paid work experiences to current students through Micro-Internships. Through Micro-Internships, students can demonstrate their skills, explore career paths, and develop their professional networks. Unlike a traditional internship, these paid opportunities typically range from five to 40 hours of work, and most can be completed remotely. Not only does this help the students, but it allows you as employers to get immediate support and enhance your company's pipeline for future interns and new hires.



# WRAP-UP

We are excited that you have taken the first steps toward building a relationship with the University of Southern Mississippi's Center for Pathway Experiences to recruit interns and pathway students. Below you will find some useful links as you plan your visit to campus.



All employers, can post and manage all full time, part-time jobs, and internships via our online career services, Handshake. You have the freedom to create, edit and manage all of your employment opportunities on the internet.

We encourage employers to post their experiences on Handshake to share with all students at the University. To begin setting up your Handshake account, click the Handshake icon.

[Campus Map](#)

[Area Hotels](#)

[Parking Information for On-Campus Interviews](#)





**NEED HELP WITH DEVELOPING AN  
INTERNSHIP/PATHWAY  
EXPERIENCE PLEASE CONTACT THE  
CENTER FOR PATHWAY EXPERIENCES  
AT 601-266-4153.**

