



**HIGH POINT UNIVERSITY**  
The Premier Life Skills University®



# CAREER AND PROFESSIONAL DEVELOPMENT PARTNERSHIPS

The Office of Career and Professional Development encourages students to obtain internship experience through their time at High Point University. Internship experience provides students with an opportunity to explore career paths, gain valuable skills and learn about specific industries. We value alumni, family and friends who wish to support today's HPU students as they pursue their career goals and prepare for lives of significance.



# PARTNERSHIP OPPORTUNITIES



## FIND ONE

Locate an established internship at your organization and share it with our Career and Professional Development Team. Your willingness to share information, review application materials, assist in interview preparation, or steward an application through the hiring process can help HPU students stand out in the application process.

## FORM ONE

If your organization does not have an internship program, create a new opportunity for a High Point University student using our guidelines for employers at [highpoint.edu/careerinternships](http://highpoint.edu/careerinternships). **To share information about an internship or for assistance forming an internship, please contact Faith Cochran, Assistant Director of Career and Professional Development, at [careerservices@highpoint.edu](mailto:careerservices@highpoint.edu) or 336-841-9169.**

## FUND ONE

With a tax-deductible gift of \$100,000 or more, you may establish an endowed fund to assist HPU students with the cost of living expenses associated with pursuing internships. Gifts may be made in the form of a one-time payment or multi-year pledge, and will make annual funding available in perpetuity. **To learn more about this opportunity, please contact McKennon Shea, Assistant VP for Development, at [mckennon@highpoint.edu](mailto:mckennon@highpoint.edu) or 336-841-9641.**



## FORM AN INTERNSHIP

### Identify What Type of Intern Would be the Best Fit

- Determine intern's responsibilities
- Consider requirements- specific major, class level, GPA, etc.

### Decide Whether the Role Will be Paid or Unpaid

- Review Department of Labor Laws
- Differentiate between academic credit vs. not for credit
- Paid internships usually attract stronger candidates

### Create a Timeline

- Begin intern search at least three months in advance
- Internships are offered spring, summer and fall semesters

### Recruit High Point University students

- Attend the HPU Career and Internship Expo
- Register with Purple Briefcase: [purplebriefcase.com](http://purplebriefcase.com)

### Land an Extraordinary Intern

- Contact Career and Professional Development to announce your news
- Reach out to [careerservices@highpoint.edu](mailto:careerservices@highpoint.edu) or call 336-841-9169 with additional questions

## INTERNSHIP HOST EXPECTATIONS

- Host must provide a safe workplace and adequate training and supervision
- In collaboration with the intern, host will determine the duration and hours of the internship. Internship can be part-time or full-time and can range in duration to meet the organization's needs
- Hosts must have at least one full-time employee who can supervise the intern
- The workplace cannot be located in a private home
- Hosts must have a harassment discouragement policy, and inform the intern of the policy
- Host must follow state, federal and workplace standard acts