

HIGH POINT UNIVERSITY

Internships

336-841-9677 | careerservices@highpoint.edu | www.highpoint.edu

The Office of Career and Professional Development encourages students to obtain internship experience throughout their time at HPU. 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.



HOW YOU CAN PARTICIPATE

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 online at <http://www.highpoint.edu/careerinternships>.

To share information about an internship or for assistance forming an internship, please contact Lindsay Kremer, Employer Relations Specialist, at careerservices@highpoint.edu or 336-841-9677.

FUND ONE

With a tax-deductible gift of \$50,000 or more, you may establish an endowed fund to assist HPU students with the cost of living expenses associated with pursuing unpaid or low-paying 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 Erica Burroughs, Director of Family Engagement, at eburroughs@highpoint.edu or 336-841-9641 or Hayley Harris, Director of Alumni Engagement, at hharris@highpoint.edu or 336-841-9548.

TYPES OF INTERNSHIPS

PAID

Interns receive payment in the form of a salary, hourly wages, housing, and/or transportation.

UNPAID

Interns do not receive any form of payment. Organizations who employ an unpaid intern who is not receiving course credit must meet the six Department of Labor Standards for unpaid, not-for-credit internships listed online at <https://www.dol.gov/whd/regs/compliance/whdfs71.pdf>.

COURSE CREDIT

Interns complete the internship for course credit. Interns may be paid or unpaid while also receiving course credit.

INTERNSHIP GUIDELINES

HOST SITE EXPECTATIONS

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