

2024-2025

Kelce College of Business Internship and Career Readiness Center



**Employer Guide
Handbook**



Contact Information

General Contact Information

kelceinternships@pittstate.edu
Kelce - Room 220
Fall Hours - 10 AM - 2 PM or by appointment



Internship and Career Readiness Center Coordinator

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HOSTING AN INTERN

Hosting an intern offers significant benefits to both the organization and the intern. For the organization, it provides an opportunity to bring fresh perspectives and innovative ideas into the workplace, as interns often bring new insights and energy. Interns can help lighten the workload, allowing regular employees to focus on more complex tasks.

Additionally, hosting an intern serves as a low-risk way to evaluate potential full-time employees, giving employers a chance to assess the intern's skills, work ethic, and cultural fit within the team. For the intern, it's a valuable chance to gain practical experience, develop professional skills, and build a network within the industry, making the arrangement mutually beneficial.



WAYS TO PAY AN INTERN:

It is common practice to pay interns for their work regardless of the way the employer chooses to pay the intern. Employers can pay an intern in a variety of ways.

The most common is as a W2 wage earner where the funds for the intern's wage comes from the organization's operating budget.

Other ways to pay an intern include contracting the intern as a 1099 contractor or using grant funds or funding sources available through companies such as Parker Dewey Micro Internships or hosting interns who qualify for work placement/on the job training funding through workforce centers such as Southeast KansasWorks.

Another incentive is available to some students at the Kelce College of Business at Pittsburg State University. Students can apply to participate in an internship for credit for an already secured internship position. Internships for credit can be done in place of elective courses under certain circumstances. Among other criteria, the student will need to work a minimum of 120 field hours in the semester to receive/be enrolled in a 3-credit hour course.

For students to be approved for an internship for credit – students should work with the Internship and Career Readiness Coordinator in the Kelce College of Business at Pittsburg State University to determine eligibility and to gather and submit the Internship for Credit Application Packet if eligible.

*Learn more about paid and unpaid internships on the [NACE \(National Association for College and Employers\)](#) website.

GETTING STARTED

When interested employers are ready to hire/host an intern, here are a few basic steps to get started.

- Create an internship position description, including determining how many hours and what wage the intern will be paid.
- Post the internship position opening on job sites such as LinkedIn, Indeed, and school job boards.
 - Pittsburg State University uses Handshake.
 - Set-up an employer account [here](#) and start posting immediately. Go to the Pittsburg State University's Career Development website and search for Handshake.
- Review applicants, select an applicant, and lock in the intern's first day.



GENERAL FAQs

What do I need to do to hire/host an intern?

1. Figure out what goals or objectives you'd like the intern to focus on and complete during their internship.
2. Create a job description for the position, determine what you can pay the intern, and how many hours you will need them to work.
3. Post to job sites.
4. Interview qualified applicants.
5. Select a final applicant and determine a start date.

What do I need to do if my intern wants to also seek course credit through the Kelce College of Business at Pittsburg State University?

- The host employer is required to submit an Employer Agreement form before the student can be officially enrolled in the internship for credit course.
 - The form will generally be sent to the employer by the Kelce College of Business Internship and Career Coordinator (IRC Coordinator).
- The host employer will also be required to submit an Employer Evaluation at the end of the internship.
 - The course instructor or the ICR Coordinator will provide a link or document to the intern or the employer directly.

What is the best way to post an internship opening?

Posting the internship opening with your other position openings on your website or social media sites is a good starting point. Also posting on job boards such as LinkedIn, Indeed, and student job boards are also suggested. To target PSU students specifically, you can work with PSU Career Development to post your opening on Handshake, the student job board.

WHAT IS PARKER DEWEY AND THE MICRO INTERNSHIP 'GRANT FUND'?



PARKER DEWEY

The Parker Dewey platform offers a nationwide network that helps organizations tap into a diverse pool of college students and recent graduates, providing them with real-world work experiences.

The Parker Dewey grant fund is made available by generous donations and partnership between The Kansas Board of Regents, The DeBruce Foundation, and The Kansas Department of Commerce and others. Currently, there is up to \$2,500 grant funds available (or five free projects) to Kansas-based businesses who host a Kansas-based intern hired through the Parker Dewey platform.

1. Businesses sign-up for an Employer account on the Parker Dewey platform
2. Post micro internship opportunities
3. Applicants apply
4. The business selects a candidate
5. Candidate begins work, completes the project
6. After the project is completed, the student intern is paid through the Parker Dewey platform
7. Parker Dewey will send the student a 1099 at the end of the year - so there are no reporting requirements for the Employer.

There is no money exchanged between Parker Dewey and the Employer if you are taking advantage of the five free opportunities. Any opportunities posted beyond the five, the employer would pay Parker Dewey and then Parker Dewey would pay the intern.

Sign up and start posting on Parker Dewey by scanning the QR code.

