



How to Create an Internship

A Guide for Employers

Thank you for your interest in providing an opportunity for Richland District 2 students this upcoming term. Below are some considerations as you finalize the details of the internship:

- Identify the internship Supervisor(s) and obtain any necessary contact Information
- Set Internship Details
 - Hourly Pay
 - Typically, from \$12-18 per hour.
 - Number of Interns
 - Include the number of interns desired for the term.
 - Weekly Hours
 - Set the # of hours and days the intern will be needed each week.
 - Juniors are typically available after 4pm.
 - Seniors are typically available after 12pm.
 - Please note that the student must log at least 40 hours over the term.
 - Modality
 - Choose between remote, hybrid, or fully in-person.
 - Position Description
 - Create a detailed outline of the duties and tasks for the intern.
 - Include any necessary or preferred skills you are looking for so the best suited applicants can be recruited
 - Include the nature of the tasks the intern will complete:
 - Project-based
 - Traditional
 - Expectations and Requirements
 - Provide your organization's safety, phone, and uniform policy.
 - Determine if background checks, drug screens, or certifications will be required.
- Complete an Internship Evaluation (required by the State at the end of intern term)

Please contact [Laura McKinney](#) for further assistance.