



CU Internship Employer Expectation Form

Mutually Beneficial Internship Experience

An internship should be a win-win for the Cornerstone University traditional undergrad student and your organization. The student has the opportunity for practical, hands-on experience while continuing to develop professional readiness, while your organization benefits from the student's work product.

Partnering with Purpose: Meaningful Internship Partnerships

If approved, Cornerstone University agrees to enter a partnership with your organization to facilitate a search and placement process with our students who are seeking an internship to meet their graduation requirements. CU Career & Life Calling will review and approve Internship postings and your requested placement of a student intern. You have our commitment that any student placed is participating in the CU Advantage with intentional curriculum design and experiences intended to equip students with the moral and market skills to flourish in life, career, and work. This internship is one of the key elements of their career and life calling-focused curriculum, and as such, employers will agree to the following responsibilities as part of the overall placement process.

Employer Expectations

- **Credentials** Site Supervisors should have at least two years of professional industry experience to help ensure a valuable learning experience for your organization and our students. Site Supervisors agree to provide the required # of hours (typically 120) in a semester to satisfy the internship.
- **Position description** Provide a written position description for the internship when the position is posted on Handshake and provide a copy to the student during the interview process. Required elements of the position description include:
 - Name of the organization and its location.
 - Immediate supervisor's name and contact information.
 - Overview of the position (e.g., preferred qualifications, roles and responsibilities).
 - Required time commitment (e.g., overall position duration and/or hours per week).
 - Compensation (if applicable). The US DoL internship guidelines allow for full-time or part-time roles that are paid or voluntary.
- **Performance evaluations** Site supervisors are expected to complete a mid-term and final evaluation.
 - Site Supervisors will receive an email from handshake@notifications.joinhandshake.com requesting feedback on the



student intern's performance. The sender is Handshake, and the subject line is "You have an evaluation to complete."

- The student's grade depends on the completion of the mid-term and final evaluation.
- Site Supervisors are encouraged to share their feedback with the student throughout the internship experience and at these milestones. Our goal is to equip students with the moral and market skills to flourish in life, career, and work, the CU Advantage.

This feedback makes a big difference to the student intern's growth and development.

- **Employer Partnership Approval** Employers who are unable to meet the Cornerstone University expectations as an internship site supervisor will not be approved for future Intern placements for a minimum of the next semester. After a one semester break, the employer is invited to reapply for a fully compliant, mutually beneficial experience.