

ORGANIZATION AUDIT FOR INTERNSHIP PROGRAMS

INTERN BRIDGE, INC.

DOES YOUR ORGANIZATION HAVE WHAT IT TAKES?

The Organizational Audit was originally printed in *The Internship as Partnership* by Bob Inkster and Roseanna Ross (published by the National Society for Experiential Education in 1998.) In consultation with the authors, Intern Bridge offers the following revised list.

How serious is my organization about hosting an internship program?

- Is my organization committed to working with universities?
- Will my organizational culture be supportive of an internship program?

What can interns do for us? What are our goals?

- Does my organization have meaningful work for interns to complete?
Are there special technical skills we need in interns?
- Do we want to use the internship program to identify, test, and recruit interns as potential new employees?
- Would an intern's naiveté and inexperience actually be an asset for our organization, providing a fresh perspective on our products or services? Or would a naïve intern actually be dangerous to self and to others in certain positions?

What human resources do we have to support an intern?

- Can my organization provide an individual with efficient supervisory skills to work with interns?
- Can my organization provide an individual with sufficient time to organize the program?
- In which departments might interns work?

Does my organization have the time to support an intern?

- What is the best time of year for my organization to host interns?
- What should the duration of individual internships be?

What physical resources do we have to support an intern? For example,

- A safe, adequate workspace
- Access to computers
- Internet access
- Telephone and fax
- Other communication resources
- Adequate reference resources
- Parking
- Access to people who would be colleagues, resources, or internal clients

What financial resources do we have?

- Will my organization be able to afford to pay a salary to interns? If so, how much?
- What remuneration, instead of salary, can we provide? (Parking, stipend, etc.)