

# Microinternship

EMPLOYER ORIENTATION

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**The Universities**

AT SHADY GROVE

# Overview

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WHAT IS A MICROINTERNSHIP?

BENEFITS FOR PARTICIPATING

- FOR EMPLOYERS
- FOR STUDENTS

USG MICROINTERNSHIP  
PROGRAM

EVALUATION CRITERIA



**88%** of graduates from the Universities at Shady Grove work in the region in their intended career field.

**50%** of interns are converted by employers to full-time hires.

**100%** of surveyed regional employers participating in the USG pilot career experiential activities would participate again.

# What is a Microinternship?

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- Short-term placement with a duration of 2-10 business days for this pilot
- Focused on completion of a short, clearly defined project created by the employer
- Student works *on site* at the employer
- Intended to offer a level of flexibility to organizations and to students



# Employer Benefits

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- Completed short-term project or “deliverable”
- Flexible career experiential model with a short-term commitment
- Creating awareness of the field among future generations of employees
- Development of a potential pipeline of candidates from highly qualified, local applicants
- Marketing and organization name recognition among the area community
- An opportunity to collect new perspectives and ideas from students regarding trends, processes, organizational branding, and more



# Student Benefits

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- Explore a particular industry, career, or employer site
- Gather information on an industry culture, lifestyle, norms, and expectations
- Industry-specific experience
- Resume development
- Professional development
- Networking and “face-time” with potential employers
- Expert insights regarding strengths, challenges, and potential career trajectories in a particular field
- A shorter-term, more flexible opportunity to gain experience than a traditional internship

# USG Microinternship Program

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- Employers submit a short-term project and proposed timeline via our Microinternship Host application.
- A highly qualified USG student with an applicable course of study will be matched with the project and timeline.
- Our selected student will complete a Microinternship Student application and details of that application will be shared with the employer project supervisor to help the employer get to better know the student.
- Employer and student will communicate via email prior to the start of the microinternship.

# USG Microinternship Program

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Once a student has been assigned to your submitted project plan to:

- Email your student with details of where and when they should report on their first day
- Meet with your student on their first day to discuss details of the project and set expectations
- Provide student(s) with a space to work
- Check in with your student daily and provide constructive feedback
- Plan a meeting for your student to present their deliverable(s) at the end of their project



# USG Microinternship Program

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When setting expectations for your student, be sure to review:

- Hours
- Dress code
- Overall responsibilities
- How to cope with absenteeism
- Safety regulations and requirements



# Program Evaluation

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This evaluation will ask the host to give feedback in several areas:

Student evaluation criteria:

- Project success
- Communication skills
- Problem solving skills
- Professionalism and career development skills
- Student focus and attention

Suggestions for improvement



# Any questions?

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If you have any questions regarding this orientation or any details of your scheduled Microinternship, please contact:

USG's Career & Internship Service Center

(301) 738-6338

[usgcareerservices@umd.edu](mailto:usgcareerservices@umd.edu)



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