Internship Guide for Employers

Bachelor of Science in Pharmaceutical Sciences
Cosmetic Science and Formulation Design • Medicinal and Biological Chemistry
Pharmaceutics • Pharmacology/Toxicology • Pharmacy Administration

B.S. in Pharmaceutical Sciences Overview

The Bachelor of Science in Pharmaceutical Sciences degree is a four-year baccalaureate program, designed for students who wish to pursue careers related to the pharmaceutical industry, pharmaceutical science and research, pharmaceutical administration and sales, the biomedical industry, forensic science, as well as health care administration.

Definition of an Internship

An internship is a practical, real-world learning experience that is related to a student’s field of study or career interest.

All B.S. in Pharmaceutical Sciences students must complete a 10-week, 400-hour internship placement, typically at the end of the third year of study. This is a graded, for-credit course that is an integral component of the student’s major. A faculty member in the student’s department has the responsibility of grading the student, with your evaluation serving as a critical element.

An unsupervised, part-time job with tasks unrelated to the student’s major, career experience and growth is NOT an appropriate internship.

Housing and Travel

It is the intern’s responsibility to cover travel and living expenses while performing the internship. When possible, employer assistance is appreciated in identifying nearby housing and transportation options for the student.

Before and During the Internship

Before the intern’s first day, prepare for their first day.

- Provide information on health and background checks, immunizations required and other mandatory screenings or trainings.
- Prepare forms needed to be completed and/or signed.
- Arrange an organized work area for the intern.
- As necessary, set-up email, voicemail, computer access and other resources necessary for them to accomplish first-day tasks.

Plan an orientation program that is effective for both interns and mentors.

- Provide an overview of the organization's mission, values, services and structure.
- Consider setting up one-on-one meetings with staff members the intern will interact with most.
Be sure everyone involved has clear expectations, including: work hours, appropriate office attire, specific job responsibilities and organizational policies and procedures.

Ensure job assignments are clear and related to the learning objectives. When assigning work, provide the intern with a detailed explanation. While the assignment may seem obvious to you, it may not be obvious to someone who’s never done it before.

Select a professional in your office who cares about the development of students in the field to supervise and/or mentor.

Provide feedback to your intern along the way with regularly scheduled meetings.

Complete the supervisor’s evaluation of the intern near the completion of the assigned time; it will be emailed to the supervisor on record. Along with the internship paper, this evaluation is a critical component of the student’s grade for this experience.

**Department of Labor Requirements**

The U.S. Department of Labor has created guidelines for employers who utilize interns to determine whether an intern must be paid. These guidelines dictate how interns must be compensated in “for-profit”, private companies.

All interns must be paid, UNLESS all six criteria are met:

1. “The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;

2. The internship experience is for the benefit of the intern;

3. The intern does not displace regular employees, but works under close supervision of existing staff;

4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;

5. The intern is not necessarily entitled to a job at the conclusion of the internship; and

6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.”

For more information, visit: [http://www.dol.gov/whd/regs/compliance/whdfs71.pdf](http://www.dol.gov/whd/regs/compliance/whdfs71.pdf)

Adapted from The National Association of Colleges and Employers (NACE) Internship Guidelines, The University of Maryland University Career Center, and The University of Washington Career Center.