

---

FOR EMPLOYERS

# Lehigh Valley Internship Resources 2022- 2023

# TABLE OF CONTENTS

---

<b>INTRODUCTION</b>	<b>3 - 5</b>
What is an Internship? . . . . .	3
Paid, Unpaid and Academic Credit Internships. . . . .	4
Virtual Internships. . . . .	4
Micro-Internships . . . . .	5
<b>ARE YOU READY FOR AN INTERN?</b>	<b>6 - 8</b>
Are You Ready to Start an Internship Program?. . . . .	6
Developing an Internship Program . . . . .	7
Importance of Diversity, Equity, and Inclusion. . . . .	8
<b>WRITING THE INTERNSHIP POSITION DESCRIPTION</b>	<b>9</b>
What Do You Need to Include? . . . . .	9
Items to Include in the Description. . . . .	9
<b>POSTING YOUR INTERNSHIP WITH COLLEGES &amp; UNIVERSITIES</b>	<b>9</b>
Posting on Handshake/Symlicity . . . . .	9
<b>ORIENTATION CHECKLIST</b>	<b>9</b>
Onboarding the Intern . . . . .	9
<b>INTERNSHIP EVALUATION</b>	<b>10</b>
Career Readiness and Intern Evaluation . . . . .	10
NACE Key Competencies . . . . .	10
<b>REFERENCES</b>	<b>11</b>
<b>APPENDICES</b>	<b>12 - 31</b>
Appendix A - Sample Internship Job Description/Posting. . . . .	12
Appendix B - Orientation Checklist . . . . .	13
Appendix C - Intern Final Evaluation . . . . .	14
Appendix D - College & University Directory . . . . .	16
Appendix E - Career & Technical School Directory. . . . .	28



## INTRODUCTION

### What is an Internship?

*(Excerpt from National Association of Colleges and Employers [NACE])*

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths, and give employers the opportunity to guide and evaluate talent.

### The following criteria for internships were developed by NACE.

The experience must be an extension of the classroom.

It must allow the intern to apply knowledge gained in the classroom to real work issues.

The skills or knowledge learned in the internship must be transferable to other employment settings. The intern should not be learning skills that can only be used at one organization.

It must provide clearly defined learning objectives/goals related to the professional goals of the intern's academic coursework. Learning objectives for credited internships are typically agreed upon by the intern, faculty, and employer.

It must be supervised by a professional with expertise and educational and/or professional

background in the field of the experience. The supervisor should provide routine feedback, be accessible to the intern throughout the duration of the internship, and should serve as a mentor and provide guidance to interns during the internship, offering feedback on things they did well and on areas of improvement.

Employers must provide resources, equipment, and facilities that support learning objectives/ goals. An intern should be provided with a space to work and appropriate tools, including a computer/ printer, software/ hardware, design materials, etc.

It must have a defined beginning and end, and a job description with desired qualifications.



## Paid, Unpaid, and Academic Credit Internships

*(Excerpts from Moravian University Center for Career and Civic Engagement & U.S. Department of Labor)*

**PAID INTERNSHIP:** A paid internship offers interns monetary compensation for their work as an intern. Interns may receive payment in the form of a stipend (paid in one or more lump sums) or an hourly rate. There may be other ways to obtain compensation such as reimbursement for travel, housing and/or other living expenses. Interns may also receive academic credit.

**UNPAID INTERNSHIPS:** An unpaid internship is the same as all other experiences except there is no monetary compensation. In an effort to be supportive of the needs of interns and employers, the internship should abide by the guidelines set forth in the Department of Labor Fair Labor Standards Act. The U.S. Fair Labor Standards Act (FLSA), which applies to all companies that have at least two employees directly engaged in interstate commerce and annual sales of at least \$500,000.00, severely restricts an employer's ability to use unpaid interns or trainees. It does not limit an employer's ability to hire paid interns. See Fact Sheet #71 from the U.S. Department of Labor <https://www.dol.gov/whd/regs/compliance/whdfs71.htm>

**ACADEMIC CREDIT:** These internships allow interns to earn academic credit for their experience. The intern's university or college decides if the intern is eligible to receive college credit or not. That decision is based on school policy as well as the criteria of the intern's major. Interns interested in earning academic credit typically must meet college-specific guidelines and work with a faculty advisor. Interns receiving academic credit can be paid or unpaid.



## Virtual Internships

*(Excerpts from Moravian University Center for Career and Civic Engagement & Center for Research on College-Workforce Transitions, UW-Madison)*

A virtual internship follows the same definition of a traditional internship as defined on page 3. A virtual internship removes the need for in-person interaction, but still must include close guidance from supervisors with expertise via video conferencing or phone call. Virtual internships can be paid, unpaid and/or for academic credit.

The list below contains several tips for companies and organizations that are considering hosting virtual internships.

- Allocate enough time before the start of the virtual internship to:
  - Select and test software for managing work.
  - Train staff to use software/systems (if interns are expected to use new software or information technology, it should be provided free-of-charge).

Develop a work plan for the intern, including training materials, activities and tools that the intern will need to be successful in the role.

Clearly define expectations for both the intern and the supervisor/mentor. These need to be agreed upon before the start of the internship. Goals and expectations should be reinforced on a regular basis.

- All tasks and projects must be carefully prepared and planned for the virtual intern to manage the work effectively by themselves. A written workplan that covers the entirety of the experience is suggested.
- Because the intern will not have the everyday interactions of the workplace, materials, instructions and task descriptions need to be well prepared and available online so the intern has access to that information when it is needed.
- Supervisors should engage their teams in the delivery of the virtual internship experience so the intern will have the opportunity to interact with several individuals throughout the course of the experience. Team members need to be committed and available to engage with virtual interns on a daily basis (and sometimes multiple times a day).
- Create and deliver a well-balanced experience for your intern that includes the opportunity for the intern to:
  - Learn about your organization.
  - Focus on professional development.
  - Engage in meaningful projects and work that will help to develop their overall ability to become a valuable team member in the future.



## Micro-Internships

*(Excerpt from Parker Dewey)*

Micro-Internships are short-term, paid, professional assignments that are similar to those given to new hires or interns. These projects enable college students and recent graduates who are seeking to gain professional experience to demonstrate skills, explore career paths, and build their networks as they seek the right full-time role. Unlike traditional internships, Micro-Internships can take place year-round, typically range from five to 40 hours of work, and are due between one week and one month after kickoff.



## ARE YOU READY FOR AN INTERN?

### Are You Ready to Start an Internship Program?

*(Excerpt from Muhlenberg College)*

The questions below will help you determine if your company is prepared to manage an internship program, how you can benefit from having an intern, and how an intern would benefit from working with you. You may find that the answers provide a foundation for creating the internship position description.

1. How do you see your company benefitting from hosting an intern? Would you benefit from the work of interns to write, research, identify business leads, work with clients, or provide overall organization or program support?
2. What are the goals of your organization's internship program? Do you need assistance completing a particular project? Are you supplementing staffing needs (though not using an intern as a replacement for a permanent employee)? Do you hope to use the program as a pipeline for potential full-time employees? Do you seek to cultivate talent in young professionals?
3. Will the intern be supervised by someone with expertise in the job function?
4. What do you want the intern to learn while interning at your organization?
5. Who would you like the intern to work with or meet?
6. Would having interns benefit current staff members by providing managerial and supervisory experience?
7. What type of project work needs to be completed? Is there an individual in the organization that will serve as the intern's supervisor and point of contact for the college?
8. Do you have the support of senior management?
9. Does your organization have the space and resources to support an intern and his/her duties?
10. What is the intended duration of the internship? Will the need to fill this position be ongoing, or complete after one term?
11. What time of year can you host an intern? What are ideal start and end dates for the internship? Is this a part-time or full-time internship?
12. Are specific skills or technical knowledge/ experience required to adequately complete the assigned tasks?
13. Are you looking for an intern in a particular major(s) or program of study; year level (freshman, sophomore, junior, senior); or GPA?
14. Can you offer opportunities for unique industry experiences during the internship? (Conferences, professional development, networking with industry professionals, etc.)
15. Is this a paid or unpaid internship? If unpaid, are there alternative forms of compensation that could be offered (transportation/ parking reimbursement, meal stipend, etc.)?
16. Are you able to develop and implement a training/ orientation program for new interns?



## Developing an Internship Program

*(Excerpt from Moravian University Center for Career and Civic Engagement)*

Define your goals for the program.

Build support for the program at all levels. Commitment from top management is crucial in creating successful internship opportunities.

Plan ahead! Interns will need....

- A proper workspace including a desk, computer and access to technology.
- A supervisor/mentor. Be sure to include your intern in staff meetings, professional development opportunities, lunches and other gatherings.
- Information regarding compensation. Will the intern be paid? If so, how much?
- An orientation to the organization/position. Provide an orientation to your organization, overview of services, and an introduction to staff.
- Something to do. What are the intern's duties? What are the learning goals?
- Useful and meaningful work. An intern does NOT mean free or low-cost help. Take time to learn your intern's skills and strengths so you can create appropriate projects.
- A structured evaluation process. How will the intern be evaluated? When?
- Regular contact and feedback. Schedule a time to meet with your intern regularly.
- Immediate explanations. Be sure to explain policies and procedures to your intern. Sometimes interns may not know how/what to ask, so be proactive and explain.

Construct a job description which includes an overview of your organization, intern duties, special projects, and desired qualifications.



## **Importance of Diversity, Equity, and Inclusion**

*(Excerpt from Society for Human Resource Management)*

The diversity, equity, and inclusion (DEI) function deals with the qualities, experiences and work styles that make individuals unique (e.g., age, race, religion, disabilities, ethnicity, etc.) as well as how organizations can leverage those qualities in support of business objectives. Studies show that teams or organizations made up of individuals with a diverse mix of qualities, experiences and work styles tend to have available a richer set of ideas, perspectives and approaches to a business issue.

## **Steps for Boosting Diversity Hiring of Interns**

*(Reprinted courtesy of NACE)*

Employers have reported that enhancing DEI at their respective organizations is a critical goal for them. The following recommendations offer actionable insights based on the findings of NACE research for enhancing diversity hiring of interns.

### **Cast a wider net**

In terms of school selection, employers should examine the demographics associated with the students at the schools at which they typically recruit and expand beyond that list as needed. Employers also can incorporate virtual recruiting options to reach schools that are not feasible to visit in person.

### **Conduct an equity audit of the internship cohort**

An equity audit will help employers determine if they are indeed recruiting a sufficiently diverse internship cohort, bringing to light discrepancies in the composition of the cohort, pay rates, and possibly even the tasks and responsibilities given to interns.

### **Use the internship program as a diversified pipeline to a diverse workforce**

As employers make efforts to diversify their workforce, their internship programs should be the starting point for this diversification. Ensuring a diverse group of interns will aid in diversifying newly hired employees.

### **Build on positive offer rates and conversions**

Employers are doing well in terms of making offers to and converting female, Black, and Hispanic-American interns into full-time employees, exceeding the rates posted for male interns and those who identify as white. To keep this momentum going and achieve the level of diversity needed to reflect the diversity of the general American population, employers should continue to focus on converting interns from historically marginalized groups, while striving for equitable representation within their internship cohort.

### **Provide relocation assistance to interns**

Providing relocation assistance to interns can be a powerful way of helping to diversify employers' internship cohorts. Just as virtual recruiting and virtual internships show promise for diversifying internship cohorts and the general workforce, providing relocation assistance helps break down geographic barriers that block access to students seeking an internship.

## WRITING THE INTERNSHIP POSITION DESCRIPTION

### What Do You Need to Include?

*(Excerpt from Muhlenberg College)*

It is important to create a clear, detailed job description that outlines the responsibilities and qualifications of the internship position. Listed below are the basic items you should include in your position description to help you generate a pool of applicants that fit the needs of the position. See Appendix A.

### Items to Include in the Internship Position Description:

*(Excerpt from Muhlenberg College)*

- The name of your organization
- Location
- A contact person to whom application/ resumes will be sent
- The contact's phone number and email address
- The internship position title
- Description of responsibilities and tasks
- Qualifications or required skills
- Information about scheduling/ hours
- Desired start date and/or anticipated end date
- Compensation and/or wages
- Desired majors
- Desired class level: Freshman, Sophomore, Junior, Senior, Alumni
- Travel percentage
- Application materials: Resume, cover letter, transcript, writing, portfolio samples, etc.
- Training offered
- Expected learning outcomes

## POSTING YOUR INTERNSHIP WITH COLLEGES & UNIVERSITIES

### Posting on Handshake and Symplicity

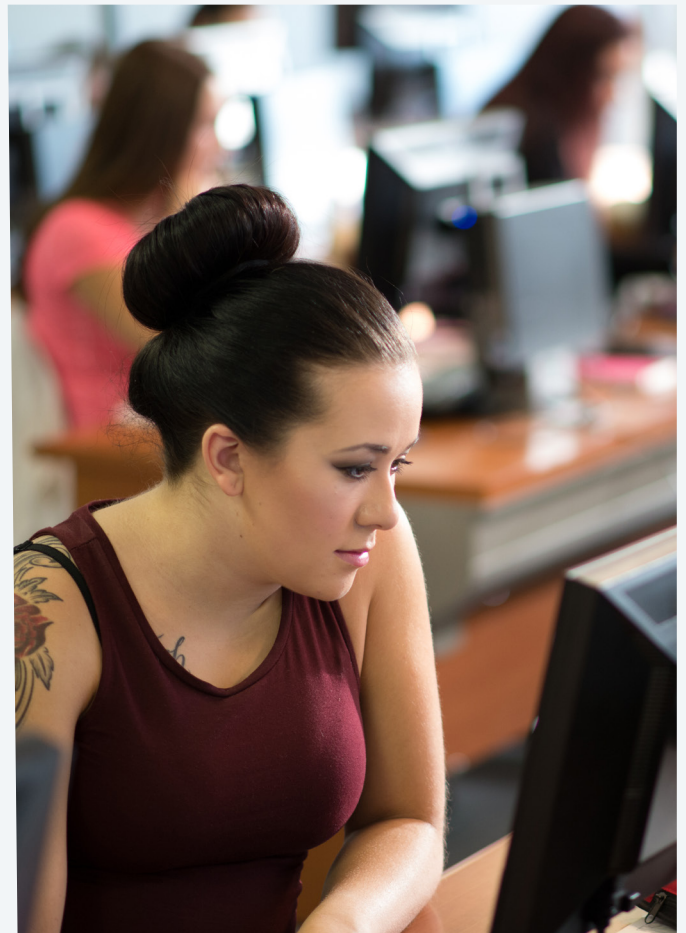
Handshake and Symplicity are platforms used to manage job postings, interview schedules, and more. They allow you to directly connect with interns who apply and hold a virtual career fair, and put you in charge of your recruiting process. Each institution has a unique link to create an account on the platform they use. Refer to the Career Development & Internship Directory to find Handshake and Symplicity links for Lehigh Valley colleges and universities. See Appendices D and E.

## ORIENTATION CHECKLIST

### Onboarding the Intern

*(Adapted from Muhlenberg College)*

You should familiarize the intern with the in's and out's of your organization and help him/her acclimate to their new work environment. Many interns are unfamiliar with the activities, environment, and objectives of business and industry; a thorough orientation can help with this. The sooner your interns understand what your organization does and how it operates, the sooner they can assume their assigned responsibilities and become active and productive in your company. See Appendix B.



## INTERNSHIP EVALUATION

### Career Readiness and Intern Evaluation

*(Reprinted courtesy of the NACE & excerpt from Society for Human Resource Management)*

Career readiness is a foundation from which to demonstrate requisite core competencies that broadly prepare the intern for success in the workplace and lifelong career management. NACE has identified eight key competencies related to career readiness. These competencies can be used as a metric to evaluate an intern.

An internship evaluation is important to the intern's professional and personal development. The evaluation is often a guide for counseling the intern. Each evaluating supervisor is encouraged to review the intern's performance with him/her/them. See Appendix C.

### NACE Key Competencies

#### Career & Self Development

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.

#### Communication

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.

#### Critical Thinking

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.

#### Equity & Inclusion

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.

#### Leadership

Recognize and capitalize on personal and team strengths to achieve organizational goals.

#### Professionalism

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

#### Teamwork

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.

#### Technology

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.



## REFERENCES

- Center for Research on College-Workforce Transitions. UW-Madison. (2020). What to do about internships in light of the COVID-19 pandemic? Retrieved from [https://wcer.wisc.edu/docs/news/CCWT\\_report\\_COVID-19\\_Internships.pdf](https://wcer.wisc.edu/docs/news/CCWT_report_COVID-19_Internships.pdf)
- Moravian University Center for Career and Civic Engagement. (n.d.). Moravian University Internship Guide for Employers. Retrieved from [https://www.moravian.edu/sites/default/files/department/careercivic/Moravian University Internship Guide for Employers.pdf](https://www.moravian.edu/sites/default/files/department/careercivic/Moravian%20University%20Internship%20Guide%20for%20Employers.pdf)
- Moravian University Center for Career and Civic Engagement. (n.d.). Virtual Internship Guide for Employers. Retrieved from [https://www.moravian.edu/sites/default/files/department/careercivic/Moravian College VIRTUAL Internship Guide for Employers.pdf](https://www.moravian.edu/sites/default/files/department/careercivic/Moravian%20College%20VIRTUAL%20Internship%20Guide%20for%20Employers.pdf)
- Muhlenberg College. (2018). Muhlenberg College Internship Guide for Employer Partners.
- NACE. Career Readiness Defined. Retrieved from <https://www.nacweb.org/career-readiness/competencies/career-readiness-defined>
- NACE. Key Steps for Boosting Diversity Hiring of Interns. Retrieved from <https://www.nacweb.org/diversity-equity-and-inclusion/best-practices/key-steps-for-boosting-diversity-hiring-of-interns>
- NACE. Position Statement: U.S. Internships., Retrieved from <https://www.nacweb.org/about-us/advocacy/position-statements/position-statement-us-internships>
- Parker Dewey. Micro-Internships FAQ Retrieved from <https://www.parkerdewey.com/faq>
- Society for Human Resource Management - Introduction to the Human Resources Discipline of Diversity, Equity and Inclusion, Retrieved from <https://www.shrm.org/resourcesandtools/tools-and-samples/toolkits/pages/introdiversity.asp>
- Society for Human Resource Management – Intern Evaluation Form, Retrieved from [https://www.shrm.org/resourcesandtools/tools-and-samples/hr-forms/pages/cms\\_002186.aspx](https://www.shrm.org/resourcesandtools/tools-and-samples/hr-forms/pages/cms_002186.aspx)
- U.S. Department of Labor. (2018, January). Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act. Retrieved from <https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships>

*This project was made possible with the time, experience, and effort of regional partners including the Education and Talent Supply Council and Lehigh Valley colleges and universities including Cedar Crest College, DeSales University, East Stroudsburg University, Kutztown University, Lafayette College, Lehigh Carbon Community College, Lehigh University, Moravian University, Muhlenberg College, Northampton Community College, and Penn State Lehigh Valley.*



## APPENDIX A

### Sample Internship Job Description/Posting

*Sample: Accounting Internship Description*

#### **Baltimore Accounting, LLC**

**Position Available:** Accounting Intern

Jump-start a career in the field of accounting. Internships at Baltimore Accounting, LLC offer distinctive, hands-on experience and unparalleled networking opportunities. As an intern, you will work alongside licensed CPAs to provide support in all aspects of accounting. We are a firm that provides audit, compilation, consulting, and review services for for-profit, nonprofit, and employee benefit plans as well as individual and corporate tax return preparation.

#### **Responsibilities include:**

- Assist the Finance Manager in daily operations such as accounts payable/receivable » Prepare and review financial statements and management letters
- Assist in the preparation of quarterly expenses analysis and weekly financial reports » Perform membership and sponsorship tracking and follow ups
- Assist Controller with preparing billing audits and sales tax reports
- Attend networking events to develop new client relationships and strengthen existing partnerships

#### **Knowledge, Skills, and Abilities:**

- Solid reasoning, analytical, technical, mathematical and language abilities » Must possess excellent work ethic and ability to self-motivate
- Must be able to multi-task as well as communicate well with clients
- Understands the importance of being a team player

Interns are expected to work a minimum of 15 hours per week. Compensation is \$15.50/ hour. Undergraduate and graduate interns with a GPA of 3.0 or higher are encouraged to apply. Summer, Fall, and Spring sessions are offered.

**The Application Process:** All intern applicants should submit a cover letter and a resume by email. The cover letter should clearly state the position the applicant is applying for, the semester of interest, approximate date on which he/she would be available to begin work if selected, and why would he/she be a good fit for the position desired.

**Application Dates:** Applicants are encouraged to apply as early as possible prior to the deadline of June 1.

Please send applications by email to: [janesmith@xzyaccounting.com](mailto:janesmith@xzyaccounting.com)

## APPENDIX B

### Orientation Checklist

#### 1. Prior to the Start of the Internship

- Establish and agree upon the start date, end date, and work hours/schedule. Adhere to the agreed upon hours and dates as closely as possible. During the internship, changes in scheduling should be discussed in advance.
- If the intern is completing the internship for academic credit, provide assistance with granting credit as needed.
- Set up an organized workspace for the intern; set up phone, computer, email, and any other resources necessary for the intern to fulfill the responsibilities discussed.
- Establish expectations regarding the organizational dress code.
- Review employer expectations and job description; outline work expectations for the duration of the internship.
- Review and discuss the mission of the organization and how the intern fits into that role.

#### 2. The First Two Days of the Internship

- Provide a tour of the facility and introduce the intern to other employees.
- Explain use of equipment such as phones/making calls, computer, copier, fax machine, supplies/forms.
- Provide intern with organization chart and contact list of key personnel (supervisor, IT, HR, etc.).
- Review company policies and safety/emergency policies—interns should be made aware of your company's sexual harassment policy.
- Discuss timesheets, including proper completion and deadlines, time off, and overtime rules (if applicable).
- Discuss absences, such as how and when to notify the supervisor (provide contact information).
- Further discuss the position description and specific task/project details.

---

#### 3. Within the First Two Weeks of the Internship

- Provide an overview of the company culture.
- Establish project timeframes and expectations on how to complete projects.
- Review procedures for payment and reimbursement of travel expenses (if applicable).
- Outline opportunities to network within the organization.

---

#### 4. How Can You Provide this Information

- Give your intern company materials to read such as newsletters, annual reports, organization charts, etc.
- Encourage your intern to spend breaks and lunchtimes in places where employees gather.
- Schedule regular one-to-one meetings with the intern.
- Give the intern opportunities to observe or participate in professional meetings.
- Allow the intern to interview company personnel to learn more about their position/role.



## APPENDIX C

### Intern Final Evaluation

If any criteria are not applicable to this internship experience, please leave the response blank.

**Student:** \_\_\_\_\_

**Work Term (circle one):**    Fall            Spring            Summer

**Supervisor:** \_\_\_\_\_

**Company:** \_\_\_\_\_

Evaluate your intern based upon the 8 Career Readiness Competencies established by the National Association of Colleges and Employers. Simply place an “x” in the corresponding box, for each statement below.

<b>A. Critical Thinking</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Disagree</b>	<b>Strongly Disagree</b>	<b>N/A</b>
Shows interest in understanding their role, and tasks					
Seeks out resources and/or asks for help as needed					

<b>B. Communication</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Disagree</b>	<b>Strongly Disagree</b>	<b>N/A</b>
Articulates ideas and concepts clearly in written form					
Actively listens and expresses ideas effectively					

<b>C. Technology</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Disagree</b>	<b>Strongly Disagree</b>	<b>N/A</b>
Identifies and uses appropriate technologies					
Adapts/learns new technology quickly					

<b>D. Teamwork</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Disagree</b>	<b>Strongly Disagree</b>	<b>N/A</b>
Manages and resolves conflict in an effective manner					
Supports and contributes to a team atmosphere					

<b>E. Professionalism</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Disagree</b>	<b>Strongly Disagree</b>	<b>N/A</b>
Exhibits self-motivated approach to work					
Exhibits professional behavior and attitude					



F. Leadership	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
Utilizes teams strengths to achieve common goal					
Takes initiative on projects					

G. Career & Self Development	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
Identifies personal strengths and utilizes them					
Assesses areas of growth and develops those areas					

H. Equity & Inclusion	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
Demonstrates awareness & skills required to engage with all cultures					
Challenges systems, structures & policies of racism					

Please use the space below to provide any additional information on your intern's strengths, weaknesses, and/or ability to accomplish their learning objectives:

**Circle YES or NO to the following statements below in regard to future steps.**

This evaluation has been discussed with the student?	YES	NO
The student was made a job offer as a result of this experience?	YES	NO
Would you consider taking on a future intern?	YES	NO

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Internship Coordinator's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



---

# College & University Directory

LEHIGH VALLEY COLLEGES & UNIVERSITIES



# Cedar Crest College

100 College Drive, Allentown, PA 18104

[cedarcrest.edu](http://cedarcrest.edu)

For Employers: [cedarcrest.edu/career/employers.shtm](http://cedarcrest.edu/career/employers.shtm)

Jobs / Internships Postings: [cedarcrest.joinhandshake.com](http://cedarcrest.joinhandshake.com)

---

## **CONTACT**

**Career Development**

[career@cedarcrest.edu](mailto:career@cedarcrest.edu)

---

### **Internship terms (if internship is for credit):**

Fall – Late August to Mid December

Spring – Late January to Early May

Summer – Mid May to Mid August

### **Internship credit hours/hours per week:**

3 Credits – minimum total of 120 hours is required per term (10-12 hours/week for 10-12 weeks)

6 Credits – minimum total of 240 hours is required per term (20-24 hours/week for 10-12 weeks)

### **Majors that offer internships:**

Students of all majors are seeking internships. Employers are encouraged to contact Career Development to connect with Cedar Crest talent.



# DeSales University

2755 Station Avenue, Center Valley, PA 18034

[desales.edu](https://desales.edu)

For Employers: [desales.edu/career-success/for-employers](https://desales.edu/career-success/for-employers)

Jobs / Internships Postings: [desales.joinhandshake.com](https://desales.joinhandshake.com)

---

## **CONTACTS**

### **Kathy Krause**

*Assistant Director of Experiential Learning*

[kathy.krause@desales.edu](mailto:kathy.krause@desales.edu)

610-282-1100 ext. 1792

### **Melanie Vallone**

*Associate Director of Career Development*

[melanie.vallone@desales.edu](mailto:melanie.vallone@desales.edu)

610-282-1100 ext. 2778

---

### **Internship terms:**

Fall – Late August to Early December

Spring – Late January to Early May

Summer – Mid May to Early August

### **Internship credit hours/hours per week:**

3 Credits – 8-12 hours per week/135 hours semester

6 Credits – 20 hours per week/270 hours semester

9 Credits – 35 – 40 hours per week/405 hours semester

### **Majors that offer internships:**

Accounting, Biology, Biochemistry, Business Administration, Chemistry, Communications, Computer Science, Criminal Justice, Dance, Digital Forensics, Early Childhood Education, Economics, English, Finance, Health Communications, Healthcare Administration, History, Human Resource Management, International Studies, Law & Society, Liberal Studies, Management, Management of Information Technology, Marketing, Marriage & Family Studies, Mathematics, Media Studies, Neuroscience, Pharmaceutical Marketing, Philosophy, Political Science, Psychology, Secondary Education (Career Track), Spanish, Sport & Exercise Physiology, Supply Chain Management, Theology, Television and Film, Theatre

# East Stroudsburg University

154 Zimbar-Liljenstein Hall, 200 Prospect Street, East Stroudsburg, PA 18301

[esu.edu](http://esu.edu)

For Employers: [esu.edu/career-development/employers.cfm](http://esu.edu/career-development/employers.cfm)

Jobs / Internships Postings: [esu.joinhandshake.com](http://esu.joinhandshake.com)

---

## **CONTACTS**

**Breanna Betarie**

*Director*

*Career and Workforce Development*

[bbetarie@esu.edu](mailto:bbetarie@esu.edu)

570-422-3045

---

## **Majors that offer internships:**

### **College of Arts & Science:**

Computer Science, Psychology - Counseling Concentration, Medical Technology, Art & Design, Criminal Justice, Social Work, Communication - Broadcast Concentration, Computer Security

### **College of Health Sciences:**

Rehabilitation Sciences, Exercise Science, Pre-Physical Therapy, Pre-Physician Assistant, Pre-Med, Communication Sciences & Disorders, Public Health, Healthcare Administration, Business of Medical Marijuana, Environmental Health, Emergency Preparedness, Drug Rehabilitation, Counseling, Global Health

### **College of Education:**

Rehabilitation & Human Services- SPED

### **College of Business Management:**

Accounting, Finance, Marketing, Business Administration, Hospitality, Recreation, Sports Management, Digital Media, Data Analytics

## **Departmental Internship Information:**

[esu.edu/career-development/internships-job-searches.cfm](http://esu.edu/career-development/internships-job-searches.cfm)



# Kutztown University

15200 Kutztown Rd., Kutztown, PA 19530

[kutztown.edu](http://kutztown.edu)

For Employers: [kutztown.edu/employers](http://kutztown.edu/employers)

Jobs / Internships Postings: [kutztown.edu/handshake](http://kutztown.edu/handshake)

---

## **CONTACT**

**Chad Ganley**

*Assistant Director, Employer Relations*

[recruiting@kutztown.edu](mailto:recruiting@kutztown.edu)

610-683-4067

---

### **Internship terms:**

Fall, Spring, and Summer

### **Internship credit hours/hours per week:**

Varies by Major (Typically 120-150 hrs per semester for 3 credits)

### **Majors that offer internships:**

All majors offer internships. For a full list, visit

[kutztown.edu/academics/internships/academic-departments/contacts.html](http://kutztown.edu/academics/internships/academic-departments/contacts.html)

---

### **Undergraduate Majors:**

Anthropology and Sociology, Art and Art Education, Biology, Business Administration (Accounting, Finance, Entrepreneurship, Human Resource Management, Personal Financial Planning, Management, Marketing, and Supply Chain Management), Cinema, Television and Media Production, Communication Design, Communication Studies, Computer Science and Information Technology, Counselor Education and Student Affairs, Criminal Justice, Education, English, Geography, History, Mathematics, Modern Language Studies (German and Spanish), Music, Philosophy, Physical Sciences (Chemistry, Geology, Marine Science, and Physics), Political Science and Public Administration, Psychology, Social Work, Sport Management

# Lafayette College

Lafayette Gateway Career Center, 201 Hogg Hall, Easton, PA 18043

[lafayette.edu](http://lafayette.edu)

For Employers: [gateway.lafayette.edu](http://gateway.lafayette.edu)

---

## **CONTACT**

**Holly Akers**

*Associate Director of Employer Relations  
and Outreach*

[akersh@lafayette.edu](mailto:akersh@lafayette.edu)

610-330-4199

---

## **Internship terms:**

Traditional Summer Internships - June through August

## **Internship credit hours/hours per week:**

Internships are not eligible for academic credit and hours per week varies by employer.

*Lafayette College's Gateway Career Center is committed to working with employers who do not discriminate on the basis of gender, gender identity, gender expression, age, race, religion, national origin, physical ability, veteran status, or sexual orientation. We adhere to the Principles for Professional Practice for Career Services & Employment Professionals from the National Association of Colleges and Employers (NACE). Lafayette College requires employers to meet Fair Labor requirements and regulations.*

---

## **Majors that offer internships:**

Students of all majors are seeking internships. Employers are encouraged to contact Lafayette Gateway Career Center to develop an employer/student recruitment program.



# Lehigh Carbon Community College

4525 Education Park Dr, Schnecksville, PA 18078

[lccc.edu](http://lccc.edu)

For Employers: [lccc.edu/student-experience/career-development-center/employer-services](http://lccc.edu/student-experience/career-development-center/employer-services)

Jobs / Internships Postings: [lccc-csm.symplicity.com/employers](http://lccc-csm.symplicity.com/employers)

---

## **CONTACT**

**Tina Moyer**

*Director of Career Development & Civic  
Engagement*

[careerservices@lccc.edu](mailto:careerservices@lccc.edu)

610-799-1090

---

### **Internship terms:**

Fall, Spring, and Summer

### **Internship credit hours/hours per week:**

Accounting and Business Management internships are 300 hours; most other internships are 225 Hours (75 hours per credit).

### **Majors that offer internships:**

Accounting, Business Management, Communication, Culinary Arts, Early Childhood Education, Heating/Ventilation and Air Conditioning, Hotel and Restaurant Management, Human Services, Music/Sound Production, Paralegal, Special Education, TV/Film, Visual Media

Other majors may consider an internship as an elective.

# Lehigh University

9 West Packer Avenue, Maginnes Hall, Ste. 500, Bethlehem, PA 18015

[lehigh.edu](http://lehigh.edu)

For Employers: [careercenter.lehigh.edu/content/employers](http://careercenter.lehigh.edu/content/employers)

Jobs / Internships Postings: [careercenter.lehigh.edu/content/join-handshake](http://careercenter.lehigh.edu/content/join-handshake)

---

## **CONTACT**

**Cheryl McCue**

*Director of Employer Engagement*

[cheryl.mccue@lehigh.edu](mailto:cheryl.mccue@lehigh.edu)

610-758-3710

---

## **Majors that offer internships:**

Lehigh students representing all majors are seeking internships. Employers are encouraged to contact Cheryl McCue to connect with Lehigh talent.



# Moravian University

1200 Main Street, Bethlehem, PA 18018

[moravian.edu](http://moravian.edu)

For Employers: [moravian.edu/careercivic/employers](http://moravian.edu/careercivic/employers)

Jobs / Internships Postings: [moravian.joinhandshake.com/register](http://moravian.joinhandshake.com/register)

---

## **CONTACTS**

**Kathleen Barr**

*Director of Career Development*

[barrk02@moravian.edu](mailto:barrk02@moravian.edu)

610-625-7510

---

### **Internship terms:**

Fall Semester (beginning end of August), Spring Semester (beginning end of January),  
Summer Semester (beginning early June)

Timelines can be adjusted based on program.

### **Internship credit hours/hours per week:**

Most internships are anywhere between 10-20 hours per week. This can vary based on student and credit needs. A student earning one unit for academic credit must complete 140 internship hours within a semester.

### **Majors that offer internships:**

Nearly all Moravian University majors offer internship or co-op experiences. For a full list of majors and concentrations, please go to [www.moravian.edu/academics/departments](http://www.moravian.edu/academics/departments).

# Muhlenberg College

2400 Chew Street Allentown, PA 18104-5586

[muhlenberg.edu](http://muhlenberg.edu)

For Employers: [muhlenberg.edu/aboutus/careercenter/employers](http://muhlenberg.edu/aboutus/careercenter/employers)

Jobs / Internships Postings:

[muhlenberg.edu/aboutus/careercenter/employers/postjobsinternships](http://muhlenberg.edu/aboutus/careercenter/employers/postjobsinternships)

---

## **CONTACTS**

**Chiquita Griffin**

*Career Center Director of Employer &  
Alumni Relations*

[chiquitagriffin@muhlenberg.edu](mailto:chiquitagriffin@muhlenberg.edu)

484-664-3172

---

## **Majors that offer internships:**

Muhlenberg students representing all majors are seeking internships. Employers are encouraged to post job/ internship opportunities directly through Handshake to connect with Muhlenberg talent. Contact the career center with any questions or for more information.



# Northampton Community College

3835 Green Pond Rd, Bethlehem, PA 18020

[northampton.edu](http://northampton.edu)

**For Employers:**

[northampton.edu/student-services/career-services/services-we-provide/employers.htm](http://northampton.edu/student-services/career-services/services-we-provide/employers.htm)

**Jobs / Internships Postings:** [northampton.joinhandshake.com](http://northampton.joinhandshake.com)

---

## **CONTACTS**

**Katrina Schreefer**

*Assistant Director of Employer Engagement*

[kschreefer@northampton.edu](mailto:kschreefer@northampton.edu)

610-332-6310

**Jillian Whitmire**

*Internship Manager*

[jwhitmire@northampton.edu](mailto:jwhitmire@northampton.edu)

610-332-6334

---

### **Internship terms:**

Fall, Spring, and Summer

### **Internship credit hours/hours per week:**

Most internships are anywhere between 10-20 hours per week. This can vary based on student and credit needs. A student earning one unit for academic credit must complete 140 internship hours within a semester.

### **Majors that offer internships:**

Architecture, Applied Quality and Standards, Applied Psychology, Automotive Technology, Biotechnology, Biology, Business Administration and Management, CAD, Communication Studies, Computer Information Technology, Construction Management, Criminal Justice, Culinary Arts, Early Childhood Education, Education, Electrical Technology, Electromechanical Technology, Engineering, Environmental Science, Health Care Office Administration, Hospitality Management, HVAC, Hospitality Management, Interior Design, Marketing, Media Production, Paralegal, Radio/TV, Psychology, Radio/TV, Social Work, Website Design

# Penn State Lehigh Valley

2809 Saucon Valley Rd, Center Valley, PA 18034

[lehighvalley.psu.edu](http://lehighvalley.psu.edu)

For Employers: [lehighvalley.psu.edu/career-services-resources](http://lehighvalley.psu.edu/career-services-resources)

Jobs / Internships Postings: [nittanylioncareers.psu.edu](http://nittanylioncareers.psu.edu)

---

## **CONTACT**

### **Marta DaSilva**

*Director of Academic Advising & Career Strategy,  
Academic Adviser Coordinator of New Student  
Orientation*

[mip110@psu.edu](mailto:mip110@psu.edu)

610-285-5238

### **Lauren Schwartz**

*Career Strategist*

[lms71@psu.edu](mailto:lms71@psu.edu)

610-285-5002

---

### **Internship terms:**

Specific to major

### **Internship credit hours/hours per week:**

Specific to major

### **Majors that offer internships:**

Penn State Lehigh Valley students representing all majors are seeking internships, particularly those in: Biobehavioral Health, Business, Corporate Communication, Criminal Justice, Cybersecurity Analytics and Operations, Health Policy Administration, Information Technology, Project & Supply Chain Management, Psychology, and Rehabilitation and Human Services. Employers are encouraged to contact Lauren Schwartz to connect with Penn State Lehigh Valley talent.



---

# Career & Technical School Directory

LEHIGH VALLEY CAREER AND TECHNICAL CENTERS



# Bethlehem Area Vocational-Technical School

3300 Chester Ave, Bethlehem, PA 18020

[bethlehemavts.org](http://bethlehemavts.org)

For Employers: [bethlehemavts.org/programs](http://bethlehemavts.org/programs)

---

## **CONTACT**

**Connie Muschko**

*School to Career Coordinator*

[muschcoc@bavts.org](mailto:muschcoc@bavts.org)

610-866-8013, ext. 130

**Dean Ruch**

*School to Career Coordinator*

[ruchd@bavts.org](mailto:ruchd@bavts.org)

610-866-8013, ext. 114



# Career Institute of Technology

5335 Kesslersville Rd, Easton, PA 18040

[citvt.com](http://citvt.com)

**For Employers:**

[citvt.com/cooperative-education-46ca33d9](http://citvt.com/cooperative-education-46ca33d9)

[sites.google.com/citvt.com/programs](https://sites.google.com/citvt.com/programs)

---

## **CONTACT**

**Susan Day**

*Cooperative Education Coordinator*

[day@citvt.com](mailto:day@citvt.com)

610-258-2857 x3770

# Lehigh Career and Technical Institute

4500 Education Park Dr, Schnecksville, PA 18078

[lcti.org](http://lcti.org)

For Employers: [lcti.org/jobs](http://lcti.org/jobs)

---

## **CONTACT**

**Stephanie Bartos**

*School to Career Coordinator*

[bartos@lcti.org](mailto:bartos@lcti.org)

610-799-1391

**Amy Rex**

*Workforce Education Coordinator*

[rexa@lcti.org](mailto:rexa@lcti.org)

610-799-1813

*This project was made possible with the time, experience, and effort of regional partners including the Education and Talent Supply Council and Lehigh Valley colleges and universities including Cedar Crest College, DeSales University, East Stroudsburg University, Kutztown University, Lafayette College, Lehigh Carbon Community College, Lehigh University, Moravian University, Muhlenberg College, Northampton Community College, and Penn State Lehigh Valley.*





## Our Mission

The mission of the Lehigh Valley Economic Development Corporation is to market the economic assets of the Lehigh Valley and to create partnerships to support the recruitment, growth and retention of employers and the creation of jobs for people of all skills and educations.

## Our Vision

Our vision is of a diverse Lehigh Valley economy that provides economic growth and opportunity for people of all skills and education and strengthens all our cities, boroughs, and townships.

## Our Values

*Find a way:* We do what it takes to solve the problem or find the answer

*Build the team:* We work with each other and all partners to find solutions

*Collaborate:* We are the region's economic connector

*Inspire trust:* Treat all equally and fairly and focus on the big picture

*Results first:* Focus our work and efforts on outcomes, not on process

## Our Principles

*To Create Value and Use What We're Given...*  
We will serve the people, the employers, and the governments of the Lehigh Valley by maximizing the financial resources and partnerships that are available to us in an efficient, professional, and value-added manner.



lvmadepossible.com



pa.gov/who-we-are

520 N New St, Bethlehem, PA 18018  
Phone: 610-266-6775 • Fax: 610-266-7623

[lehighvalley.org](http://lehighvalley.org)

