
LEHIGH VALLEY
INTERNSHIP RESOURCE GUIDE
2023-2024

FOR EMPLOYERS

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INTRODUCTION

What is an Internship? ¹

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 National Association of Colleges and Employers (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 ^{2,3}

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 in addition to compensation.

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, 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.

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 and Hybrid Internships ^{4,5,6}

Virtual and hybrid internships follow the same definition as traditional internships. In a virtual internship, the intern receives close guidance in the form of video conference, email, phone call, etc. from a supervisor, but does not require in-person interaction. A hybrid internship is partially virtual and partially in-person. Both of these types of internships can be paid, unpaid and/or for academic credit.

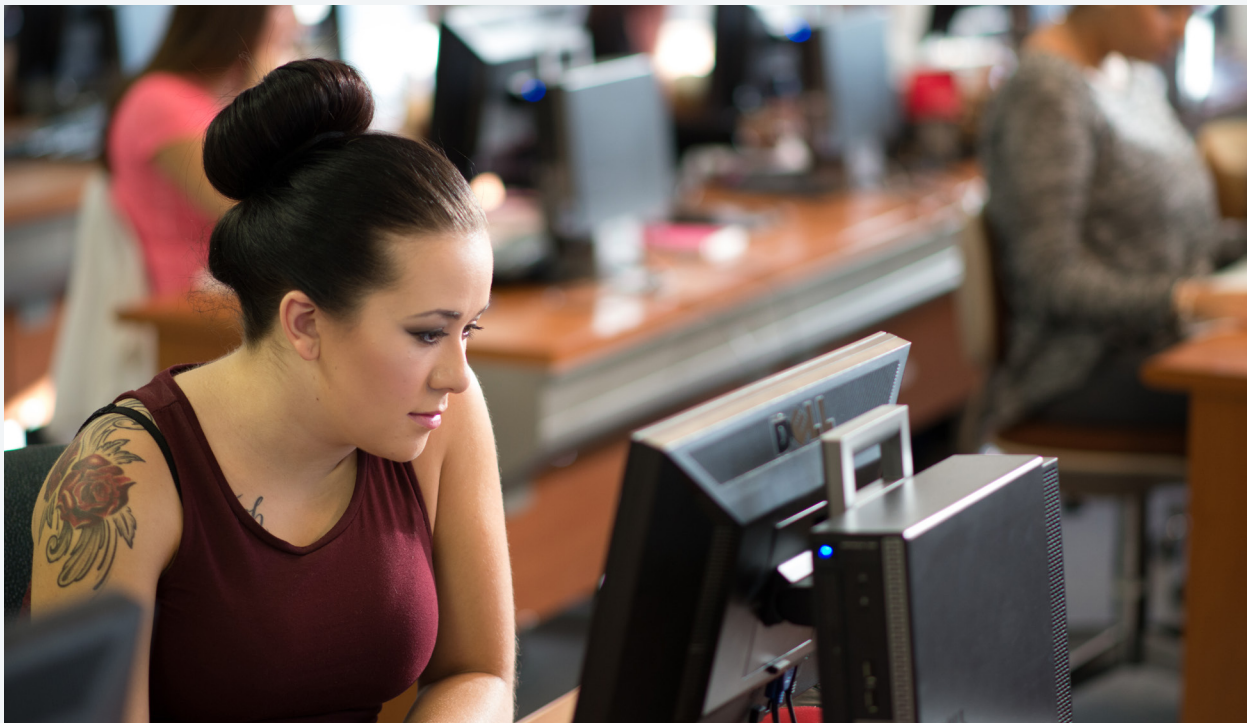
The list below contains several tips for companies and organizations that are considering hosting virtual or hybrid internships.

- Allocate enough time before the start of the internship to:
 - Select and test software for managing work.
 - Provide necessary software/systems to interns free of charge and train interns in proper use.
 - Develop a work plan for the intern, including a schedule, 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.
- Carefully prepare and plan for the hybrid or virtual intern to manage the work effectively. A written workplan that covers the entirety of the experience is suggested.

- Because the intern may 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 or hybrid 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 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 ⁷

Micro-Internships are short-term, paid, professional assignments that are similar to those given to new hires or interns. 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. 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.



ARE YOU READY FOR AN INTERN?

Are You Ready to Start an Internship Program? ⁸

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 opportunities for 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 ²

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.



Importance of Diversity, Equity, and Inclusion ⁹

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 ¹⁰

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

NACE research shows 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? ⁸

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 for examples.

- 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, 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.



NACE KEY COMPETENCIES ¹

NACE launched its Career Readiness Initiative in 2015 and maintains this effort to address the fundamental need for new college graduates and the professionals who serve their career development needs and recruit them into the workforce: a shared understanding of what is needed to launch and develop a successful career, a common vocabulary by which to discuss needs and expectations, and a basic set of competencies upon which a successful career is launched.

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.

DURING THE INTERNSHIP

Learning Objectives ^{6, 11}

During one-on-one meetings review the intern's learning objectives and commit to their learning plan. The site supervisor should review and sign off on the intern's learning objectives.

Sample Timeline of an Internship ^{6, 11}

Before the internship: 1-2 weeks before the start date

Communicate important topics to the intern ahead of time. Consider things like parking, where the intern should report, time of arrival, lunch, office attire, and any other relevant information. Prior to the intern's first day, create a designated space for them to work and obtain any materials they'll need (desk, computer, email address, key files, etc).

Orientation: First 1-2 weeks of internship

An orientation period is important for intern success. The orientation can include face-to-face training and/or materials for the intern to review independently. Consider including a tour of the facility; introduction to key partners; the organization's structure, mission, goals, and values; key policies; required training for tasks, equipment, and platforms; and safety training. Review the intern's learning objectives and commit to a learning agenda. See Appendix B.

Regular one-on-one meetings: 1st week and then regularly after

In the first one-on-one meeting, define the intern's roles and responsibilities. Set aside time to regularly meet (weekly or bi-weekly recommended) in order to discuss the intern's progress.

Assigning Tasks & Projects: Week 3 – end of internship

Outline regular tasks the intern should complete throughout the experience. Slowly introduce a variety of short-term and/or long-term projects. Consider the intern's goals, skills, and abilities when assigning meaningful, challenging, and engaging work. Track the intern's progress and address concerns/obstacles at regular one-on-one meetings.

Professional Development: Throughout internship

Provide professional development opportunities for interns, including participation in training, workshops, and meetings that help them learn about the industry and profession. Offer opportunities for interns to network and conduct informational interviews with other members of the organization.

Intern Evaluation ^{12, 13}

An 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.



APPENDIX A

Sample Internship Job Description/Posting^{6,8}

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

Desired Major:

Accounting

Desired Class Level:

Senior, Junior

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 Jane Smith at janesmith@xzyaccounting.com

APPENDIX B

Orientation Checklist⁸

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.

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.

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.

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 ¹³

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.

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

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

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

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

E. Professionalism	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
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:** _____



APPENDIX D

College & University Directory

LEHIGH VALLEY COLLEGES & UNIVERSITIES



Cedar Crest College

100 College Drive, Allentown, PA 18104

cedarcrest.edu

For Employers: cedarcrest.edu/career/employers.shtm

Jobs / Internships Postings: cedarcrest.joinhandshake.com

CONTACT

Michele Moyer

Director of Career Development and Community Engagement

michele.moyer@cedarcrest.edu

610-606-4666 ext. 4403

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:

Accounting, Biochemistry, Biology, Business Administration, Chemistry, Communication, Computer Science, Criminal Justice, English, Environmental Conservation, Exercise Science, Forensic Science, Genetics and Counseling Psychology, Global Studies, Health Science, History, Mathematics, Neuroscience, Nutrition, Political Science, Psychology, Public Health, Social Work, Spanish, Theatre, Writing. Other majors may consider an internship. Contact Michele Moyer for more details.



DeSales University

2755 Station Avenue, Center Valley, PA 18034

desales.edu

For Employers: desales.edu/career-success/for-employers

Jobs / Internships Postings: desales.joinhandshake.com

CONTACTS

Kathy Krause

Assistant Director of Experiential Learning

kathy.krause@desales.edu

610-282-1100 ext. 1792

Melanie Vallone

Associate Director of Career Development

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, Homeland Security, Human Resource Management, International Business, International Studies, Law & Society, Liberal Studies, Management, Management of Information Technology, Marketing, Mathematics, Media Studies, Neuroscience, Pharmaceutical Marketing, Philosophy, Political Science, Psychology, Secondary Education (Career Track), Spanish, Sport & Exercise Physiology, Sport Management, Supply Chain Management, Theology, Television and Film, Theatre

East Stroudsburg University

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

esu.edu

For Employers: esu.edu/career-development/employers.cfm

Jobs / Internships Postings: esu.joinhandshake.com

CONTACT

Breanna Betarie

Director

Career and Workforce Development

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



Kutztown University

15200 Kutztown Rd., Kutztown, PA 19530

kutztown.edu

For Employers: kutztown.edu/employers

Jobs / Internships Postings: kutztown.edu/handshake

CONTACT

Chad Ganley

Assistant Director, Employer Relations

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

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

For Employers: gateway.lafayette.edu

Jobs / Internships Postings: joinhandshake.com/career-centers/

CONTACT

Holly Akers

*Associate Director of Employer Relations
and Outreach*

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

For Employers: lccc.edu/student-experience/student-services/career-development-center/

Jobs / Internships Postings: lccc-csm.symplcity.com/employers

CONTACTS

Kescha Bell-Ross

Director of Career Development & Civic Engagement

kbellross@lccc.edu

610-799-1090

Josephine Felton

Career and Technical Education Internship Coordinator

jfelton@lccc.edu

610-799-1559

Internship terms:

Terms are available based on Program Internship competency and objective guidelines

Internship credit hours/hours per week:

Range from 75, 180, 225, or 240 total hours for a 15 week semester (average is 5 hours a week to 15 hours a week)

Majors that offer internships:

Credit: Paralegal, Nursing, Human Services/Social Work, Education, Early Childhood Education, Veterinary Technician

Other majors non-credit//student interest: Computer Science, Lab/Biology/Science, Construction Technology, Business, Technology Programs.

Lehigh University

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

lehigh.edu

For Employers: careercenter.lehigh.edu/content/employers

Jobs / Internships Postings: careercenter.lehigh.edu/content/join-handshake

CONTACT

Cheryl McCue

Director of Employer Engagement

cheryl.mccue@lehigh.edu

610-758-3710

Internship terms:

Traditional Summer Internships ~ June through August

Internship credit hours/hours per week:

Internships are offered across the University's five colleges with requirements varying by College and Major. For more information regarding our colleges as listed below, please follow this link: lehigh.edu/academics

College of Arts & Sciences

College of Business

College of Education

College of Health

P.C. Rossin College of Engineering & Applied Science

Majors that offer internships:

Lehigh University students representing all majors and interdisciplinary programs are seeking internships with 91% of all students completing one or more internships or experiential learning opportunities prior to graduation. Please visit lehigh.edu/admissions/ programs for the comprehensive listing of majors and programs as well as information about each.

Employers are encouraged to post job and internship opportunities directly through Handshake to connect with Lehigh talent and are invited to contact Cheryl McCue to develop an employer recruitment plan and partner with the Center for Career & Professional Development.



Moravian University

1200 Main Street, Bethlehem, PA 18018

moravian.edu

For Employers: moravian.edu/careercivic/employers

Jobs / Internships Postings: moravian.joinhandshake.com/register

CONTACT

Christina Crawford

Assistant Director of Career Development

crawfordc02@moravian.edu

610-861-1509

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.

Muhlenberg College

2400 Chew Street Allentown, PA 18104-5586

muhlenberg.edu

For Employers: muhlenberg.edu/aboutus/careercenter/employers

Jobs / Internships Postings:

muhlenberg.edu/aboutus/careercenter/employers/postjobsinternships

CONTACT

Sean Schofield, Ph.D.

Executive Director, Career Services

seanschofield@muhlenberg.edu

484-664-3170

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

For Employers:

northampton.edu/student-services/career-services/services-we-provide/employers.htm

Jobs / Internships Postings: northampton.joinhandshake.com

CONTACTS

Jaqueline Stackhouse

Assistant Director of Employer Engagement

jstackhouse@northampton.edu

610-332-6310

Jillian Whitmire

Internship Manager

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

For Employers: lehighvalley.psu.edu/career-services-resources

Jobs / Internships Postings: nittanylioncareers.psu.edu

CONTACTS

Lauren Schwartz

Career Strategist

lms71@psu.edu

610-285-5002

Marta DaSilva

Director of Academic Advising & Career Strategy

mip110@psu.edu

610-285-5238

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.



APPENDIX E

Career & Technical School Directory

LEHIGH VALLEY CAREER AND TECHNICAL CENTERS



Bethlehem Area Vocational-Technical School

3300 Chester Ave, Bethlehem, PA 18020

bethlehemavts.org

For Employers: bethlehemavts.org/programs

CONTACTS

Connie Muschko

School to Career Coordinator

muschcoc@bavts.org

610-866-8013, ext. 130

Dean Ruch

School to Career Coordinator

ruchd@bavts.org

610-866-8013, ext. 114

Career Institute of Technology

5335 Kesslersville Rd, Easton, PA 18040

citvt.com

For Employers:

citvt.com/cooperative-education-46ca33d9

sites.google.com/citvt.com/programs

CONTACT

Susan Day

Cooperative Education Coordinator

day@citvt.com

610-258-2857 ext. 3191



Lehigh Career and Technical Institute

4500 Education Park Dr, Schnecksville, PA 18078

lcti.org

For Employers: <https://www.lcti.org/programs-of-study/>

CONTACTS

Stephanie Barto

School to Career Coordinator

bartos@lcti.org

610-799-1391

Amy Rex

Workforce Education Coordinator

rexa@lcti.org

610-799-1813

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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 education levels.

Our Vision

Our vision is of a diverse Lehigh Valley economy that provides economic growth and opportunity for people of all skills and education levels 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



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lehighvalley.org

