



Internship Handbook Outline

If you have an internship program, it is vital to have an intern handbook not only for the intern but for the company as well. It provides the intern with a reference that can answer some of the questions that they might have during the internship. It is a great way to eliminate confusion about the expectations of the internship for both the intern and the company.

Writing all the material for your internship can seem overwhelming and tedious, but chances are you likely already have much of the content written and just need to spend time curating, editing, and formatting the document.

SECTION 1:

Welcome/Introductory Letter

Have your CEO or another business leader draft a quick welcome to interns. You may already have something similar in your existing onboarding documents or as part of a welcome packet sent to new full-time hires.

Company History/Mission Statement

Provide some context on the company's background and mission. Many companies publish history and mission on their website, so you may be able to repurpose that content and expand on it to explain how interns are integral to the companies success.

SECTION 2:

Orientation

Include a training schedule and the key knowledge that will be shared during the early part of the internship program. For remote, virtual, and Micro-Interns, be sure to schedule check-in dates and training deadlines to ensure both the intern and the manager are on track.

Responsibilities and Expectations

Include the intern's job description and ask the hiring manager to include additional details or specifics of the projects to be completed during the engagement. If you have managers create [formalized internship plan](#), include a list of questions or template in the handbook to be completed by the intern and signed by both the intern and their manager.



SECTION 3:

General Information

Include any pertinent details on working hours, holidays, and company-wide events that interns are expected to join. You should also include a dress code, if applicable, and any company-wide rules.

Policies

Include any ethical standards, intellectual property agreements, equal opportunity procedures, and workplace harassment policies. While this information is typically provided on Day 1 or even before Day 1 to be signed and returned, it's helpful to repeat it here as well as any confidentiality or security policies for interns to refer back to if a situation arises. In addition, outline any rights, responsibilities, or company procedures that should be followed in the event of a policy violation.

Frequently Asked Questions

For the HR team, the FAQ section will benefit you the most by saving you from fielding the same questions throughout the duration of the internship program. Common questions from interns include payroll, who to speak to about time off, and who to talk to about different issues.

(OPTIONAL) SECTION 4:

Software, Tools, and Systems

Include a list of tools and resources to learn more or take basic training as well as the key contact to gain access.

Team Terms & Industry Glossary

Include any abbreviations or terms that an intern may not be familiar with.

Bus Routes/Parking

Maps of the local area that include popular lunch spots or coffee shops are also helpful.

Intern to Full-Time Process

If you have a defined process or offer perks such as service credit for time worked during an internship that applies to benefits available to tenured employees, be sure to include this information. In addition, outline any procedures you'd like an intern to follow if they are interested in pursuing a full-time role with your company at any time after their internship.

This content was created by [Parker Dewey](#), the largest network of highly motivated college students and recent graduates who are excited to complete [short-term, professional assignments](#). Micro-Internships are an easy way to get help on-demand from Career Launchers to build out and optimize strategic programs. Learn more at [parkerdewey.com](#).