

# Pittsburgh Summer Internship Program

## Host Site Resource Guide

# 2025



**Carnegie  
Mellon  
University**

Dietrich College  
of Humanities  
and Social Sciences





# VISION

Every Dietrich College undergraduate student will have the opportunity to experience a meaningful internship in the city of Pittsburgh during their time at Carnegie Mellon University.

# MISSION

To equip Dietrich College undergraduate students with the knowledge, skills and experiences needed to connect academic learning to professional goals by providing access to meaningful internship experiences with nonprofit, community or government organizations, small businesses or startups that engage and strengthen the Pittsburgh community.

# GUIDING PRINCIPLES

We believe that...

- Experiential learning is essential to student success
- Dietrich College undergraduate students possess unique talents and perspectives to offer to community partners
- Carnegie Mellon contributes to its community when it supports local organizations and businesses
- Pittsburgh is great place to learn, live, work and play

# LEARNING OUTCOMES

As a result of the Pittsburgh Summer Internship Program (PSIP), students will...

- Cultivate the skills needed for professional success
- Describe the issues facing the Pittsburgh Community and the role of organizations and businesses in addressing them
- Initiate and engage in positive interactions with diverse others
- Express a belief in their own capacity for future success
- Articulate connections between academic experiences and potential career paths
- Develop an appreciation for Pittsburgh as a great place to learn, live, work and play

# OVERVIEW & EXPECTATIONS

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The Pittsburgh Summer Internship Program (PSIP) is designed to provide meaningful internships that are carefully crafted to ensure benefit to both the student intern and the host site. This packet will provide you with resources to help you facilitate a successful summer internship by focusing on strategies in the following key areas:

- **Onboarding**
- **Supervision & Assignments**
- **Goal Setting**
- **Professional Development Opportunities**
- **Communication**
- **Evaluation & Reflection**

In addition to regular weekly intern supervision, host sites are expected to meet with the intern in their first week to complete a **Goal Setting Agreement**, participate in a **mid-summer check-in**, and an **end of summer evaluation** of the intern and the program. Agreements and evaluations are hosted in our Dietrich College Connect platform.



"I had a very enjoyable summer experience because of the different projects I was able to work on. Every day I was collaborating with my supervisors and getting to know the business better. My supervisors were fantastic because they made my experience so enjoyable."

**Eric Molto**  
**Module Intern**

## TIMELINE

Students begin internships between May 12 - June 2.

During Week 1, interns meet with supervisors to set goals. Students complete an Experiential Learning Agreement in Dietrich College Connect.

First student stipends are paid by end of June with successful completion of their learning agreement.

By end of Week 4, interns complete a student check-in survey. Completion of this survey is required for second stipends to be paid by end of July.

Host Site midsummer check-ins are sent out by PSIP program coordinator.

Final Evaluations are sent to students and supervisors via Dietrich College Connect. Feedback should be discussed with interns in a 1:1 meeting before or on their last day. Evaluations are required to be completed before final stipends are paid.





*Onboarding sets the stage for a successful experience, for both the intern and the organization.*

## Make the first day special!

Some things you may want to include as you plan out the schedule of the first day:

- One on one time with you
- Tour of the working space
- Meet coworkers or lunch with the team
- Training on systems and processes

## INFORMATION TO COVER

- ✓ Job Responsibilities
- ✓ Performance Expectations
- ✓ Behavior Policies
- ✓ Time and Hours
- ✓ Reporting Structures
- ✓ Dress Code
- ✓ Personnel Policies
- ✓ Communication Plan
- ✓ Learning Goals
- ✓ Evaluation Process

## Start by Asking Questions & Setting Goals

During the first few days, spend time talking with your intern to set goals and discover ways they can contribute to the goals of your organization. Some questions to consider:

- ? What are you hoping to learn from this experience?
- ? What are you nervous about? What worries you about the experience?
- ? Why did you choose to take on this internship?
- ? How can you extend beyond your comfort zone during the internship?

**Note:** Students must set goals & complete their Learning Agreement by the end of week 1



A man with a beard and tattoos is sitting at a table, smiling and looking at a woman. The woman has curly hair and glasses, and is also smiling. They are in a room with a blue bulletin board and a window in the background.

[illegible]

Whether communicated in writing or verbally, provide students an outline of expectations, policies, and responsibilities in their role. You should inform an intern of what you expect from them as well as what they should expect from you as a supervisor.

## ASSIGNMENTS

- Work should be challenging, related to mutually agreed on goals, and provide valuable learning experience.
- We encourage open feedback from supervisors and students on the quality of tasks assigned and their completion.

## EXPECTATIONS

- What are you expecting the intern to achieve throughout the summer?
- How will you deliver ensure these goals are met and provide corrective feedback if needed?

## RELATIONSHIP

- What is your supervision style and how do you lead others?
- What kind of relationship are you hoping to establish with your inter? Is it focused on mentoring, is it task and project oriented, etc.?

## VALUES

- What is important for an intern to provide to your organization and to you as a supervisor?
- What qualities do you value from your employees?



# PROFESSIONAL DEVELOPMENT

Dietrich College organizes various workshops throughout the summer and PSIP participants must attend a minimum of two professional development sessions during their internship. However, these workshops are open to any CMU students to attend, and it is appreciated if you encourage your interns to attend! Topics in these sessions include:

- **Networking**
- **Utilizing LinkedIn**
- **Informational Interviewing**
- **Navigating Workplace Challenges**
- **Public Speaking**
- **and more!**

If you have any interest in sharing professional development topics or delivering a session for interns either on-campus or at your organization, we'd love to collaborate with you! Please connect with Bryce Yoder at [dietrichexperiential@andrew.cmu.edu](mailto:dietrichexperiential@andrew.cmu.edu).



*"My heart is in the work."* Andrew Carnegie, 1900



Taking on a new intern offers the opportunity to examine the needs of your organization and analyze how a new team member will contribute to that success. Consider the below questions as you get started this summer:

## What work do you need completed?

Focus on tasks that your organization needs or wants but can't currently complete. Align these tasks with what the intern wants to learn. Don't use "busy work" to fill time. Project-based work offers a meaningful way for the intern to gain experience while contributing to the success of your organization. Be mindful of both your schedule and the intern's hours and schedule, work assignments should fall within the start and end dates for the role and the expected 200 hours of work.

## How will you measure progress?

Give clear instructions and set a timeline for completion. Set up regular 1:1 meetings in advance and decide how the intern can check-in with quick questions. Dietrich students value constructive feedback and thrive in an environment that supports their commitment to learning from their PSIP experience.

## What tools will your intern need?

Ensure that your intern has an appropriate work space, access to technology and supplies, and any necessary training for the job. Tools like Zoom, Slack, Teams, Dropbox, Google Suite and others make it easier to keep connected. Find out what tools and technology your intern will need access to this summer.

## How will you involve your intern?

Take time to know your intern why they chose to engage in the internship. Connect opportunities to their goals and values whenever possible. Involving the intern in team or project meetings fosters engagement and can provide a fresh view on projects and challenges. These connections also help expand their network and integrate their academic passions with potential fields of work. Introducing the intern to fellow professionals and encouraging them to complete informational interviews helps to build a strong professional network.

Students and supervisors both have key requirements to complete as a part of PSIP. Core components such as timely check-ins and evaluations are tools for Dietrich College to monitor success, ensure a meaningful internship experience, as well as assist with any unexpected hardships. A student's inability to meet the below requirements may prevent them from receiving their stipend payments, similarly a Host site's ability to fulfill requirements will be considered for future PSIP participation.

## WEEKS 1-4

### Goal Setting & Student Check-in

Students are required to set three goals at the start of their internship, these goals are reviewed and approved by our experiential learning team. It is encouraged to discuss these goals with your students during week 1.

During week 3, interns are sent a check-in survey from our team that is required to receive their second stipend payment. Supervisors do not need to discuss this survey with students, however it may be useful to be aware of this as it impacts their payments from CMU.

## WEEKS 5-8

### Mid-point Host Site Check-in

Near the mid-point of your intern's time with your organization, supervisors will be contacted by PSIP Coordinator, Bryce Yoder, for a 15-minute virtual chat.

These conversations help our team keep up to date on the needs of our host sites and alleviate questions or concerns that may arise while working with CMU students. We strongly encourage open communication with both the interns and our team, in some situations the Experiential Learning team can help identify additional resources or bridge gaps for students and host sites.

## FINAL WEEKS

### Final Evaluations

In the last two weeks of PSIP, supervisors and students will both receive a final evaluation through our Dietrich College Connect platform. This evaluation focuses on the impact of your interns work and their performance in relation to the [National Association of Colleges & Employers career competencies](#).

Scheduling a meeting prior to your interns last day, or dedicating time in a final one-on-one meeting can be a productive way to review the final evaluation and provide feedback to your intern. Please reach out to [dietrichexperiential@andrew.cmu.edu](mailto:dietrichexperiential@andrew.cmu.edu).



# RESOURCES & CONTACTS

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## National Association of Colleges and Employers

<https://www.naceweb.org/tag/internships/>

## Association of American Colleges & Universities

[Internships as a High-Impact Practice: Some Reflections on Quality \(2010\)](#)

## Intern Bridge

[www.internbridge.com/](http://www.internbridge.com/)

## CMU Career and Professional Development Center

<https://cmu.edu/career/employers>

## InternNE Resources

<https://www.internneb.org/employers/resources>

## College Recruiter

<https://collegerecruiter.com/blog>



**If you have questions about PSIP best practices, how to best work with undergraduate students, evaluations & requirements for PSIP, or more please contact:**

**Bryce Yoder**  
Experiential Learning Coordinator  
Dietrich College of Humanities and Social Sciences  
Carnegie Mellon University  
[byoder@andrew.cmu.edu](mailto:byoder@andrew.cmu.edu)