**How can interns help?**

1. What needs do you see that you would like to tackle?
2. What’s been on the back burner or wish list for ages? What isn’t happening now that you need to have happen?
3. What do you dislike or feel least qualified to do?
4. What takes time away from your most pressing tasks?
5. What needs to be done that no one on staff has the time and/or expertise to do?

**Other questions to consider when planning an internship:**

* What are the objectives of the internship?
* Are you trying to solve a problem? What is it? Is an intern the best solution?
* What is your recruitment strategy?
* What skills would you like the intern to have?
* What skills could an intern gain from being involved with your program?
* How will you train/orient the intern?
* Who will supervise the intern?
* What information or training will staff need about the internship?
* Do you have space, a desk, computer, phone, supplies and resources for the intern?
* Will there be a cost to the internship?
* Are there changes going on at your organization at this time that might impact the success of an internship?
* Does the internship work plan balance the needs of the program with the intern’s goals?

(Questions adapted from Linda Miller, Intern Programs, Inc.)