

# InBaltimore

## Internship Program

The InBaltimore internship program is designed to increase Johns Hopkins undergraduate students' involvement in Baltimore City, and help strengthen our local community. This 10-week, subsidized internship program from the Life Design Lab at Homewood will bring talented students into local businesses and community organizations at no cost to the employer.

Up to 13 positions will be available. Deadlines for employers begin in spring. Employers will be able to interview and select candidates. As a commitment to our employers, students will receive ongoing professional development training throughout the internship process surrounding strategies for success and career planning.

I feel a lot more confident in my skills and prepared to fulfill various tasks. Rather than tunneling on a stereotypical or singular kind of task over this internship, I was able to flexibly adapt and learn about the inner working of the company.

- Lucia Zhang, 2020 InBaltimore Intern

We would most certainly recommend the program to others. It simplified our intern hiring process for the summer, gave us access to highly qualified interns, some of whom we extended offers to even outside the InBaltimore program.

- LifeSprout, 2020 Employer

### CONTACT US TO GET INVOLVED

Ciara Flowers  
Internship Programs  
cflower7@jhu.edu  
443-531-9362

### PROGRAM TIMELINE

**Opportunities posted on Handshake:** Mid-Jan

**InBaltimore Internship Fair:** February

**Student applications:** February and March

**Candidate interview & selection:** March

**Virtual Student Orientation:** May

**Internship Duration:** June to Aug

# EMPLOYER RESPONSIBILITIES AND EXPECTATIONS

## **Is my organization responsible for providing insurance or benefits to the intern?**

No, interns will be covered by their own health insurance.

## **How many hours will students work? Do they typically work five days a week?**

Interns are scheduled to work 30 - 40-hour work weeks, five days a week. Internships last 10 weeks, beginning in early June and ending in early August.

## **Am I required to pay students?**

Although you are not required to contribute to the \$4,000 subsidized stipend JHU will pay interns, you may provide additional wages to students at your discretion.

## **What if my intern does not work out? Are there rules for terminating interns?**

In most cases, interns are treated as employees and therefore the same laws apply. It is advised that you consult with your Human Resources department.

## **I like my intern and would like to extend the internship, how do I go about this?**

This is at your discretion and you may continue an internship and/or extend an offer for future full-time employment once the internship has completed; however, JHU is under no obligation to pay interns beyond the 10 weeks of the program.

## **Can full-time employment be offered after the internship program has been completed?**

Yes, provided the student is graduating.

# LIFE DESIGN LAB COMMITMENT

Our staff is here to help you through the entire process. The Life Design Lab's assistant director of internship programs will work on your internship job description with you, collect resumes, and help you navigate the review process. We also train students to make sure they fit well into your office environment. Your feedback and support throughout your students' internship will help us grow and improve the program. Creating a newsletter that's of practical use around the office can also motivate your employees to peek into it every once in a while. In the final page, you can add a calendar of events that everybody can look forward to.

