
LEHIGH VALLEY
INTERNSHIP
RESOURCE GUIDE
2026-2027

FOR EMPLOYERS

Lehigh Valley

ECONOMIC DEVELOPMENT

lehighvalley.org



LVEDC partners with local educational institutions to strengthen the Lehigh Valley talent pipeline and connect students with career opportunities here.



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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 offer students valuable applied experience and connections in professional fields, and give employers the opportunity to guide and evaluate talent.



According to the National Association of Colleges and Employers (NACE), internships should include:

A learning experience with a real-world opportunity to apply the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or replace the work that a regular employee would routinely perform.

Learned skills and knowledge that are transferable to other employment settings.

A defined beginning and end that is mutually agreed upon and consistent with institutional sponsor guidelines and schedules.

A position description with clear responsibilities and required/desired qualifications.

Clearly defined learning objectives/goals supportive of the student's academic program goals and institutional requirements.

Direct supervision by a professional(s) with relevant expertise and educational and/or professional experience who provides productive feedback, guidance, and the resources and equipment necessary to successfully complete the assignment.



"Our organization has gained tremendous value from our internship program by cultivating a pipeline of emerging talent, bringing fresh perspectives into work. Interns contribute meaningfully to projects, offer new ideas and energy and often transition into long-term team members – reducing hiring costs and enhancing continuity. **The program also builds leadership opportunities for current staff who mentor and guide interns,** helping to develop future leaders from within."

MINDY DEEDS,

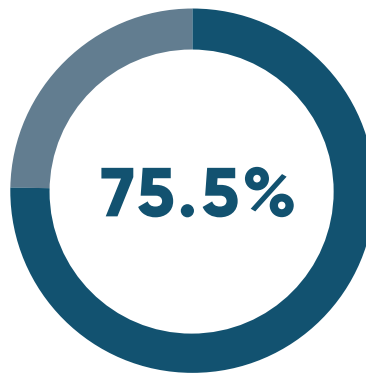
Human Resources Business Partner



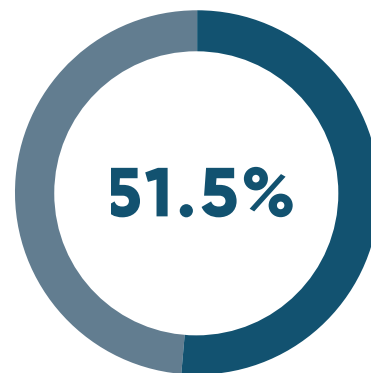
Why Start an Internship Program? ^{1,2}

Internship programs offer a way to bring in fresh perspectives, create a pipeline for new hires and provide mentorship opportunities for existing employees. Research shows that former interns—even those who go on to work for other companies—stay longer at the company than employees who never had an internship.

**Interns are
Retained at
Higher Rates**



Interns still with the same organization after the first year on the job.



Non-intern employees still with the same organization after the first year on the job.



Paid, Unpaid, and Academic Credit Internships ^{3, 4}

PAID INTERNSHIP: A paid internship offers interns monetary compensation for their work. 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. Paid internships are preferred, as they provide all participating internship students with equitable access to opportunities and career success.

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. 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. 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 ^{3, 5}

Virtual and hybrid internships follow the same definition as traditional internships. In a virtual internship, the intern receives close guidance via video conference, email, phone call, etc. A hybrid internship is partially virtual and partially in-person.

TIPS:

Before:

- Select and test software for managing work
- Provide necessary technology to interns free of charge and train interns in proper use
- Develop a written work plan for the intern, including a schedule, training materials, activities, and tools that the intern will need to be successful, and make it available to the intern
- Clearly define and agree upon expectations for both the intern and the supervisor/mentor. Goals and expectations should be reinforced on a regular basis
- Instruct team members to be committed and available to engage with the interns regularly

During:

- Educate interns about your organization
- Engage interns in meaningful projects
- Help interns develop as professionals

Micro-Internships or Short Project-Based Experiences 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.

ATTRACTING AND RETAINING INTERNS

Common Intern Priorities ^{8, 9}

To attract interns to your company, consider highlighting your organization's initiatives in the following areas:

Mentorship

Interns value mentorship opportunities to enhance their experience. Encourage former interns to offer guidance to new interns.

Value Alignment

Interns increasingly favor organizations that align with their values. Companies can attract interns by highlighting their mission and values statements in internship postings and interviews.

Belonging

The incoming generation of interns seeks out welcoming environments. Employers can use this as an opportunity to highlight inclusive practices in the workplace.

Mental Health & Well Being

Supporting the mental health of interns is important. Employers can provide access to mental health resources, promote work-life balance, and create an open environment for discussing mental health issues.



"I love being creative, so I was drawn to Crayola's mission of raising creative kids."

LILLIE ROHRBACH
2024 Business Intern



ARE YOU READY FOR AN INTERN?

Are You Ready to Start an Internship Program? ¹⁰

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 will your company benefit 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? 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. Can you connect the intern with alumni from their institution who work at your organization?
7. Would having interns benefit current staff members by providing opportunities for managerial and supervisory experience?
8. 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?
9. Do you have the support of senior management?
10. Does your organization have the space and resources to support an intern?
11. What is the intended duration of the internship? Will the need to fill this position be ongoing, or complete after one term?
12. 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?
13. Are specific skills or technical knowledge/experience required to adequately complete the assigned tasks?
14. Are you looking for an intern in a particular major(s), program of study, year level or GPA?
15. Can you offer opportunities for unique industry experiences during the internship?
16. Is this a paid or unpaid internship? If unpaid, are there alternative forms of compensation that could be offered?
17. Are you able to develop and implement a training/orientation program for new interns?

Developing an Internship Program ³

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 and timelines for project completion?
- ☐ 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.
- ☐ Access and training to use new technologies. Are you prepared to train the intern to use emerging applications and software, including AI, responsibly?



"One of the **most impactful aides in my journey as an intern was the peer advisor** who I was directly connected with who helped with both soft skills and technical skills. "

EMMA MACISAAC
Former Intern



WRITING THE INTERNSHIP POSITION DESCRIPTION

What Do You Need to Include? ¹⁰

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 fits the needs of the position. See Appendix A for examples.

- The name of your organization
- Location
- A contact person to whom applications/resumes will be sent
- The contact's phone number and email address
- The internship position title
- Detailed 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 connect directly 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.



KEY CAREER COMPETENCIES ¹¹

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.

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.



"Incorporating professional development into The Research Scholar Program is important because it helps Scholars build professional skill sets, gain exposure to diverse learning experiences, and enhance their career awareness. We recognize the Scholars arrive with varied career and academic preparation and want to do our part to ensure we offer opportunities for professional preparedness."

JEANNE REILLY

Education Consultant



INTERNSHIP TIMELINE

Sample Timeline of an Internship ^{6, 12}

Before the Internship:

4–6 months before the internship

Write the internship position description and post it on college and university career platforms. Review applications, interview candidates, and offer the internship to the desired candidate(s).

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, 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, responsibilities, and learning objectives. Set aside time to regularly meet (weekly or bi-weekly recommended) in order to discuss the intern's progress.

Assigning Tasks & Projects:

Post-orientation

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 ^{11, 12}

At the end of the internship

An evaluation is essential 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 them and their institution's contact, as requested. Each institution may require its own evaluation. See Appendix C.



"I was invited to networking activities at PPL, which **helped grow my professional network**, and they were fun, too!"

KIRA MARR
2024 Engineering Intern



MEASURING SUCCESS ¹³

To justify an internship program and keep it running for the long term, HR managers need to prove its worth. This means creating straightforward, consistent measurements of success.

While the metrics must be tailored to the organization and its goals, consider measuring the following to gauge success:

- Cost per intern
- Intern to full-time employee conversion rate
- Number of projects completed by intern

Intern Satisfaction via Surveys

Intern surveys are especially valuable. They allow employers to get a sense of the quality of the intern's experience during an internship and can identify potential problems that could prevent conversion from occurring. Additionally, making an effort to understand what keeps interns happy, engaged, valued, and challenged will enable HR professionals to build a sustainable program that will benefit both their interns and their organizations.



"The St. Luke's internship program allows students to explore career paths and reimagine a career in healthcare while gaining professional development and paid work experience. **Many interns transition into full-time careers within the network and 99% of interns recommend the St. Luke's internship program to others.**"

ANDREA REGER
Manager, Career Navigation



APPENDIX A

Sample Internship Job Description/Posting^{3, 10}

Sample: Accounting Internship Description

Schnecksville Accounting, LLC

Position Available: Accounting Intern

Jump-start a career in the field of accounting. Internships at Schnecksville 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 they would be available to begin work if selected, and why they would 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 Checklist^{3,6}

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: 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 You Can 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.
- ☐ Facilitate informational interviews between the intern and company personnel to allow the intern to learn more about a variety of roles within the company.

APPENDIX C

Intern Final Evaluation¹¹

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					

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:** _____

Intern's Signature: _____ **Date:** _____

Internship Coordinator's Signature: _____ **Date:** _____

College & University Directory

LEHIGH VALLEY COLLEGES & UNIVERSITIES



Cedar Crest College



100 College Drive, Allentown, PA 18104

cedarcrest.edu

For Employers: cedarcrest.edu/academics/career-development/for-employers/

Jobs/Internships Postings: cedarcrest.joinhandshake.com

CONTACTS

Michele Moyer

*Director of Career Development
and Community Engagement*

michele.moyer@cedarcrest.edu

484-229-5693

Emma Stolin

*Assistant Director of Internships
and Experiential Learning*

emma.stolinas@cedarcrest.edu

484-229-5882

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:

1 – 3 Credits – minimum total of 40 hours per term per credit is required

4 – 6 Credits – may be awarded with faculty supervisor approval

Majors that offer internships:

Accounting, Art Therapy, 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, Theatre, Writing. Other majors may consider an internship. Contact Michele Moyer for more details.

2755 Station Avenue, Center Valley, PA 18034

desales.edu

For Employers: desales.edu/student-life/career/for-employers

Jobs/Internships Postings: desales.joinhandshake.com

CONTACTS

Brynnlee Pavlovich

Assistant Director of Experiential Learning

brynnlee.pavlovich@desales.edu

610-282-1100 ext. 1792

Melanie Vallone

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

Majors that offer internships:

College of Sciences Biology, Biochemistry, Chemistry, Computer Science, Criminal Justice, Homeland Security, Law & Society, Mathematics, Media Studies, Molecular Biology, Neuroscience, Sport & Exercise, Psychology, Physiology

Waterbury Reilly School of Business Accounting, Business Administration, Economics, Finance, Healthcare Administration, International Business, Management, Marketing, Pharmaceutical Marketing, Sport Management, Supply Chain Management

College of Arts, Education, and Humanities Communications, Dance, Early Childhood Education, English, History, Liberal Studies, Philosophy, Spanish, Special Education, Secondary Education, Theatre, Theology, TV/Film

College of Healthcare Professions Managed by various departments in the College of Healthcare Professionals

East Stroudsburg University



University Center, 200 Prospect Street, East Stroudsburg, PA 18301

esu.edu

For Employers: esu.edu/about/campus-services/career-workforce-development/for-employers.php

Jobs/Internships Postings: esu.joinhandshake.com

CONTACTS

Breanna Betarie

*Director,
Career & Workforce Development*

bbetarie@esu.edu

570-422-3045

Eric Rusiewicz

*Workforce & Employer
Engagement Coordinator*

erusiewicz@esu.edu

570-422-3035

At ESU, all for-credit internships are overseen and supervised by a faculty member within the student's academic department. The Office of Career and Workforce Development supports students throughout the process, including searching for opportunities, preparing application materials, and getting ready for interviews.

For more details and internship resources by college, please visit:

College of Business: [Internships and Scholarships](#)

College of Education: [Student Teaching and Field Experience](#)

College of Health Sciences: [College of Health Sciences](#)

College of Arts and Sciences: [College of Arts and Sciences](#)

Students and employers are encouraged to connect with the Office of Career and Workforce Development early to explore internship options, coordinate postings, and ensure all program requirements are met.

Departmental Internship Information:

esu.edu/current-students/careers-internships/index.php

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:

College of Business:

Accounting, Entrepreneurship, Finance, General Business, Human Resource Management, Management, Marketing, Personal Financial Planning, Sport Management, Supply Chain Management

College of Education:

Art Education, Early Childhood Education, Elementary Education, Library Science, Music Education, Secondary Education, Special Education

College of Liberal Arts and Sciences:

Anthropology, Biochemistry, Biology, Chemistry, Computer Science, Criminal Justice, English, Environmental Science, Game Development, Geography, Geology, History, Information Technology, Marine Science, Mathematics, Modern Languages, Philosophy, Physics, Political Science, Psychology, Public Relations, Social Work, Sociology

College of Visual and Performing Arts:

Animated Arts, Art Education, Art History, Cinema, Television and Media Production, Communication Design, Communication Studies, Music, Social Media Theory and Strategy, Studio Art

Lafayette College



Lafayette Gateway Career Center, 201 Hogg Hall, Easton, PA 18043

lafayette.edu

For Employers: gateway.lafayette.edu/channels/employer/

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

CONTACT

Holly Akers

Senior 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 internship opportunities. Employers are encouraged to post internships and entry level career opportunities on Handshake. Contact Lafayette Gateway Career Center to develop a customized employer/student recruitment program. For an overview of our 50 areas of academic study please visit:

academics.lafayette.edu/departments-programs/

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.symplicity.com/employers

CONTACT

Kescha Bell-Ross

Director of Career Development & Civic Engagement

kbellross@lccc.edu

610-799-1090

Internship terms:

Terms are available based on Program Internship competency and objective guidelines

Internship credit hours/hours per week:

Range from 75-300 total hours for a 14 week semester

Majors that offer internships:

Credit: Business Management, Paralegal, Nursing, Human Services/Social Work, Education, Early Childhood Education, Veterinary Technician, Heating, Air Conditioning, and Refrigeration (HVACR)

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

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

CONTACTS

Katie Guynn

Director of Employer Engagement

katie.guynn@lehigh.edu

610-758-2730

Ally Tetreault

Associate Director of Employer Engagement

allison.tetreault@lehigh.edu

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.

Employers are encouraged to post internship and full-time opportunities directly through Handshake to connect with Lehigh talent and are invited to contact Katie Guynn to develop an employer recruitment plan and partner with the Center for Career & Professional Development.

1200 Main Street, Bethlehem, PA 18018

moravian.edu

For Employers: moravian.edu/career-success/employers

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

CONTACT

Christina Crawford

Director for Employer Relations & Experiential Learning

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.

Internship for credit breakdown for students:

2 credits = 70 hours; 4 credits = 140 hours; 8 credits = 280 hours

Majors that offer internships:

Nearly all Moravian University majors offer internship or real-world work experiences.

For a full list of majors and concentrations, please go to moravian.edu/academics/programs.

Externships

Moravian University's Career Connections Externship Program provides Moravian University students the opportunity to connect with a professional in their area of interest. This program is designed to help students make educated career decisions relating to majors, job functions, and industries. This program also allows students the opportunity to experience an organization first-hand through short-term job shadowing and employer site visits, therefore allowing them to make educated decisions when later selecting an industry for future employment. Externships typically take place during Winter Break. In the fall semester, students can register for the program and review the sites available. Once matched with a site, students attend a preparatory information session and learn how to connect with their site host.

Muhlenberg College



2400 Chew Street, Allentown, PA 18104-5586

muhlenberg.edu

For Employers: muhlenberg.edu/academics/outcomes/the-career-center/

Jobs/Internships Postings: muhlenberg.joinhandshake.com/employer_registrations/new

CONTACT

Jennifer Sarnitsky

Director of Employer and Alumni Engagement

jennifersarnitsky@muhlenberg.edu

484-664-3170

Majors that offer internships:

Muhlenberg students representing all majors are seeking internships. For a full list of all majors offered at Muhlenberg, visit muhlenberg.edu/academics/program-finder/

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.

Internship terms:

Summer (mid May to mid August), Fall (end of August to mid December), and Spring Semester (mid-January to early May). For more information on for-credit internships, please visit: muhlenberg.edu/academics/experiential-learning/internships/

Externships: The Muhlenberg Externship Program offers students a unique, low-pressure opportunity to gain firsthand insight into a wide range of career paths by shadowing experienced professionals. Taking place during winter break, these opportunities range from one to five days and give students valuable real-world exposure to help inform their academic and career decisions. Read more here: muhlenberg.edu/academics/outcomes/the-career-center/externships/

Career Road Trips: Through our Mules on the Move Career Road Trips, Muhlenberg brings small groups of 10–20 students directly to your workplace for a few hours at no cost to you. It's a low-lift way to showcase your brand and meet early talent.

For more opportunities to engage with Muhlenberg students and alumni, please contact Director of Employer & Alumni Engagement, Jennifer Sarnitsky, at the email address and number listed above.

Northampton Community College



3835 Green Pond Rd, Bethlehem, PA 18020

northampton.edu

For Employers:

northampton.edu/student-experience-and-support/career-development/employers.html

Jobs/Internships Postings: northampton.joinhandshake.com

CONTACTS

Jacqueline Stackhouse

*Assistant Director of
Employer Engagement*

jstackhouse@northampton.edu

610-332-6310

Jillian Tobin

*Assistant Director of
Experiential Learning and Internships*

jtobin@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 75 internship hours within a semester.

Majors that offer internships for credit:

Architecture, Automotive Technology, Construction Management, Counseling Psychology, Early Childhood Education, Funeral Services, Global Studies, Hospitality Management, Interior Design, Media Production, Paralegal, Public Health, Sports Management, Veterinary Technician

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

Jamie Merida

Career Strategist

jmerida@psu.edu

610-285-5075

Kellie Provost-Brown

Career Strategist

kap6298@psu.edu

610-285-5075

Internship terms:

Fall, Spring, and Summer semesters

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 Kellie Provost-Brown to connect with Penn State Lehigh Valley talent.

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

If you are a new employer interested in registering with us, please register at bavts.jobreadywbl.com/Employer/Register

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: lcti.org/programs-of-study/

CONTACTS

Stephanie Barto

School to Career Coordinator

bartos@lcti.org

610-799-1391

www.lcti.org

Amy Rex

Workforce Education Coordinator

rexa@lcti.org

610-799-1813

www.lcti.org/go



Connecting interns to local community and recreational opportunities helps them envision a future here, sparking an interest in living and working in the region after college. **Intern Impact Day**, hosted by the Volunteer Center of the Lehigh Valley, is key to making that possible.



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Lehigh Valley

ECONOMIC DEVELOPMENT

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 skill and education levels.

Our Vision

Our vision is of a diverse Lehigh Valley economy that provides economic growth and opportunity for people of all skill and education levels and strengthens all our cities, boroughs, and townships.

Our Priorities

- Market the economic assets of the Lehigh Valley
- Recruit companies in targeted economic sectors
- Support the growth and retention of new and existing employers
- Promote and help to coordinate a skilled and prepared workforce
- Provide intelligence and data on the Lehigh Valley economy
- Expand public and private LVEDC investment and build partnerships for economic growth



520 N. New St., Bethlehem, PA 18018
Phone: 610-266-6775

lehighvalley.org



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