MHIP Employer Handbook

Mellon Humanities Internship Program

Welcome to MHIP

Our Goal

To support student development by aligning with NACE Career Readiness Competencies to help students recognize their strenghts, interests, and professional potential.

A Shared Commitment

Thank you for partnering with the Mellon Humanities Internship Program (MHIP). Internships are not only about work experience, but they are also about helping students:

- Connect their humanities education to real–world careers
- Prepare for life after graduation

Employers play a critical role in helping students see their brilliance in action through mentorship, encouragement, and meaningful engagement.

Student Hours & Timecards

MHIP Interns during the Summer will work for 10 weeks, up to 25 hours per week. During the Spring/Fall semesters, students may work 12 to 15 hours per week for 11 weeks. Students are not required to work during breaks unless agreed upon by the site and the student. The contract dates will be shared with you at the start of every semester.

During the Spring/Fall semester, students may make up hours, but not exceed 25 hours per week. For our records, students will submit their time online for pay, and sites are able to keep up with their hours separately for supervision if needed.

Employer Role in a Transformative Experience

MHIP internships are designed to be transformative learning experiences, not merely task–completion roles. Employers are expected to:

Provide meaningful responsibilities

Assign interns tasks that have a real impact and contribute to the site's mission.

Offer regular supervision and mentorship

Set up consistent check–ins to guide interns and offer mentorship.

Support professional growth and skill development

Encourage learning by providing opportunities to build key skills relevant to the humanities.

Complete a Supervisor Pre–Assessment and Final Assessment

Begin and conclude the internship with evaluations to track intern growth and outcomes.

Internship Posting & Selection Process

This guide outlines how to post internship opportunities and navigate the selection process to ensure a smooth and successful experience.

Our Goal

Our goal is for the internship selection process to mimic a real job hunt.

Student Application Requirements

MHIP students are required to:

- Complete an eligibility form
- Upload a resume and/or cover letter
- Participate in an interview before being selected as an MHIP intern

Internship Posting Guidelines

MHIP funds transformative internship experiences for eligible undergraduate students majoring in the humanities. While the University of Memphis provides student compensation through grant funding, employers select the interns and supervise the experience.

To ensure compliance with MHIP funding and eligibility requirements, employers agree to:

- Post internship positions in Handshake
- Save a copy of the position description and share it with MHIP staff once it is posted, so it can be appropriately labeled within the MHIP Collection.
- Participate in the MHIP Internship Exchange and interview process when applicable.
- Confirm student eligibility with MHIP staff before scheduling interviews.
- Coordinate interview timelines to ensure alignment with program deadlines.
- Notify MHIP staff once an offer is extended so funding and onboarding steps can be initiated.
- Decline applicants who clearly do not meet stated eligibility or major requirements in Handshake.

Please note: Students who have not completed the MHIP eligibility process cannot be considered for an internship.

Position Posting Guide

To ensure transparency and accessibility, all internships must be posted in <u>Handshake.</u> MHIP staff will assist with monitoring applications and pre-screen for eligibility; however, some students who do not meet the listed qualifications or required majors may still apply. Please decline any ineligible applicants within Handshake.

Funded by MHIP	Humanities Majors	Employer selects & supervises	Posted in Handshake

Step 1: Create or Confirm Your Handshake Employer Account

If you do not already have an employer account:

Create an employer user account in Handshake

Join or create your company profile

Connect your company with the University of Memphis so students can view and apply for your internship

Handshake Support Guides:

<u>Create an Employer Account</u>   <u>Post a Job in Handshake</u>

Step 2: Post your Internship in Handshake

All MHIP Internship must be posted directly in Handshake. When creating your posting:

Select Internship as your position type.

Clearly describe responsibilities, supervision structure, expected learning outcomes, and professional skill development opportunities.

Include work format (in-person, hybrid, remote), anticipated weekly hours , and internship duration:

Spring/Fall: 11 weeks; 12 to 15 hours a week
Summer: 10 weeks; up to 25 hours a week

Note: Students are paid through funding, so they **must** be eligible.

Step 3: Clearly Label Semester

To align with MHIP timelines:

Indicate whether the internship is a Summer or Fall Position in the job title.

Example: Summer 2026 _____ Internship

Set a clear expiration date in Handshake aligned with MHIP deadlines. This distinction is critical, as Summer and Fall internships operate on separate timelines.

Step 4: Add Clear Qualifications

To ensure eligibility alignment:

- Specify preferred or required majors
- Include minimum GPA (if applicable)
- List required skills or prior experience

Eligible MHIP majors include:

African American Studies
Anthropology
Political Science
International & Global Studies
Earth Sciences (Geography & Geoarchaeology Concentration)

History
Sociology
Philosphy
English
World Languages
Art History (Global History Concentration)

Step 5: Review & Select Candidates

Once your internship is live:

- Students will apply directly through Handshake.

- Once you have selected a candidate, notify MHIP staff to confirm eligibility and funding approval before scheduling interviews.

- You may conduct interviews or request additional materials.

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MHIP Site Expectations

All MHIP partners should support student development by aligning with the NACE Career Readiness Competencies and the program's guiding theme, Discover Your Brilliance, helping students recognize their strengths, interests, and professional potential.

Meaningful Work

- Assigning tasks and projects that are relevant to the organization's mission.
- Ensuring work goes beyond clerical duties and promotes learning.
- Allowing students to apply skills such as research, writing, communication, and analysis.

Learning-Focused Environment

- Offering exposure to professional practices and career pathways.
- Encouraging reflection on skills gained and career interests.
- Supporting participation in MHIP professional development activities when possible.

Ethical Workplace

- Modeling professional conduct and workplace standards.
- Complying with all university and program policies.
- Designating a site supervisor for regular check-ins and guidance.
- Providing clear expectations and feedback

Intern Learning Outcomes

Humanities majors develop versatile, transferable skills and benefit from hands-on opportunities to apply their knowledge and explore aligned career paths. MHIP internships provide meaningful experience that clarifies career goals while strengthening résumés and interview readiness.

Students should demonstrate growth in the following areas:

NACE Competencies	Learning Objective
Career & Self-Development	• Identify personal strengths, interests, and values related to their career goals. • Gain confidence in articulating their skills and experiences.
Communication	• Practice professional written and verbal communication (emails, meetings, presentations). • Learn appropriate workplace tone, etiquette, and responsiveness.
Critical Thinking	• Apply analytical and research skills gained from humanities coursework. • Assist with projects that require evaluation, creativity, and thoughtful decision-making. • Learn how to approach challenges with flexibility and curiosity.

NACE Competencies	Learning Objective
Teamwork	- Work effectively with supervisors and staff members. - Participate in meetings and group projects when appropriate. - Learn how to contribute ideas and receive feedback constructively.
Leadership	- Take initiative in assigned projects and responsibilities. - Develop independence over time with guidance from supervisors. - Build decision–making and organizational skills.
Technology	- Utilize workplace technologies, software, and digital tools effectively and responsibly. - Develop proficiency in communication platforms, research databases, and productivity applications.
Professionalism	- Demonstrate reliability, punctuality, and accountability. - Follow workplace policies and expectations. - Develop professional identity and workplace confidence.

Any Questions or Concerns, please
email: mellon@memphis.edu