

INTERNSHIP EMPLOYER PACKET

2024

Hiring a PTM Intern

Step by Step Process

1. Employer submits an Internship Job posting. Internship Job posting form is available through our PTM website: www.ferris.edu/ptm (Click on the Employers link)
2. Internship Job Posting are reviewed and classified by the PTM program.
3. Qualified students begin review of internship opportunities (January).
4. Students submit cover letter and resume to employer to apply for available internships.
5. Employers conduct phone, virtual, or in-person interviews. Due to the logistical difficulties, in-person interviews may be arranged on a limited basis.
6. Employers extend an offer of employment to the student and copy the PTM program. Both student and program are extended the offer to ensure all parties are on the same page and ensure employer receives paperwork to finalize the internship.
7. Student accepts offer and copies PTM program. Internship Letter of Understanding is signed by all parties and the internship fee is submitted to finalize the internship.
8. Upon submission of the Letter of Understanding and internship fees, the student is then eligible to begin the internship.
9. Communication between the PTM Director and Internship Employer is recommended during the course of the internship.
10. Employer submits a completed evaluation of student performance at the conclusion of the internship. Performance Evaluation is available on-line through the PTM website: www.ferris.edu/ptm (Click on the Employers link)

Internship Timeline:

October-April

- *Employers submit Internship Job Postings*

November-April

- *PTM Students apply for available opportunities*
- *Employers Interview Candidates*
- *Employer makes offer of Employment*
- *Submission of Internship Letter of Agreement & Fees to finalize.*

Internship Fee

- \$270.00
- Assists with Operational Costs and student services
- Fees stay within the PTM program for improvements.

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Employers as Mentors

Employer Obligations

The PTM program is seeking employers that are not only seeking a quality employee, but also have a genuine interest in mentoring the next generation of tennis professionals for the industry. We are seeking employers who have an interest in developing a long term relationship, not only with the university and PTM program, but also with the student intern they employ. Employers should have an interest in being a great short and long-term career mentor as the student grows and progresses professionally. Below you will find additional employer obligations.

- Complete and Submit required forms and documentation for the internship. (Ex. Letter of Agreement, Evaluation)
- Clearly define expectations and responsibilities of the intern. All employment conditions and contracts with students must be shared with PTM program prior to internship.
- Consistent communication with the PTM Director during the course of the internship.
- Employers must compensate student interns at minimum wage for internship, as set forth by the university College of Business and our USPTA accreditation.
- Work closely with student intern to complete their internship portfolio as required to earn credit for their internship experience.
- Submit a performance evaluation of student intern at the completion of internship.
- Payment of \$270 Internship Fee prior to the start of internship. Fee must be paid by employer.

Intern Obligations

Students completing an internship for college credit through the PTM program are required to complete a **minimum of 400 hours of work experience/training.**

Students will sign a **Letter of Agreement** with the employer and the PTM program in advance of the internship.

Students will satisfy the conditions of the **employment contract as agreed prior to the start of the internship.** All conditions of employment must also be shared with PTM program prior to internship.

Student must work closely with employer to complete an **internship portfolio.**

Student failure to satisfy **portfolio requirements, receiving a poor performance evaluation, or being terminated by the employer will not receive college credit for the internship.**



Student Intern

Internship Fee

In 2012, the PTM program put in place an internship fee for all employers seeking a student intern from the PTM program at Ferris State.

The \$270 fee was put in place after feedback from alumni, industry professionals, our advisory board and to meet the growing demands and expectations from prospective employers.

How are the internship fees used?

The fee is used to assist with increases in program operational costs and student services. All fees stay within the PTM program.

How should I budget for an intern?

Intern budget should include salary and/or commissions, internship fee and any other expenses a facility might incur in hosting a student intern (ie. Housing, food, etc...)

*****Please note that the internship fee must be paid by the employer. Students will not be allowed to submit the fee on behalf of the employer.**



Please submit Internships fees to:

Ferris State University
Professional Tennis Management
Internship Fee
14342 Northland Dr.
Big Rapids, MI 49307

Frequent Questions

Why hire an intern from Ferris State's Professional Tennis Management program?

Students complete internships for college credit and have chosen a career in the tennis industry, therefore they have a vested interest. Approximately 80% of expenses for a club are in payroll, hiring the right people for the job is essential. The PTM program pre-qualifies students for opportunities and all internships must be approved by the PTM Director.

When should I submit my Internship Job Posting?

Internship job postings can be submitted October through April. Student will begin applying for internships in November. Employers are encouraged to submit the job posting early as there are more opportunities than available students.

When can the intern start? How long is employment for the position to qualify as an internship?

Interns are available from the end of the spring semester in May until before the beginning of the fall semester in August. An internship must offer a minimum of 400 hours to qualify as an internship for college credit.

What is the typical compensation for an intern?

Compensation is unique to each employer and based upon the unique circumstances of each employer. Students will have multiple opportunities and employers are encouraged to put forth a competitive compensation package.

Do you offer interns during the winter months?

We currently only offer interns during the summer months (May-August).