



## Employer Internship Guide

### What is an Internship?

According to the National Association of Colleges and Employers (NACE), 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 give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths and give employers the opportunity to guide and evaluate talent.

### How do internships differ from other jobs?

Internships must include specific learning objectives for the student. In the classroom, the student builds knowledge from lectures, assigned reading, exams, and class projects. Through internships, student interns learn through the practical application of what was gained in the classroom.

To be truly defined as an internship, the experience must be:

- Related to the intern's intended career field or coursework.
- Facilitated by an internship supervisor who provides regular constructive guidance, evaluation, and feedback.
- Targeted toward a learning objective, which the intern engages in and reflects upon throughout the course of the internship.

## How does the internship process work at UT Tyler?

The University of Texas at Tyler utilizes a platform called Handshake to allow employers the opportunity to post full and part time jobs, internships or summer positions for UT Tyler students and alumni, at no charge. Job and internship postings are reviewed and approved/rejected based upon the information contained in the postings. You can find steps below on how to get started on Handshake and connect directly with UT Tyler students.

Join Handshake Today! Once your employer account is set up, you can begin posting employment opportunities.

**Step 1:** Sign up for an [employer account](#)

**Step 2:** Confirm your email account

**Step 3:** Once you've created your user account, you'll be asked to connect with a company account. If your company doesn't have an account, you can use this Handshake guide to help you create one: [Creating a New Company Profile](#)

**Step 4:** To connect with UT Tyler and perform recruiting activities, you can **either:**

- Post a job to the school(s) you want to recruit from.  
-Learn [How to Post a Job](#).
- Email us at [uttylercareersuccess@uttyler.edu](mailto:uttylercareersuccess@uttyler.edu) and ask to be approved if you do not have a job to post.

**Step 5:** Welcome to Handshake at the University of Texas at Tyler!

## What requirements are needed to host an intern?

Employers interested in hosting interns must provide the following:

- Physical office space (office space cannot be located inside the home)
- General liability insurance coverage (consult with your insurance provider or legal team for verification)
- Direct in-person supervision
- Compliance with *Fair Labor Standards Act*

## How long does it take for internship to get approved?

The approval process typically takes 1-2 business days from the date that your internship is submitted on Handshake.

## Do I have to pay my intern?

The majority of internships are paid and students are presented with an abundance of internship opportunities. To remain competitive, we strongly encourage paid internships.

## What level of compensation is typical for an internship?

Compensation varies from industry to industry. **Academic credit is not a form of compensation.** Interns that are paid must at least meet the state's minimum wage criteria. However, to attract the most desirable candidates, competitive compensation is recommended. To ensure that your internship is in compliance with the Fair Labor Standards Act, review [Internship Programs under the Fair Labor Standards Act](#).

## How can I develop a compelling internship position description?

Your internship position description is often the first impression a student has of your organization. Though similar to a part-time or full-time job description, internship position descriptions should also disclose learning outcomes. When interns recognize the value in the internship and understand the professional growth opportunities available, your target applicant pool will grow. Be as detailed as possible in your position description to convey an accurate picture of how the student can increase their knowledge/skill set and be an asset to your organization.

## Am I guaranteed an intern?

The Office of Career Success does not place students into internships and therefore cannot guarantee that a student will apply for your internship. However, every effort is made to market your internship and inform students about internship opportunities. Paid internships typically receive a larger, more competitive candidate pool.

## Is sponsorship required to hire an international student as my intern?

No. An international student can be hired as an intern the same way you would hire a domestic student.

## **As an internship host site, what do I need to do so that a student can obtain academic credit?**

The student should assume most of the responsibility when completing an internship for academic credit. Each academic department manages for-credit internships a bit differently, but you will likely be asked to complete an evaluation of the student's performance, verify hours worked, or provide additional documentation related to assigned projects and student responsibilities. Please be sure to understand the deadlines for such materials, and to provide them in a timely fashion to the appropriate faculty member.

## **When do internships begin? How long do they last?**

Internships typically start within the first three weeks of the academic semester and last the duration of the semester (15 weeks during fall, spring and summer semesters).

## **Should I offer orientation for new hired interns?**

It is recommended that you coordinate some type of onboarding orientation for your intern(s) similar to how you would treat a new part-time or full-time staff member. Items for inclusion could be a history of your organization, explanation of organizational structure, rules, policies, expectations, and a review of the student's learning objectives and goals. You will also be responsible for providing the necessary equipment/materials for the intern to successfully complete their internship (computer, office space, applicable software, etc.)

## **Contact the Office of Career Success for more information.**

Contact the Office Career Success for assistance at [uttylercareersuccess@uttyler.edu](mailto:uttylercareersuccess@uttyler.edu) or by phone at 903.565.5862

*The information provided in this document is not legal advice and should be viewed as general information. Please consult your legal counsel for specific information.*

# INTERNSHIP AGREEMENT

## **STUDENT INFORMATION:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Student Email: \_\_\_\_\_ Phone: \_\_\_\_\_

University Name \_\_\_\_\_

Student Level:      Freshman      Sophomore      Junior      Senior      Graduate Student

Emergency Contact Name: \_\_\_\_\_ Relation to Student: \_\_\_\_\_

Emergency Contact Phone: \_\_\_\_\_

## **Intern Responsibilities:**

- Meet with the host agency supervisor to discuss their internship requirements and expectations, develop learning objectives and required documents.
- If seeking academic credit, meet with the faculty supervisor to discuss internship approval and course registration procedures, course requirements and expectations including credit and internship site/project hours, evaluation methods, learning objectives and required departmental documents. Enroll in a credit-bearing internship course and pay applicable tuition and fees. Submit completed coursework assignments and requirements to the faculty supervisor. Participate openly and honestly in the evaluation process.
- Complete and submit the Internship Agreement to the host agency supervisor.
- Perform the duties and responsibilities of the internship and/or project in a professional manner. Abide by all applicable rules and policies of the host agency, maintain regular and prompt attendance and contact the host agency supervisor when questions arise.
- Participate in orientation sessions.
- Maintain confidentiality with regard to sensitive information gained in the work environment.

**HOST ORGANIZATION INFORMATION:**

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Site Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Site Supervisor Title: \_\_\_\_\_ Email: \_\_\_\_\_

Location of Internship, if different from agency: \_\_\_\_\_

Is internship paid or unpaid? \_\_\_\_\_

Dates of Internship: \_\_\_\_\_ Hours per Week: \_\_\_\_\_

**Host Organization Supervisor Responsibilities:**

- Work with the intern to develop and achieve the internship learning objectives by assigning appropriate work and/or project duties that relate to the learning objectives
- Provide the intern with an orientation to the work site, duties, hours, professional behaviors and host agency expectations
- Allow the intern the necessary time to attend any class meetings associated with the internship
- Meet regularly with the intern and provide appropriate work and professional behavior feedback
- Collaborate with the faculty supervisor to evaluate the intern's performance using the instruments provided if for academic credit
- Provide a safe, secure and non-discriminatory workplace at which the intern can meet their learning objectives

**By signing below, I certify that I have read, understand and agree to uphold the responsibilities outlined in this agreement. This agreement may be terminated by the organization. The organization has the right to terminate a student's experience immediately if the student is not performing satisfactorily.**

**SIGNATURES:**

Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Internship Time Log

Intern Name : \_\_\_\_\_

Semester Enrolled : \_\_\_\_\_ Year : \_\_\_\_\_

Faculty Sponsor (if applicable) : \_\_\_\_\_

Supervisor Name : \_\_\_\_\_ Internship Site : \_\_\_\_\_

	Date	Hours worked per week	Total number of hours worked to date
Week 1			
Week 2			
Week 3			
Week 4			
Week 5			
Week 6			
Week 7			
Week 8			
Week 9			
Week 10			
Week 11			
Week 12			
Week 13			
Week 14			
Week 15			

Intern Signature: \_\_\_\_\_ Total Hours Worked: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Intern Performance Evaluation

**Intern Name:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_

The intern performance evaluation is intended to help interns learn more about their strengths and the areas they might need to focus on in order to be successful in the workforce after graduation. Managers are encouraged to complete the form and review it with their intern in a scheduled one-on-one meeting.

Please rate your intern in the following areas:

<b>Critical Thinking / Problem Solving</b>	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
Shows a sincere interest in understanding the organization, their role, and their assigned tasks					
Practices sound judgment based on an analysis of available data and information					
Demonstrates creativity in approaching tasks, solving problems, and overcoming obstacles					
Seeks out resources and/or asks for help when unsure about how to proceed on tasks					

Comments:

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<b>Communication / Leadership</b>	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
Clearly and efficiently conveys ideas orally to persons inside and outside the organization					
Communicates ideas clearly in writing in a manner suited to the intended audience					
Manages their own emotions and works to understand and empathize with others					
Takes initiative and seeks opportunities to contribute					



Comments:

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<b>Teamwork / Collaboration</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Disagree</b>	<b>Strongly Disagree</b>	<b>N/A</b>
Builds constructive working relationships					
Contributes effectively to collaborative projects					
Adapts well to emerging requests from managers, coworkers, and customers					

Comments:

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<b>Professionalism / Work Ethic / Technology</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Disagree</b>	<b>Strongly Disagree</b>	<b>N/A</b>
Demonstrates respect for organizational staff, policies, and norms					
Maintains a regular schedule, makes up missed hours, and is punctual and present					
Organizes and prioritizes work, manages time, and sees tasks through from start to finish					
Identifies and effectively uses appropriate technologies and programs to complete work					

Comments:

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<b>Career Management</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Disagree</b>	<b>Strongly Disagree</b>	<b>N/A</b>
Accepts constructive feedback from others and is able to learn from mistakes					
Self-advocates in a professional manner					
Can identify their strengths and weaknesses					
Can articulate next steps to further prepare them for their future					

Comments:

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If learning or performance goals were established, please describe the intern's progress towards their goals.

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What do you perceive to be the intern's greatest strengths that are assets to your organization? If possible, please give specific examples/stories to illustrate your intern's strengths.

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What areas of growth could improve the intern's success in your field? If possible, please give 1-3 specific examples.

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Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_