

# Internship Program Employer Checklist

To consider before posting an internship position:

Confirm your ability to offer internships in a professional setting, and to provide training and supervision. Develop a clear project or description of the work that is career-related, significant, and professional and limits work that is clerical in nature to no more than 20%.

Expect interns to work between 100-450 hours per semester.

Some students will pursue internships for academic credit, others will not. Please note that only faculty or academic departments may determine if an internship meets a department's criteria for awarding credit for an internship. When granted, academic credit is not a substitute for compensation. Students must pay tuition and fees for any internships credits they earn.

Post internship position on Handshake. The position will be reviewed by the Career Center. TU students will be able to view your position. The position also may be sent to faculty or related academic departments to determine if it merits academic credit and to promote to interested students.

If you would like assistance developing your internship description, posting your opportunity, or exploring additional ways to recruit TU students, please contact the Career Center (see contact information on the back of this checklist). As students apply to your opportunity, proceed with your organization's internal recruitment process. Contact the Career Center if you would like to conduct on-campus interviews.

Once hired:

Report your TU hires

Orient the intern to the 5-Step Internship Process. Help the intern develop and achieve learning goals for the internship experience. Offer feedback to the intern regularly (note: students receiving credit may require formal feedback and evaluations from the internship supervisor).

Career  
Center