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 careelated, significant, and professional and limits work that is clericalin nature to no more than 20%.

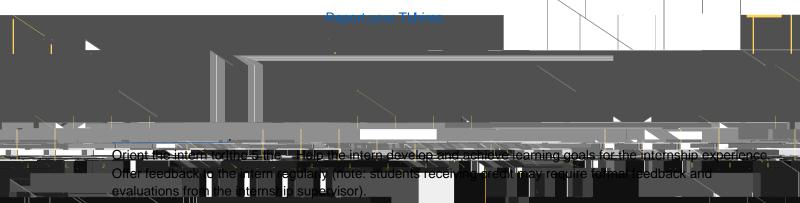
Expect interns to work between 100 450 hours per semester.

Some students will pursue internships for academic credit, others will ndease 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 anyinternships credits they earn.

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

If you would like assistance developing your internship description, posti**yo**gur opporadditional ways to recruit TU students, please containe Career Center (see contact As students apply to your opportunity, proceed with your organization's internal recontact the Career Center if you would like to conduct **carrn**pus interviews.

Once hired:



Career Center