APPLICATION PROCESS

1. When ready with all the details, you need to post the position in Job Mine, the Career Center’s database for connecting students with jobs. The Career Center will promote your internship to candidates who meet your indicated criteria and provide additional support in managing the application pool. Contact us at the information below.

2. To have students apply, you can choose several methods:
   a. Use Job Mine directly to view your candidates
   b. Have candidates apply through your own web system
   c. Have candidates email their application materials directly to a specified contact in your organization

   Local companies may wish to conduct interviews on-site. Interview rooms are also available at the Career Center by reservation, contact us to reserve your date(s).

3. Let us know if you hire someone! We need to note the experience on their transcript.

OTHER WAYS TO CONNECT WITH CANDIDATES

• Post a permanent job in Job Mine (Free)
• Attend a Career Fair (Fees vary)
  September: Career EXPO
  February: Career Connections
  March: Internship & Part-time Job Fair
• Host an information session on campus (Free)
• Set up an information table on campus (Free)

In keeping with its Access and Excellence mission, The University of Texas at El Paso is committed to an open, diverse, and inclusive learning and working environment that honors the talents, respects the differences, and nurtures the growth and development of all.

The University of Texas at El Paso is an Equal Opportunity/Affirmative Action employer. The University does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, genetic information, veteran status, sexual orientation or gender identity in employment or the provision of services.

For more information, contact the Internship Program
(915) 747-5640
internships@utep.edu
103 Union West
500 University Avenue
El Paso, TX 79968
#UTEPintern

Thank you for your interest in setting up an internship with students from the University of Texas at El Paso (UTEP)!

Companies and organizations typically hire interns for these reasons:

• To create a pipeline of talent, using the internship to assess potential candidates, and determine whether their skills and temperament are a good fit with the organization. An intern can become your next hire.
• To undertake projects that permanent staff are unable to tackle, and that are within the talents of students. Your company or institution can improve, while students learn transferable skills.
• To develop stronger relationships with the university community.

Some employers seek a combination of these in their internship programs, depending on their needs and goals. Internships are also a great way to help students gain practical work skills, enhance their education, and ultimately their employability.

We are here to guide you. Please count on us!
TWO FORMS OF INTERNSHIPS EXIST AT UTEP

NON-CREDIT

These are managed by the Career Center. They must be professionally developmental and consist of at least 120 hours of commitment each semester. Developmental activities can include project management, team coordination, presentation skills, workplace transferrable skills, etc. No homework or papers are involved, although there is a brief evaluation at the end of each semester, for both intern and supervisor. Students do not pay tuition for the non-credit course.

FOR-CREDIT (ACADEMIC)

These are done in collaboration with an academic program, within a department. Each department has different criteria, which must be worked out between employer, student and the department faculty. The internship will be a part of the student's degree plan, so of course must teach the students certain expected lessons, and may require reports, papers or other deliverables. Students do pay tuition for the class associated with this type of internship.

THINGS TO CONSIDER BEFORE GETTING STARTED

JOB DESCRIPTION

Create a clear outline of what is expected of the intern in coordination with the intended supervisor. The initial outline may need to be altered, depending on the specific skill set of the student finally hired.

MENTORSHIP

Determine who among your staff can serve as a good mentor. This may be the supervisor, or it may be someone else, but make sure to pick someone who has a knack for it. Returning interns will share their experiences, so choose someone who will help them grow, provide good guidance, and facilitate relationship building with your next interns.

QUALIFICATIONS

When determining qualifications, these are questions you may want to think about:

1. Are there specific skills required? Are there some you are willing to train?
2. What classification of student will meet your needs? Do you want to start with freshmen and sophomores, and train them towards your company's philosophy and work style? Do you need someone with more academic grounding, like a junior, senior or even master's student? We also have non-traditional students, so some have more experience.
3. Do you have a specific Grade Point Average (GPA) you are targeting?
4. Are you willing to hire international students with work authorization, or are you restricted to U.S. citizens and/or residents?

FULL TIME VS. PART TIME

Full time interns are typically not enrolled in classes at the same time, or might take only one or two classes. Students will usually work normal hours for the company, and usually stay for a summer, a semester, or at most a combined summer/semester duration, but they do need to return to a full class load after that. These internship work sites can be local or out of the area.

EVALUATION OF INTERN AND OF PROGRAM

Establishing clear expectations, of the intern(s) and of the program itself, and evaluating both, helps in making a successful internship program within your organization that provides a valuable experience for the intern and great prospects for your future full-time hires. The first time through often still has room for improvement, either in the hiring process, in the implementation, or even other elements.