



# MAVS EDGE INTERNSHIP RESOURCE GUIDE

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UTA CAREER DEVELOPMENT CENTER

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# ABOUT US



## WHY UTA?

Our highly ranked academic programs attract the best and brightest scholars from around the world, and our faculty and students consistently receive national and international recognition.

- 180 baccalaureate, master's, and doctoral degree programs, and more than 41,000 students walking our campus or engaging in online coursework each year.
- Classified by the Carnegie Foundation as a Research-1: Doctoral University—Very High Research Activity.
- 7th fastest growing doctoral public institution.
- UTA has the fifth-highest undergraduate diversity index, according to U.S. News & World Report's 2023 rankings.
- U.S. News & World Report lists UTA as No. 5 in the nation for universities that enroll the most transfer students.
- Among the 570-plus universities designated as Hispanic-Serving Institutions by the U.S. Department of Education, UTA is No. 3 for awarding bachelor's degrees to African American students, No. 12 for Asian American students, No. 15 for Hispanic students, No. 10 for Native American students, and No. 8 for total minority students (Diverse: Issues in Higher Education, 2023).
- Our students come from every state and more than 100 countries, resulting in one of the most diverse campus populations in the nation.

## WHAT DO WE DO?

Whether your organization is considering its first intern or has an established talent pipeline, the UTA Career Development Center wants to be your first option for program improvement and student recruitment. We hope this guide serves as a resource for success for both you and your intern(s), but don't let it substitute for direct assistance from our staff. Please contact the Employer Relations Team at [hireamav@uta.edu](mailto:hireamav@uta.edu) for additional support.

As a university of excellence, diversity, and talent, we are excited to partner with your organization and assist with your program development needs. Thank you for your support and for choosing to hire UTA talent!

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# WHAT IS AN INTERNSHIP?

*"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**."*

National Association of College & Employers

## CHARACTERISTICS OF INTERNSHIPS

- Duration may be from three months to two years, but a typical experience typically lasts between three to six months. The term "Micro-internship" is used to describe project-based opportunities with no set schedule.
- Generally, a one-time experience could be utilized as a pipeline to a full-time role within the organization.
- May be part-time, full-time, or project-based internships; may be part of an educational program; and provides careful monitoring and evaluation for academic credit.
- May be paid or unpaid. See the U.S. Department of Labor [guidelines](https://www.dol.gov/whd/regs/compliance/whdfs71.htm):

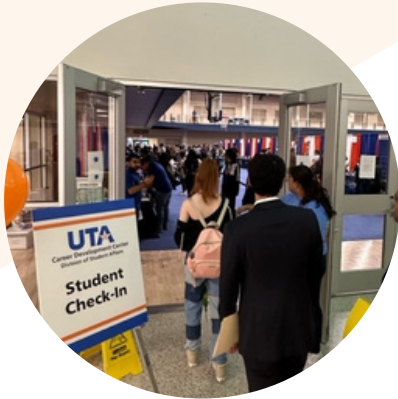
<https://www.dol.gov/whd/regs/compliance/whdfs71.htm>

- An important element that distinguishes an internship from a short-term job or volunteer work is the incorporation of learning outcomes or objectives.
- Learning activities common to most internships include learning objectives, observation, reflection, evaluation, and assessment. An effort is made to establish a reasonable balance between the intern's learning goals and the specific work an organization needs to be accomplished.
- Internships promote academic, career, and personal student development.

# HOW DO INTERNSHIPS BENEFIT EMPLOYERS?



- Year-round source of highly motivated pre-professionals
- Increased visibility for your organization on the university campus as interns often serve as unofficial ambassadors to their peer group
- Quality candidates for temporary or seasonal positions and projects
- Flexible, cost-effective workforce not requiring a long-term employer commitment
- Your image in the community is enhanced by supporting the attainment of higher education
- Students bring new perspectives to old problems
- A proven, cost-effective way to recruit and evaluate potential employees
- Freedom for professional staff to pursue more creative projects



# HOW DO INTERNSHIPS BENEFIT STUDENTS?



- An opportunity to develop experience in their field of study and build their resume; accelerates the development of professional or “soft” skills
- Provides an opportunity to experience a career field as part of their decision-making process
- Network expansion in a professional setting
- Additional income and/or academic credit
- A safe setting in which to make mistakes
- A future job opportunity

# INTERNSHIPS FOR ACADEMIC CREDIT

- Although it is considered a best practice, most academic programs will not require the completion of an internship.
- Additional policies and documentation will be required by the partnering college or academic department. The host site will be assigned a contact within the department; this may be an instructor or internship coordinator.
- The length of the experience, supervision, and intern evaluation will usually be determined by the college or academic department.

# UTA CAREER DEVELOPMENT CENTER INTERNSHIP POLICIES

- The internship must provide supervision for students regularly, with arrangements made for situations where work is performed remotely.
- Supervision should be addressed in the job posting.
- The position(s) must be located in a commercial setting and NOT in a private residence or home office. Remote opportunities are permitted.
- The experience must not require students to make investments or cash deposits or involve students purchasing inventory or products for resale.
- The internship must not be structured so that students have financial liability for the work of others.
- The position must not be strictly commission-based; there must be additional compensation and a structured learning component in cases involving a commission.
- Following the National Association of College and Employers guidance, the Career Development Center recommends that interns receive pay, however unpaid opportunities are permitted. Unpaid internships should meet the test established by the U.S. Department of Labor, Fair Labor Standard Act. Fact Sheet #71 Internships Under The FLSA.
- Unpaid internships must address supervision within the position description to be approved.

## INTERNSHIP BEST PRACTICES

Whether traditional, project-based, or virtual, a legitimate internship should meet the following criteria established by the National Association of Colleges and Employers.

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must be more than just to advance the employer's operations or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, a job description, and desired qualifications.
4. Clearly defined learning objectives/goals are established related to the professional goals of the student's academic coursework.
5. There is supervision by a professional with expertise and/or a professional background in the field of the experience.
6. Routine feedback is provided by the experienced supervisor.
7. Resources, equipment, and facilities are provided by the host employer that supports learning objectives/goals.

# DEVELOP A PLAN

## CONSIDER THE FOLLOWING

- What's the intern's role in the organization? Area of responsibility?
- What academic background and experience best fit this role?
- How much will the intern be paid?
- Who will supervise the intern?
- When is the best time for the intern to be on-site?
- How many hours per week will the intern work?
- Would a project-based or micro-internship be a better fit?
- When will the internship begin and end?
- Given the start date, when should I begin recruitment?
- How will the intern be onboarded and later evaluated?
- How can I assist the intern in developing their professional network?

## UTA RECRUITMENT CHECKLIST

- Establish a hiring timeline**
- Create a position description**
- Establish a university contact**
- Post the position**
- Screen and interview**
- Make an offer**

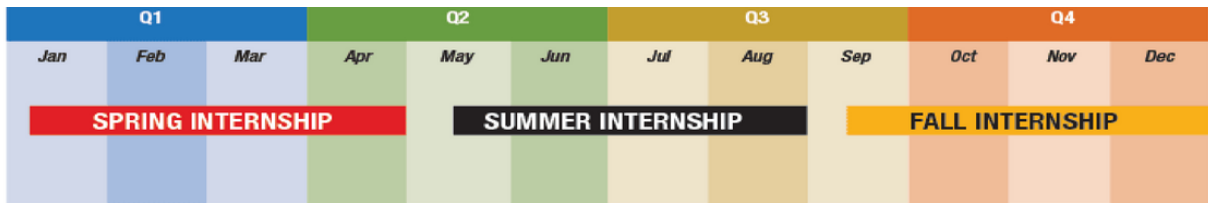
# RECRUITMENT

On-campus recruitment can be challenging through the summer months due to the low number of students, faculty, and staff on campus and can also be difficult leading into university holiday breaks. Most students return from Thanksgiving and begin preparing for final examinations during the first and second week of December and are usually on winter break by the end of the second week of December.

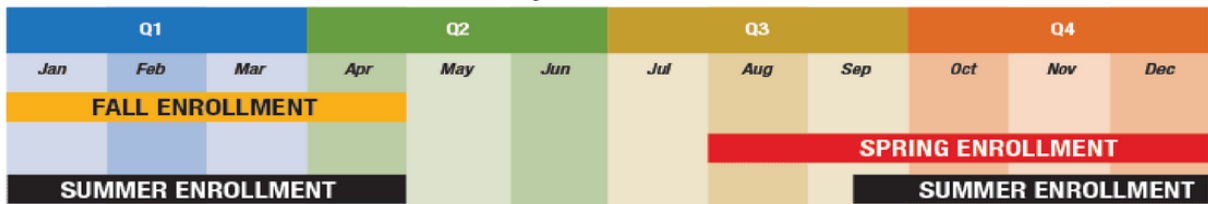
**Spring Internship: January - April**  
 Recruitment Period: August - October

**Summer Internship: May-July**  
 Recruitment Period: End January - March

**Fall Internship: September - December**  
 Recruitment Period: End January - May



**Internship Enrollment Timeline**



## UTA TALENT ACQUISITION SERVICES

From one-on-one coaching sessions to large group presentations, the [UTA Career Development Center](#) offers a variety of opportunities to connect and engage with UTA talent, including:

- Job Fairs
- Hosting an Information Table or Information Session
- Connecting with Student Organizations
- Campus Flyers
- Employer Speaker Series
- Promotion of Your Off-Campus Events
- Off-Campus Work-Study
- Campus Facilitated Interviews
- Instagram Takeover

UTA's Career Development Center offers employers many opportunities to recruit UTA talent for full-time, part-time, internship and work-study positions.

Begin developing your on-campus recruitment plan by connecting with our [Employer Outreach Specialists](#).



# SCREENING & INTERVIEWING

- Develop a timeline for the screening process.
- Determine whether you'll host interviews in the office or on campus.
- Spend time considering the logistics of the interview process.
  - Who will be part of the search committee?
  - What materials will the search committee need?
  - How many candidates will you interview, and at what time intervals?
  - What will be the roles of each committee member? Who will escort the candidates? Facilitate introductions? Ask questions.
- Interview candidates and make selections.
- Extend an offer letter or email to the candidate.
- Notify your candidate pools (applied, interviewed) that the search has concluded.



During the screening and selection process, you are hoping to identify the strongest possible candidate and want that candidate to choose you. These important decisions are based on the 15-45 minutes you'll spend with the candidate in an interview. Careful consideration should be given to developing questions or scenarios that reveal the candidate's talent and how they will fit within the company culture.



On-Campus interviews at UTA are a convenient and efficient way to interview multiple students in just one day. Traditional recruiting cycles are February–April and September–November, but employers may schedule on-campus interviews at any time. Please review this document to learn more about campus facilitated interviews.

## ONBOARDING

- Provide detailed instructions for arrival, including parking.
- Set up the workspace and provide tools for the job.
- Provide a tour of the facility.
- Cover company policy and expectations.
- Consider assessing or surveying the student's work style and interests.
- Arrange networking opportunities with staff and other interns.
- Assign a work buddy or mentor.
- Conduct regular check-ins.

## SUPERVISION

- Approach the supervision as an extension of the learning process, as a teaching/growth opportunity.
- Develop a strong onboarding program to set or clarify expectations.
- Invest in your intern's professional development, help them build their network, and share professional articles.
- Invite the intern to lunch.
- Meet regularly to provide feedback and address concerns.
- Provide written evaluations.
- Help them build their portfolio, think in terms of resume
- Have the intern evaluate you.
- Complete an exit interview or provide a survey to capture intern feedback.

## EVALUATE & REFLECT

- Provide consistent feedback prior to the evaluation.
- Review the evaluation form with the student near the beginning of the experience. Ask the intern to create a presentation related to their experience to be delivered to their peer group, office staff, or leadership.
- Complete an exit interview or provide a survey to capture intern feedback.
- Remember your evaluation could be used as part of a class grade.



# ONBOARDING

An intern's top concerns:

## **Will I be doing real, meaningful work?**

Interns want to engage in meaningful projects, which must be emphasized more. You can assess their abilities if you've brought on an intern as a recruitment tool for possible full-time employment. Plan well and be certain to present them with challenging and meaningful tasks.

## **What are the expectations?**

You'll be able to invest time upfront in communicating clear expectations regarding responsibilities. If the job will need stuffing envelopes, then please take the time to explain the bigger picture. Take the time to include the "why." Do not misrepresent roles and expectations, or morale will suffer.

## **How am I doing?**

Remember that interns are students and may need to possess a seasoned professional's business skills and experiences. If your intern makes an oversight, provide immediate constructive feedback regarding how the situation should be handled in the future. Also, conduct regular check-in meetings, if only to touch base briefly. Finally, be certain to complete a formal evaluation at the end of the experience.

## **How will I fit with the company culture?**

Is there a staff meeting they can attend? Can they quietly tag along to that next project meeting or office luncheon? Include them in the daily life of your workplace. After all, if you help them gain a broader perspective, it will help everyone involved. Networking is an important part of the intern experience.

## **Will I be in over my head?**

When you assign work, provide a detailed explanation. While the work may seem trivial and obvious to you, it may not be obvious to someone who's never done it before. In the beginning, patience and a few extra minutes will pay off later when your intern can produce good work independently.

## **Who do I talk to if I have a problem?**

Make sure that interns have a mentor or supervisor to provide guidance. Select someone who truly likes to teach, and this will improve the experience for all involved.

## **Where do I go?**

Recall your first day on the job, then imagine no one knew you were coming and there was no place to work. Brief your staff of the student's impending arrival and help the intern get started on a positive note. Everything is new, so provide a thorough tour and avoid speaking in acronyms.

## **Is my work valued?**

It's unfair to expect the performance of a professional staff member while providing little, or no, compensation. In most cases, you indeed get what you pay for. While internships differ, and each industry has its own culture, remember that interns have expenses. Your organization may not be able to pay much, but anything will help.



# TOOLS

- [PROCESS CHECKLIST](#)
- [LEARNING OBJECTIVES](#)
- [POSITION DESCRIPTION TEMPLATE](#)
- [POSITION DESCRIPTION EXAMPLES](#)
- [INTERVIEW QUESTIONS](#)
- [OFFER LETTER](#)
- [ONBOARDING CHECKLIST](#)
- [INTERN EVALUATION FORM](#)
- [STUDENT SITE EVALUATION](#)
- [STUDENT EXIT INTERVIEW](#)
- [INTERNSHIP AGREEMENT FORM \(ACADEMIC\)](#)
- [COURSE SYLLABUS \(SAMPLE\)](#)

# RESOURCES

## PLANNING

- Run an Intern program, <https://www.internships.com/employer/resources/program>, Internships.com
- Employer Responsibilities: Internships, <https://careers.umbc.edu/employers/internships/employer-responsibilities/>, University of Maryland Baltimore
- Unpaid Internships: What Employers Need to Know, <https://www.shrm.org/resourcesandtools/hr-topics/talent-acquisition/pages/unpaid-internships-new-dol-intern-test.aspx>, The Society for Human Resource Managers
- How to Create an Effective Internship Description, <https://communication.depaul.edu/internships/internship-providers/Pages/internships-providers-description.aspx>, DePaul University
- Employing Interns, <https://www.shrm.org/resourcesandtools/tools-and-samples/toolkits/pages/employinginterns.aspx>, Society for Human Resource Managers

## RECRUITING

- When to Post Internships, <https://www.internships.com/employer/resources/recruit/whentopost>, Internships.com
- Hiring Millennials and Gen Z, <https://www.internships.com/employer/resources/recruit/whygen-y>, Internships.com

## SCREENING

- 8 Warning Signs When Interviewing Interns, Internships.com <https://www.internships.com/employer/resources/recruit/8-warning-signs-when-interviewing-interns>
- 12 Tricky Interview Questions for Interns, <https://www.forbes.com/sites/jacquelynsmith/2013/02/22/12-tricky-interview-questions-for-interns/#338fe325d187>, Forbes
- The Art of Courting Candidates: Creating a Stellar Startup Interview Experience, <https://www.entrepreneur.com/article/238889>, Entrepreneur

## ONBOARDING

- Tips for Your Intern Orientation, <https://www.nacweb.org/talent-acquisition/internships/tips-for-your-intern-orientation/>, The National Association of Colleges and Employers Onboarding Interns Checklist, <https://resources.workable.com/onboarding-interns-checklist>, Workable.com
- New Employee Welcome Package, <https://resources.workable.com/new-employee-welcome-package>, Workable.com
- New Employee Onboarding Guide, <https://www.shrm.org/resourcesandtools/hr-topics/talent-acquisition/pages/new-employee-onboarding-guide.aspx>, The Society for Human Resource Managers