Internship Position Posting Guidelines

Job Description

• Explain in detail the roles and responsibilities/duties/position title
• List specific tasks and projects the intern will complete
• Include compensation type (paid or unpaid). Posting does not require a specified rate, but the official offer letter does require it to be listed
• Clerical responsibilities must not exceed 20% of the intern work
• Include a tentative start and end date, total number of hours to be completed or average hours per week
• Offer projects that complement the intern’s learning goals; duties should not focus on the advancement of employer operations or consist of work routinely performed by regular employees

Supervision

• The internship is a learning experience; therefore, the student cannot be expected to provide expertise in any area related to the internship
• The supervisor must have expertise in the subject and teach/mentor the intern as part of the experience
• The intern should receive regular feedback about performance

Training/Learning Experience

• Include structured and planned learning opportunities, such as mentoring and networking activities, that are not connected to the assigned tasks
• An internship is an extension of a student’s learning experience that reaches beyond the classroom; these educational elements help distinguish the role between a part-time job and an internship
• The intern establishes clearly defined learning objectives/goals related to the professional goals of academic coursework
Compensation

• Credit cannot be listed as compensation; only faculty/academic departments can determine and award academic credit; students must pay tuition and fees for any credits they earn for an internship

• The average hourly wage rate for interns is $19.05 (bachelor’s) according to NACE’s 2019 Guide to Compensation for Interns & Co-ops. However, salary offers may be affected by geographic location and industry

• An internship with a for-profit company must pay at least minimum wage

• Non-profit organizations may post unpaid internships

Location

• Indicate the department in which the student will intern

• The internship site may not be based in an employer’s home, student is allowed to work virtual from their home

Qualifications

• List both required and preferred qualifications; differentiate between the two

• Examples of qualifications include GPA, level of education, degree needed, skills, majors, etc.

How to Apply

• Provide detailed application submission information such as documents required and whether to submit documents via Handshake or company website

• Outline what is needed for a complete application (resume, cover letter, writing samples, references, portfolio, etc.); indicate deadline to apply and any other useful timeline information

These guidelines are subject to change without formal notice. Please contact recruit@utdallas.edu if you have any questions.