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 a few 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 your 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, to enhance their education, and ultimately their employability.

We are here to guide you. Please count on us!

― Brenda is doing an excellent job for the City. She is working with HUD loans and has been doing well. I am very pleased with her work.‖

- City of El Paso
TWO FORMS OF INTERNSHIP 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. 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, although some adaptability is in order, depending on the specific skill set of the student hired.

QUALIFICATIONS
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? (Don't forget, 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, or are you restricted to U.S. citizens and/or residents?
5. What mindset do you look for? How will you interview for it?

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.

Part-time interns are usually at local work sites, and enrolled concurrently at UTEP. These positions can continue indefinitely, so long as the student continues to make academic progress. Students usually work a flexible schedule, within the normal operating hours of the organization.
WAGE/SALARY

The vast majority of internships coordinated by our office for UTEP students are paid, at varying levels, usually depending on major, classification and/or skills. The Career Center can help with information on average wages, if you aren't sure.

While there are a few internships that are unpaid, there are special considerations when looking at this option. First and foremost, most college students are not in a position to accept a long-term commitment without compensation, since they need an income stream to pay for school expenses. As a result, we have observed that fewer students are interested in unpaid opportunities, often resulting in a weaker candidate pool. Second, there is an important distinction between the private/for-profit sector, and the public/non-profit/government sectors. In either case, care should be taken that the experience is more strongly educational. However, particularly in the private/for-profit sector, the Department of Labor has put out some guidelines: [www.dol.gov/whd/regs/compliance/whdfs71.pdf](http://www.dol.gov/whd/regs/compliance/whdfs71.pdf) (4.20.2016) Due to several high-profile lawsuits, we recommend for-profit companies look carefully at them.

STARTING AND ENDING DATE

Most students think and plan in terms of the academic calendar, so it may be helpful to consider start and end dates that align well with that schedule:

- Fall: late August to early December
- Spring: mid-January to early May
- Summer: early June to late July

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.

EVALUATION OF INTERN AND OF PROGRAM

Make sure to establish clear expectations, both of the intern(s), and of the program itself. The first time through often still has room for improvement, either in the hiring process, in the implementation, or even other elements.
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.

2. You can have students apply through Job Mine, which will provide you with notifications by email. Or, you can have the job posting refer them to a webpage, or an email address to submit their documents. The Career Center will promote your opportunity to candidates who meet your indicated criteria and provide additional support in managing the applicant pool.

You are welcome to use the six interview rooms at the Career Center, once you have narrowed down your candidate pool. Local companies may wish to conduct interviews on-site, in order to give the candidates a better idea of the operation.

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
• Attend a Career Fair
  September: Career EXPO
  February: Career Connections
  March: Internship & Part-time Job Fair
• Host an information session on campus
• Set up an information table on campus
• Speak to student organizations

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

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