

Employer Quick Tips for Hosting an Intern

Quick Tips to Hosting an Intern

The University of Colorado Denver (CU Denver) has been committed to assisting employers with their recruitment needs for over 30 years. By collaborating with the Experiential Learning Center, your organization can join more than 500 corporations, businesses, and agencies that benefit from employing talented, hardworking, and motivated students.

Why Invest in Internships?

- Establish an efficient pipeline of bright and talented employees to fill future staffing needs.
- Gain access to a diverse pool of highly qualified candidates.
- Conduct cost effective recruitment without obligation of permanent commitment.
- Enhance college relations by increasing your organization's visibility within the University.
- Studies indicate internships provide the best return on investment for recruiting new talent.

What is an internship?

An internship is an experiential learning opportunity for a student to integrate theoretical classroom knowledge with practical experience in a professional work setting. Internships benefit both students and employers; students receive real world experience in positions related to their academic major and career goals, while employers benefit from the students' skills and assistance. Internships typically last one semester, in which students can either earn academic credit by enrolling in a for-credit internship course or participate in a not-for-credit internship. **Internships can be paid or unpaid, as students who have an approved learning agreement with the ELC are covered under CU Denver's Worker's Compensation Insurance. ***

Internships are typically offered on a semester cycle, typically commencing in mid- August, January, and June. In addition to the work on-site, students receiving academic credit are required to enroll in the internship course by **census date** and complete assignments related to the internship as assigned by a Faculty Sponsor.

Employer Responsibilities:

- Offer a career-related experience that provides an opportunity for an intern to develop and practice new skills and knowledge related to his/her field of study.
- Provide a position description that clearly outlines duties, expectations, and learning objectives.
- Orient and train your new intern to your workplace and organizational policies as you would for any new employee.
- Supervise and evaluate your intern's performance and meet periodically to discuss progress toward their learning objectives.
- Provide opportunities for frequent feedback and question answering sessions.
- Make available any equipment, supplies, and space necessary for the intern to perform his/her duties.
- Include the intern in project-related staff meetings and work-related social gatherings.



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Steps to Hiring a Student

Internship Job Description:

If you have a position that is conducive to enhancing the learning experiences of CU Denver students, please create a job description that includes the following information:

- Descriptive position title
- Name and title of designated supervisor
- Work schedule (approximate hours per week)
- Duties, projects, and responsibilities (as detailed as possible)
- Hourly pay rate and benefits (if any)
- Qualifications (required skills, minimum GPA, major, year in school, citizenship requirements)
- Application procedures and deadline to apply for the internship
- Learning objectives (what the student will learn) related to the academic discipline(s) you are seeking

The Experiential Learning Center will not post internships that:

- operate from a home office.
- charge a fee or require the student to purchase equipment or to make an initial financial investment in the company.
- require students to use their own personal network to generate sales leads.

CU Denver's Career Platform is Handshake:

Students can search and apply for internships that employers have posted to Handshake. You will have 24/7 access to your posting to make changes, including the expiration date, as you see fit. Once your internship posting is activated, students can search and apply for it; when it is deactivated (on the expiration date), it will no longer be accessible by students.

Handshake 101:

If you already have an account AND your company has a profile, then skip to **Step 3**.

1. **User Account:** Create a user account: ucdenver.joinhandshake.com/register and click on "Employer."
2. **Company Profile:** Accept the email confirmation of your Handshake account then create a Company profile.
3. **Internship/Job Postings:** Once you have a user account and an approved company profile, you can post internship positions directly to Handshake.

Application and Hiring Process:

You may choose to have students apply via Handshake or outside of Handshake. For applications outside of Handshake, please specify what application materials you require (resume, cover letter, writing sample, etc.) and how students can submit them. For a student to have a university-sanctioned internship, they will complete a Learning Agreement with the ELC which outlines the intended job duties, learning objectives, and structure of the internship. The Learning Agreement must be completed prior to the intern's first day on the job and requires approvals from the internship Site Supervisor.

For more information and assistance, please contact:

Experiential Learning Center

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www.ucdenver.edu/elc

Located inside LynxConnect in Tivoli Student Union, Suite 449