



Posting Jobs and Internships Guidelines

To post a job or internship opportunity to the College of Natural Sciences, you will need to create an employer account in our online system- [Handshake](#).

Click [here](#) for instructions on how to set up an employer account.

Click [here](#) for instructions on how to connect with various schools.

Your [Handshake](#) employer account will allow you to post job and internship opportunities, recruit on-campus, and conduct your own resume referral searches in The UT College of Natural Sciences.

INTERNSHIP APPROVAL CONDITIONS

Until recently, there was no universally accepted definition for internships or criteria for what constitutes a valid, legitimate internship. In July 2011, the National Association of Colleges and Employers (NACE) published a document that brought some clarity to this topic. To review the NACE Position Statement on U.S. Internships in its entirety, please [click here](#). The NACE definition and criteria for an internship are below:

According to the NACE definition:

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.

NACE criteria for an experience to be defined as an internship:

To ensure that an experience—whether it is a traditional internship or one conducted remotely or virtually—is educational, and thus eligible to be considered a legitimate internship by the NACE definition, all the following criteria must be met:

- The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
- The skills or knowledge learned must be transferable to other employment settings.
- The experience has a defined beginning and end and a job description with desired qualifications.
- There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
- There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
- There is routine feedback by the experienced supervisor.
- There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

If these criteria are followed, it is the opinion of NACE that the experience can be considered a legitimate internship.

ADDITIONAL CRITERIA WE USE TO EVALUATE INTERSHIPS

While the NACE definition and criteria are exceptionally helpful, they are also necessarily light on details and specifics because the details and specifics vary so much across professions, fields, and industries. Following are additional criteria we use in Natural Sciences Career Design Center at UT Austin when reviewing internships and deciding whether or not we will allow them to be posted to our systems:

Does the internship posting meet our Job & Internship Posting Standards?

Organizations wishing to recruit students and alumni of The University of Texas Austin using [HireUTexas](#) or one of our college-specific career services job and internship online databases—such as [Handshake](#)—can do so free of charge. However, all submissions to UT Austin career services job and internship databases are reviewed and approved/rejected based upon the information contained in the postings vis-à-vis the [UT Austin Career Services Job & Internship Posting Standards](#).

In most instances, students doing internships for academic credit will be required to present a portfolio of work samples at the end of the semester, write a journal chronicling/reflecting on their experience, and/or write a report of some kind to quantify and give evidence of the internship experience. Make sure you are giving interns substantive work so they can fulfill the course requirements and earn the academic credit for which they paid.

Most internship programs require students to complete at least 150 hours of work over the course of a semester; approximately 10-15 hours per week during fall and spring semester and 15-20 hours per week during the shorter summer semester. Internship start and end dates should coincide very closely with the start and end of the semester during which the student is receiving the academic credit. In our college, internship credit is not awarded retroactively and we do not allow students to do summer internships and register to receive the credit in the following fall semester.

Has the recruiter agreed to abide by our Recruiting Policies & Guidelines?

Employers who wish to make use of the assistance, services, and/or facilities offered by the career services offices at The University of Texas at Austin must also comply with [UT's Equal Employment Opportunity Policy](#) and the additional Recruiting Policies and Guidelines outlined by the college based career services offices with which they interface.

As part of the University's commitment to leadership in the area of ethics and professional conduct, we require employers utilizing UT Career Services to adhere to employment laws and principles of professional practice, as outlined by the federal government and The National Association of Colleges and Employers (NACE) [Principles for Professional Practice](#), respectively.

Is the unpaid intern afforded the same protections as an employee?

Many employers, particularly small employers, are unaware of the liability they take on when hosting an unpaid intern. We at the University are keenly aware of this, and this is why we only approve internship sites that have adequate business liability and worker's compensation insurance. All tenants in commercial office space must carry adequate insurance coverage; it is a cost of doing business. This protection extends beyond simple workplace safety. Just like employees, interns should not be subjected to sexual harassment or other conditions that would constitute a hostile work environment. Treat interns with the same respect given to regular employees and offer them similar workplace protection.

Will the unpaid intern be working in a professional work environment?

Workplace and facilities are themselves an issue. Employers must provide physical space in a professional work environment where the intern can complete his/her assigned tasks in close proximity to his/her direct supervisor. In-home labs and offices, therefore, will likely not be approved.

Will the unpaid intern be provided the necessary resources and supervision?

Resources: If you wish to take on unpaid interns, do not expect them to bring their own tools. Provide them the necessary equipment and tools to perform their job duties. Remember, if you are not paying them they are actually paying to work for you. Do not make it cost them anymore than necessary.

Supervision: Interns, particularly unpaid interns, should be supervised by experienced professionals. Biology interns should be supervised by biologists, chemistry interns should be supervised by chemists. A dental office receptionist or administrative assistant cannot adequately supervise, mentor, or train a dental hygienist intern to be anything other than a dental office receptionist.

The supervisor should be on-site, physically present, and accessible to the intern on a regular basis. How else will that supervisor be able to evaluate the intern's performance, train and coach the intern, offer feedback and input and otherwise be a resource to the intern? They can't. Further, this feedback is important: in the case of internships for academic credit, internship supervisors should conduct mid-term and final evaluations of the intern's performance, and the results of these evaluations should be shared with the internship course instructor and the intern. Interns should also evaluate their internship experience and share this evaluation with their internship course instructor. Learning and performance development should be the objectives of the student evaluations. Quality control should be the objective of the internship evaluations.

Is it an internship or a part-time job?

We have a very narrow definition for internships. If we are going to allow a posting in our online databases to be called an internship, we want it to meet the NACE Internship Definition and Criteria because we want to be sure that it is an applied learning experience and therefore potentially eligible for academic credit.

If your posting does not meet the NACE Internship Definition and Criteria, chances are it isn't an internship; rather, it is a part-time job. Our students need part-time jobs, too! Part-time jobs are great; they are just not internships—and this distinction is very important. While internships can meet the NACE Internship Definition and Criteria and also be paid, part-time jobs—though paid employment—are not internships unless they meet the NACE Internship Definition and Criteria.

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