

Employer: Quick Guide to Internships

UTRGV Career Center Internship Listing Agreement

Updated May 8, 2026

The goal of the university internship program is to prepare students for their careers by providing meaningful work experiences, professional contacts to the community, and intellectually challenging opportunities. Employers who do not have a formal internship program are provided information and resources to support the development of a successful program.

What is an internship?

- One semester (spring, summer, or fall) work experience or project and may be repeated if the employer chooses
- Minimum of 120 hours per semester non-credit (academic credit hours may vary by academic department)
- Must be career and/or major related with learning objectives and goals
- Internship opportunities may be paid or unpaid (Career Center will determine approval of paid or unpaid positions)
- May, or may not, be for academic credit
- Must be career and/or major related with learning objectives and goals

How do internships benefit me?

- Source of highly motivated pre-professionals
- Students bring new perspectives to old problems
- Quality candidates for temporary or seasonal positions and projects
- Flexible, cost-effective way to recruit and evaluate potential employees
- Opportunity for professional staff to pursue more creative projects
- Visibility of your organization is increased on campus

Employer Responsibilities:

- Provide sufficient supervision and assign duties that are career-related, progressive and challenging
- Encourage and support the learning aspect of the student's assignment/project; designate an employee (mentor) to aid the student's development of learning objectives, consult regularly with student, and monitor progress
- Provide resources, supplies, and space necessary for the student to perform his/her duties and provide a safe working environment
- Maintain general liability, professional liability and worker's compensation insurance as required by law
- Do not displace regular employees with students secured through internship hires
- Notify Career Center of students placed in internships

- Contact Career Center regarding performance issues prior to changing a student's work status (course requirements may be affected)
-

Develop a Successful Internship Program:

In the creation of your internship program, the following criteria should be considered.

- Set goals, develop your internship plan, create an internship work structure with specific projects, identify academic majors for appropriate skills, and identify professionals who will serve as the intern's supervisor/mentor
- Create the internship job description with clearly defined work objectives/responsibilities and learning objectives
- Contact Career Center for registration details on 12twenty (in order to post job and internship positions, and view resumes)
- Conduct interviews, identify student(s) selected, and offer position
- Notify Career Center internship coordinator of your internship hires
- Provide intern orientation (review company policies and regulations), space/equipment/tools, train, supervise, manage and provide feedback (evaluation) to your intern
- Provide resources, supplies, and space necessary for the student to perform his/her duties and provide a safe working environment
- Contact Career Center for concerns or additional support with your internship program