



Internship Recruiting Toolkit

POLICIES - REQUIREMENTS - RESOURCES - BEST PRACTICES

A Recruiters Guide to Maximize Internship Development and Launching

Our Internship Recruiting Toolkit is designed to support industry partners in developing and launching impactful internship programs. Whether you're starting from scratch or enhancing an existing program, this toolkit offers practical tools and expert guidance to help connect students with valuable career-building internship opportunities.

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Introduction

Welcome to the UTRGV Internship Recruiters' Toolkit! Whether you're hiring your first UTRGV intern or expanding a successful program, refreshing your knowledge of current best practices for internship recruitment and management is always beneficial. If you plan to hire an unpaid intern, it's crucial to keep your team updated on UTRGV internship policies, course credit requirements, and relevant federal labor laws.

This toolkit provides step-by-step guidance for all employers seeking to hire paid or unpaid interns from UTRGV. Here's what you'll find:

- Designing and launching an exemplary internship program
- Key steps for hiring UTRGV students for paid or unpaid internships
- Intern hiring and compensation policies for private and public sector employers
- Guidance on intern compensation, federal labor laws, and hiring timelines
- UTRGV-specific guidelines for approving unpaid and paid internship listings
- Crafting and presenting an effective internship job description
- Effective UTRGV recruitment techniques and internship promotion strategies
- Maximizing the potential of the UTRGV 12twenty recruiting platform
- Best practices for internship program management
- Transitioning top interns to entry-level positions

We hope this toolkit helps you create a successful and enriching internship program!

Our Team is at your Service

Our UTRGV Career Center Team warmly invites hiring managers and intern supervisors to request an internship program consultation. Feel free to reach out to our Employer Relations Team at careercenter@utrgv.edu with any internship questions or goals you may have. We look forward to collaborating with you!

Register Your Employer Account on 12twenty

At UTRGV, we encourage all employer partners to begin their internship recruitment journey by creating a free account on 12twenty, our official career and internship recruiting system. This step can be completed alongside other tasks such as developing your internship job descriptions and identifying potential supervisors. Registering with 12twenty early offers several important advantages:

- **Access to 12twenty Resources:** 12twenty offers a suite of free tutorials and resources through Zendesk to support employers in recruiting top talent from UTRGV and other institutions. These resources are accessible only after setting up a 12twenty account and can be found at <https://12twenty.zendesk.com/hc/en-us/categories/4413511965075-12twenty-Employer-Users>. Engaging with these materials early ensures your entire team is aligned and familiar with the tools and best practices of university recruiting.
- **Employer Account Approval Required:** UTRGV requires all employers to receive approval for their 12twenty account before submitting internship or job postings. Completing this step in advance ensures your team is prepared to launch recruitment efforts without unnecessary delays.
- **UTRGV Registration Requirements:** To protect our students and ensure the quality of internship experiences, UTRGV has a few key requirements for 12twenty employer accounts. Planning for these in advance will streamline your approval process:
 - A commercial business address associated with your organization is required. Home offices are not eligible internship locations.
 - A corporate email domain must be used to register and communicate via 12twenty. Accounts using Gmail, Yahoo, or other personal domains will be further reviewed for approval.
 - A professional website or LinkedIn page that outlines your organization's services, team, and location is required to allow UTRGV staff and students to verify legitimacy and better understand your organization.
 - **Collaborate Within Your Organization:** If you're part of a larger company with multiple locations, your colleagues may already have a 12twenty account set up. Since 12twenty provides one employer account per organization, your team may be able to access existing job descriptions, recruitment materials, and best practices already in use—saving time and helping you align with proven strategies.

By [registering with 12twenty](#) and completing these foundational steps, you'll be well-positioned to recruit talented UTRGV students and build a successful internship program.

Feel free to utilize the following resources to support you in creating your employer account and posting your jobs.

Activating Your 12twenty Account

- **New to 12twenty?** [Register your employer account today](#)
- [Employer User Account Access](#)
- [Employer User: How to Complete 12twenty for Employers Profile](#)

Internal Readiness

Determining internal readiness is crucial before creating an internship program to ensure that your organization can provide a meaningful and supportive experience for interns. Assessing your team's goals, capacity, resources, and commitment helps lay a strong foundation for a successful program that benefits both interns and your organization. This preparation ensures that the program aligns with your organizational goals and can effectively integrate interns into your workflow.

Empower Your Team to Embrace the Qualities of an Outstanding Internship Program

At UTRGV, we believe that every internship should offer a meaningful, high-impact learning experience for students. While most employers intend to provide valuable opportunities, the quality of internship programs can vary greatly—often influenced by outdated models or personal past experiences. That's why we encourage employers to align their programs with current best practices to ensure the highest value for student interns.

When advising students, our team of career advisors encourage them to seek internships that offer specific qualities proven to support skill development, career exploration, and long-term success. Employers who incorporate these features not only provide stronger learning experiences but also gain a competitive edge in attracting top talent.

Key Elements of a High-Quality Internship Program

Tasks and Supervision

- A dedicated, enthusiastic supervisor who has expertise in the intern's area of focus
- A clearly defined internship job description centered on learning objectives and skill development
- A week-by-week Internship Syllabus outlining training activities, key tasks, projects, and desired learning outcomes

Compensation and Benefits

- Competitive hourly pay or salary
- For unpaid internships, support such as tuition reimbursement when course credit is required
- Tangible benefits like transportation support, lunch stipends, access to childcare or campus resources

Professional Development and Networking

- Regular interaction with company leadership through activities like lunch-and-learns or mentorship sessions
- Job shadowing opportunities and short-term rotations across departments
- Inclusion in team meetings, volunteer opportunities, and social events that support workplace integration

Project-Based Learning and Career Readiness

- Engagement in meaningful projects, including a potential team capstone project and final presentation
- Formal recognition of accomplishments through reference letters or written evaluations
- For exceptional interns, clear pathways to future employment within the organization

Define Your Organization’s Core Internship Program Goals

Every strong internship program begins with clearly defined goals that reflect your organization’s mission, values, and commitment to student development. Just like any successful initiative, setting intentional and student-centered objectives is essential to creating a program that delivers long-term value—for both your organization and your interns.

UTRGV students invest their time, knowledge, and energy to gain meaningful experience, and in turn, supervisors and mentors within your organization play a key role in shaping future professionals. Therefore, interns should always be treated as respected contributors. Their leadership not only supports interns’ growth but also strengthens your brand among the university community and helps build a sustainable pipeline of emerging talent.

Before approving any internship listing, UTRGV Career Center staff will review the stated goals and structure of the internship. In some cases, postings may be declined if they suggest a misalignment between employer intentions and UTRGV’s standards—particularly if an internship appears designed to benefit the organization without offering a clear learning experience for the student.

Examples of Intern-Friendly Program Goals that lay the foundation for a successful program include:

- **Develop a Talent Pipeline:** Prepare and evaluate students for potential future full-time roles. Internships can serve as extended interviews, allowing you to identify and nurture candidates who align with your organization’s long-term hiring needs.
- **Support Early Career Skill Building:** Contribute to the professional growth of students who may not be immediate hires, but who will benefit from skill development, mentorship, and career exploration.
- **Advance a Public Service Mission:** For government or nonprofit employers, internships provide students with an opportunity to gain hands-on experience while contributing to a cause aligned with their values.
- **Engage UTRGV Alumni and Industry Partners:** Alumni and community leaders can give back by opening doors for UTRGV students—providing mentorship, guidance, and early access to their professional networks.

Avoid Goals That Undermine the Student Learning Experience

UTRGV strongly advises against internship programs that prioritize operational or financial gain at the expense of student development. Programs that may not meet our approval standards include those that:

- Utilize unpaid interns primarily to add staff capacity or access specialized skills
- Assign unpaid interns to sales, marketing, fundraising, or promotional roles with little supervision or learning structure
- Depend on student labor to build a social media presence or develop content for a business without a clear market presence
- Involve interns in unclear or undeveloped business concepts with no defined learning outcomes

If your position does not center around intern growth and education, consider classifying it as a part-time job (for paid roles) or a volunteer opportunity (for nonprofit unpaid roles). For early-stage ventures or projects that aren't yet ready to provide a structured and educational experience, postponing intern recruitment until your organization can offer paid and purposeful roles is another responsible option.

Make Internships a Strategic Part of Your Talent Development Plan

Internship programs are more than temporary work arrangements—they are powerful tools for building your future workforce. By integrating internships into your broader human capital strategy, your organization can cultivate a pipeline of skilled, motivated professionals who are ready to grow with your team.

Here's Why Internships Are a Smart Investment:

- **Preview Future Talent:** Internships allow you to observe potential hires in action, giving you insight into their work ethic, communication skills, and cultural fit before extending a full-time offer.
- **Build Your Entry-Level Workforce:** In many industries, internship programs are the primary pathway for hiring new professionals. Some employers report that as much as 80% of their entry-level staff started as interns.
- **Streamline Recruitment:** Hiring from your intern pool reduces time-to-hire and recruitment costs while increasing the likelihood of long-term retention.
- **Accelerate Onboarding:** Interns who transition into full-time roles often adapt quickly, having already learned key systems, workflows, and team dynamics.
- **Increase Team Capacity and Innovation:** With interns contributing to ongoing projects, professional staff gain more time to focus on high-level strategic initiatives. Interns can also bring fresh perspectives and introduce the latest tools, techniques, and technologies learned in the classroom.

Planning

Effective internship planning is essential before launching an internship program to ensure a structured and enriching experience for both interns and your organization. By carefully outlining goals, resources, and expectations, you can create a program that aligns with your organizational objectives and provides meaningful learning opportunities for interns. This preparation helps prevent potential challenges and ensures that the program runs smoothly, benefiting everyone involved.

Determine Whether an Internship Is the Right Experiential Learning Opportunity for Your Organization

Internships are one of several high-impact experiential learning options available to students. These experiences allow students to apply academic knowledge in real-world settings while developing critical thinking, problem-solving, and professional skills. At UTRGV, we encourage employers to consider all types of experiential learning and select the option that best aligns with their goals, resources, and the nature of the student experience being offered.

Understanding the Options:

- **Internship:** A structured, hands-on learning experience related to a student's field of study. Internships are temporary, may be paid or unpaid and often involve clearly defined learning objectives, supervision, and mentorship. Interns apply classroom knowledge in a professional setting while gaining industry-relevant skills.
- **Volunteer:** A role performed willingly and without compensation or academic credit, typically in support of a nonprofit, cause, or community initiative. Volunteers serve to support the mission of an organization, often in a general or non-career-specific capacity.
- **Service Learning:** A course-integrated experience combining academic instruction with community service. Students address real-world issues through hands-on service, using the experience to reflect on discipline-based theories and develop civic responsibility.
- **Civic Engagement:** A broad form of community involvement that includes volunteerism, advocacy, political participation, and service learning. The goal is to foster students' sense of social responsibility, civic awareness, and community-based problem-solving.
- **Capstone/Project-Based Learning:** Typically the culminating project of a student's academic program. These semester-long experiences involve research, strategy, or product development, often in partnership with an external organization, and result in a final deliverable or presentation.
- **Externship (Job Shadowing):** A short-term, observational experience where a student follows a professional to gain exposure to a specific industry or role. Externships may occur over a few hours or several days and can be tied to academic credit when part of a course.
- **Student Employment:** A compensated position with a defined job description and work schedule. These roles are not tied to academic credit or learning objectives but may still contribute to students' professional development.

Before launching a student opportunity, evaluate whether an internship is truly the best format—or if another experiential learning model would be more appropriate based on the role, responsibilities, and level of supervision.

Understand and Apply UTRGV's Definition of an Internship

To be considered a high-quality educational internship, a student experience must be thoughtfully designed to support learning and professional development. At UTRGV, we encourage employers to ensure that their internships meet the following criteria to align with university expectations and offer meaningful opportunities to students.

A UTRGV-Approved Internship Should:

- **Include Intentional Learning Objectives:** The experience should begin with clearly defined learning goals that are integrated into the student's role and supported by structured activities.
- **Be Supervised by a Qualified Professional:** Interns must be mentored and supervised by someone with experience and expertise in the field relevant to the internship.
- **Support Student Development:** The internship should promote academic, career, and/or personal growth by offering opportunities for skill-building, industry exposure, and reflection.
- **Incorporate Observation, Reflection, and Feedback:** A successful internship allows students to observe professionals, reflect on their experiences, and receive constructive feedback throughout the program.
- **Balance Learning with Organizational Needs:** While interns contribute to meaningful work, the program should prioritize student learning over short-term productivity.
- **Follow a Defined Timeframe:** Internships typically last at least three months and may be structured as part-time or full-time experiences depending on the academic term and employer needs.
- **Foster Industry and Career Readiness:** Interns should build both technical and transferable skills that prepare them for entry into the workforce.
- **Ensure a Safe, Supportive Environment:** The internship must take place in a professional setting with appropriate resources, safety protocols, and guidance to help students achieve their learning objectives.

An Internship Is Not:

- A replacement for paid labor
- A way to access free help without providing a structured learning experience

UTRGV values internships that place student learning at the center. If your opportunity does not meet these standards, we recommend reframing it as part-time employment or another form of student engagement.

Make Intern Learning Objectives the Core of Your Internship Program

A successful internship begins with a clear focus on student learning and development. At UTRGV, we ask all employers to make intern learning objectives the primary goal of their internship program—not an afterthought.

Establishing these objectives early in your development ensures the experience is meaningful, educational, and aligned with university standards.

Set Learning Objectives Before You Write the Job Description

Before submitting an internship opportunity for approval on 12twenty, your program must demonstrate a structured approach to supporting student growth. UTRGV requires that every internship listing include the following elements:

- **Three or More Clearly Defined Learning Objectives:** Learning outcomes should be specific, measurable, and relevant to the intern’s academic or career interests. These objectives help guide the intern’s experience and give both the student and supervisor a clear roadmap for success.
- **Structured Opportunities for Training and Skill Development:** Interns should receive planned support through hands-on learning, guided practice, and exposure to professional tools or environments. Job shadowing, onboarding sessions, and skills workshops are excellent ways to support this goal.
- **An Assigned Support Team:** Every intern must be paired with a qualified supervisor and mentor who can provide regular feedback, coaching, and guidance throughout the internship. This structure ensures interns feel supported and remain on track to meet their goals.
- **An Internship Syllabus or Weekly Plan:** Your program should include a basic internship syllabus or calendar outlining weekly and/or quarterly activities, tasks, learning milestones, and success metrics. This tool not only promotes accountability but also helps students connect their day-to-day work to broader learning goals. (UTRGV can provide example templates upon request.)
- **Transparency Around Compensation and Benefits:** Clearly state any financial compensation (hourly wage, salary, scholarship, or stipend) as well as other material benefits such as travel passes, meal stipends, or access to professional resources.

Focusing on learning from the start helps students build confidence, develop workplace skills, and understand how their internship connects to future academic and career goals. It also helps your organization deliver a consistent, rewarding internship experience—and stand out as an employer of choice among UTRGV students.

Determine Compensation for Interns

Prioritize Paid Internships

UTRGV strongly encourages employers to offer paid internships whenever possible. Compensating interns not only supports equitable access to professional experiences but also enhances intern engagement, productivity, and retention. Paid internships serve as effective recruitment tools, allowing employers to assess potential hires in real-world settings.

Legal Considerations for Unpaid Internships

For for-profit, private-sector employers, offering unpaid internships requires careful adherence to the **Fair Labor Standards Act (FLSA)**. The DOL’s guidance emphasizes the “primary beneficiary test” to determine the legality of unpaid internships. This test assesses whether the intern or the employer benefits more from the internship experience.

The Primary Beneficiary Test: Seven Key Factors

To evaluate if an unpaid internship is permissible under the FLSA, consider the following seven factors:

- **Expectation of Compensation:** Both the intern and employer must clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee.
- **Educational Training:** The internship should provide training similar to that which would be given in an educational environment, including clinical and other hands-on training provided by educational institutions.
- **Connection to Academic Program:** The internship must be tied to the intern's formal education program through integrated coursework or receipt of academic credit.
- **Academic Commitments:** The internship should accommodate the intern's academic commitments by corresponding to the academic calendar.
- **Duration of Internship:** The internship's duration should be limited to the period during which the internship provides the intern with beneficial learning.
- **Complement to Work of Paid Employees:** The intern's work must complement, rather than displace, the work of paid employees while providing significant educational benefits to the intern.
- **Understanding of No Entitlement to Employment:** Both the intern and the employer must understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

No single factor is determinative; the analysis depends on the unique circumstances of each case. For more detailed information, refer to the [**DOL's Fact Sheet #71**](#).

Considerations for Nonprofit and Public Sector Employers

Unpaid internships in the public sector and for nonprofit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible. However, these internships should still provide educational benefits and not displace regular employees. Please review the Career Center's [**Limitations of Unpaid Internships**](#) in select categories.

Use of Stipends

Employers may offer stipends to interns; however, if the internship does not meet the criteria for unpaid internships under the FLSA, the stipend must equate to at least the minimum wage for all hours worked. Employers should consult with their legal or human resources departments to ensure compliance.

Avoid Creating Internships That Do Not Meet UTRGV Standards

At UTRGV, we deeply value the time and effort employers invest in building meaningful internship programs. We are grateful to every organization that seeks to provide students with hands-on learning experiences. To ensure alignment with university policies and national best practices, UTRGV—and our Career Center partners—cannot approve internships that do not prioritize student development or that violate compliance, safety, or fairness standards.

Below is a list of internship types that UTRGV will not promote through our campus systems, such as 12twenty:

Internship Types That Will Be Declined:

- **Fee-Based Internships:** UTRGV does not list internships that require students to pay to participate. This includes fees for placement, registration, training, materials, donations, or product purchases.
- **Internships Without Learning Objectives:** All internships must include at least three clear learning objectives, opportunities for skill development, and an outline of training provided. Unpaid internships without structured learning components will not be approved.
- **Unpaid Brand Ambassador Roles:** Campus ambassador positions must offer, at minimum, compensation that meets or exceeds federal and state minimum wage requirements.
- **Unpaid Remote Internships:** UTRGV does not approve unpaid virtual internships. All remote opportunities must offer compensation to be considered.
- **Internships in Private Residences or Informal Spaces:** Internship activities must take place in professional, commercial, or institutional settings that foster peer interaction, supervision, and safety.
- **Unpaid Blogging or Content Creation Roles:** Internships that rely on students for social media content, website development, or digital strategy must provide compensation at minimum wage or higher.
- **Intern Reliance on Personal Property:** Students should not be expected to use their personal vehicles, phones, laptops, or other equipment for employer business. These responsibilities require employer-provided tools.
- **Intern-to-Staff Ratios Greater Than 1:1:** A single staff member should not supervise multiple interns in place of hiring employees. Internship programs must reflect intentional learning, not substitute labor.
- **Independent Contractor Internships:** Interns cannot be classified or paid as independent contractors. Internships must follow appropriate employment or volunteer status classifications.
- **Commission-Based or Low-Stipend Internships:** Paid internships must provide an hourly wage that meets or exceeds the minimum wage. Commission-only roles or low, lump-sum stipends do not meet internship criteria.
- **Lack of Qualified Supervision:** Interns must be supervised by someone with expertise in the field who can mentor and support skill-building. Programs led by individuals lacking the relevant knowledge or staff capacity will be declined.
- **Employers with Negative Reports:** If UTRGV receives multiple credible reports of poor intern treatment or unprofessional behavior, we reserve the right to remove or block future listings, with or without explanation.
- **Unpaid Internships That Mimic Paid Job Duties:** If a position involves responsibilities that align with a paid job and lacks educational benefit, it will not be approved as an internship.

If Your Listing Is Declined:

We encourage all employers to review and revise their postings to meet UTRGV and national internship standards. If you believe your internship was declined in error, or if you have questions, please reach out to our team at careercenter@utrgv.edu for support and guidance.

Internships and Academic Credit

Whether or not to pursue academic credit for an internship is ultimately the decision of the student. Unless you are partnering directly with a university or college, the student will be responsible for arranging credit through their institution.

Some universities require internships as part of a student's degree or graduation requirements. Additionally, credit-related requirements—including time commitments, reporting structures, and documentation—can vary widely between institutions, departments, and even individual faculty members.

For Private-Sector Employers Offering Unpaid Internships

For private-sector employers, **UTRGV requires that students earn academic credit** in order to participate in **unpaid internships**. This includes internships that provide a stipend, scholarship, or reimbursement instead of wages.

- It is the student's responsibility to enroll in the appropriate UTRGV internship course when required by the employer.
- Employers must provide a formal offer letter that confirms the intern's hiring details, including start and end dates.

Note: Under federal labor law, course credit is not required for unpaid internships at **government or nonprofit organizations**, as these roles may qualify as volunteer positions. However, many public agencies and nonprofit partners still prefer or require interns to earn academic credit through UTRGV departments, ensuring a structured and educational experience.

If a student elects to receive academic credit, they will inform their internship supervisor or mentor of any specific academic requirements set by their professor or institution. These may include signed agreements, progress reports, or end-of-term evaluations.

As an employer, you do not need to significantly alter your internship expectations. However, we recommend maintaining flexibility to accommodate the unique academic requirements students may need to fulfill for credit.

Schedule Your Internship Dates and Duration

Employers should plan their recruitment, onboarding, and internship activities accordingly. Credit-based internships must start and end within the following UTRGV academic terms:

- **Fall Semester** — Interns begin in late August and conclude by mid-December
- **Spring Semester** — Interns begin in mid-January and conclude by early May
- **Summer Sessions** — Interns typically begin in early June and conclude by early August, depending on the session selected

Refer to the official **UTRGV Academic Calendar** for specific dates

Note: *Most employers offering paid internships that meet or exceed the federal or Texas minimum wage are not required to have students earn academic credit. However, this should be clarified in your internship job description.*

Also, please keep in mind:

- International students must arrange for academic credit—regardless of pay status—to legally participate in internships under federal work authorization guidelines (e.g., CPT).
- Clearly state any credit requirements in your internship posting to ensure alignment with student and university expectations.

Pre-Launch & Hiring

With your internship goals defined and supervisors in place, you're ready to take the next step—recruiting and selecting top talent. Before launching, ensure your internship job description and syllabus are thoughtfully developed. These documents should reflect the learning objectives, structure, and expectations of the internship—and can be strengthened by involving your entire intern support team in the process.

When you're ready to recruit, post your internship on 12twenty, UTRGV's official job and internship recruitment platform, where qualified students can explore and apply for opportunities aligned with their academic and career interests.

The interview, selection, and onboarding process represents the culmination of your team's preparation and signals your commitment to delivering a meaningful and well-structured internship experience.

Gather the Essential Elements for Every Internship Job Description

A strong internship description helps attract the right candidates while setting clear expectations for the experience. Be sure to include the following components:

- **About the Organization:** Briefly describe your mission, goals, and the impact of your work.
- **Internship Overview:** Outline the intern's primary responsibilities, key projects, and day-to-day tasks.
- **Skills Development:** Highlight the technical, professional, or interpersonal skills interns will gain during the experience.
- **Qualifications:**
 - Required or preferred skills (e.g., computer software, design, research, communication)
 - Education level (class standing, minimum GPA)
 - Relevant majors or areas of study
- **Internship Logistics:**
 - Duration (fall, spring, summer, or academic year)
 - Weekly time commitment and schedule expectations
 - Whether the position is paid or unpaid
- **Application Process:** Include instructions on how to apply, any required materials (resume, cover letter, references), and contact information.

Tip: Review your current entry-level job descriptions to identify the qualities of an ideal candidate. Then, design intern responsibilities and training experiences that help students build those very skills—creating a pipeline of well-prepared future hires.

Benchmark Internship Job Descriptions Across Industries

Before finalizing your internship posting, research job descriptions from industry peers and organizations that offer similar roles—whether in your own field or in related areas like accounting, communications, engineering, or

sales. Employer career sites often offer more detailed and comprehensive descriptions that can serve as strong models.

Use these examples to identify common expectations, language, and skill requirements. Then, adapt the most relevant elements to align with your organization's goals and the unique learning opportunities your internship provides.

Choose Between a Broad or Targeted Recruitment Strategy

When developing your recruitment approach, consider whether a broad or focused strategy best suits your internship goals. A broad strategy invites applications from all qualified UTRGV students, fostering diversity in backgrounds, perspectives, and academic disciplines. This approach is especially effective for roles that value a range of transferable skills and interdisciplinary thinking.

Alternatively, a more focused recruitment strategy may be appropriate for positions that require specific technical expertise or academic preparation, such as internships in fields like accounting, computer science, or engineering. Tailoring outreach to students in relevant majors or departments can help attract candidates with the precise skills your team needs.

Finalize and Prepare to Post Your Internship

Thorough pre-planning streamlines the process of writing and posting your internship opportunity. For unpaid roles especially, it's essential to clearly emphasize what interns will gain from the experience—focusing on learning outcomes, mentorship, and hands-on application of new skills.

Highlight the unique benefits of joining your team. These might include professional development opportunities such as lunch-and-learn sessions with leadership, access to campus or company amenities, transportation support, or other perks that contribute to a positive and enriching internship experience.

To effectively attract top candidates, employers are encouraged to post two types of listings:

1. A general overview that outlines all internship opportunities and links to your external hiring site.
2. Detailed position descriptions for each specific role.

Key Elements of an Engaging Internship Description:

- **Learning outcomes:** What the intern will gain from the experience.
- **Training and mentorship:** How your team will support their development.
- **Practical application:** How interns will put their knowledge into action.
- **Professional growth:** Opportunities to take ownership and lead projects.
- **Encouraging qualifications:** Framed as supportive rather than exclusive.
- **Success stories:** Share examples of former interns who have advanced in their careers.

Promote Your Internship on UTRGV's 12twenty Platform

The UTRGV Career Center encourages employers to share internship opportunities through 12twenty, UTRGV's official career and internship management platform. By creating a free employer account at utrgv.12twenty.com/hire, you can post your internships and connect with thousands of talented UTRGV students and recent graduates.

To ensure a smooth approval process, all postings must include:

- A verifiable business address
- An active employer website
- A designated contact person
- A professional email address associated with the organization's domain

Once your internship listing is reviewed and approved by Career Center staff, it will be visible to all qualified UTRGV candidates on 12twenty, helping you reach engaged students seeking hands-on experience in their chosen fields.

Resources

The UTRGV Career Center is your dedicated partner in building a successful internship program. We provide employers with the tools and guidance needed to structure, recruit, and promote internships that offer real value—both to your organization and to our talented student interns. With access to our free 12twenty platform, support from our team, and a direct connection to a diverse, motivated student body, you can build your future workforce today.

Ready to get started?

Visit utrgv.edu/careercenter/employers/host-an-intern to learn more.

Please see additional resources below.

- [Internship Listing Agreement](#)
- [Internship Guidelines](#)
- [Internship Best Practices](#)
- [Post Micro-internships](#)