University Career Services manages several Experiential Learning Internships for academic departments at East Tennessee State University, primarily College of Arts and Sciences and Interdisciplinary Studies. The purpose of our internship program is to provide learning and training opportunities for students, outside the classroom and laboratory, as they work toward graduation and transition to the labor market. Experiential Learning experiences provide unique opportunities for partnerships between organizations and East Tennessee State University. We also manage an Experiential Learning Certificate Program intended to allow students to have hands-on experiences not linked to academic credit for ETSU students in all degree fields. Please see ELCP Information Guide for specific details.

*The following information guide provides you the initial steps for developing an internship position or experiential education. This information is an overview of detailed information found on the Employers page of our website: [www.etsu.edu/careers](http://www.etsu.edu/careers).*

**Submitting Your Internship / Experiential Learning Position Request**

- All Employers must provide the internship program with a detailed job description that includes: 1) A Company Logo, insignia or trademark; 2) a brief description of the company; 3) academic major(s) you need at your company (a listing of ETSU majors is available on our website front page-undergraduate & graduate programs); a paragraph or two detailing the basic duties, minimum qualifications, and preferred skills of the student; 5) the academic levels of the students you seek (only sophomores and above can participate in an internship); 6) the hourly wages you expect to pay (or range of pay/stipend); and 7) employers must declare from the following brackets the hours students will work, on an average, for the semester:

<table>
<thead>
<tr>
<th>Work Hours per Semester</th>
<th>Credit Hour(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>50</td>
<td>1</td>
</tr>
<tr>
<td>100</td>
<td>2</td>
</tr>
<tr>
<td>150</td>
<td>3</td>
</tr>
</tbody>
</table>

Credit hour information in the above table for academic credit experiences only.

*Internship Job Descriptions Should Be Sent as an Attachment to: creek@etsu.edu for review*

*See next page for additional important information*
Internship Processing of your Request:

- Once your job description is received, it is sent to the department chair or head of the academic major you are requesting. It is then reviewed for academically related content and returned to this office for processing and marketing to students.

- The approved job description is advertised on our website under specific major(s) requested and on our Handshake platform.

Receiving Internship Student Credentials and Interviews

- Employers will receive student credentials through the Handshake Portal. Students apply using the portal and their application documents are sent directly to each organization as they apply to the listed job.

- Upon receipt of a student’s application through Handshake, employers may contact the student directly to initialize an interview portion of the application process.

- If the student accepts an offer of an internship position for the semester, the employer and student will notify this office of the acceptance/placement. They should also indicate the placement in the Handshake application process. The student will then use Handshake to initiate the academic credit portion of the internship process.

General Rules and Expectations in the Internship Position

- Students are required to complete their required hours during the designated semester (vacation, holidays, etc., may be considered by each employer).

- Employers should receive materials at the start of the semester (email or Handshake platform) to be processed and returned according to the accompanying timeline.

- Students are evaluated for their work performance and the field professional (employer designee) assigns a grade on the Employer’s Evaluation Form (distributed to employer several weeks prior to the end of the semester). The ETSU professor of record for the internship course will determine the students final grade after receiving all of the required assignments and forms.

- The earlier an internship request is received, the sooner the approval, posting and application process will begin. Students must be in a placement and enrolled by the first week of the semester.

- Students acknowledge that there is no representation made, directly or indirectly by anyone at ETSU or the internship placement employer that the internship will lead to employment.

East Tennessee State University is fully in accord that educational and employment opportunities should be available to all eligible persons without regard to age, sex, color, religion, disability, or veteran status.

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