



University Career Services
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An Employer's Information Guide to the Experiential Learning Internship Program

University Career Services offers several experiential learning programs for students at East Tennessee State University. The purpose of our experiential learning certificate 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 Program Internship experiences provide unique opportunities for partnerships between organizations and East Tennessee State University.

The following information guide provides you the initial steps for developing an experiential learning position, and subsequent procedures to fill your learning experience position. This information is an overview of detailed information found on the Employers page of our website: www.etsu.edu/careers.

Submitting Your Experiential Learning Position Request

All Employers are asked to connect to our Handshake platform at www.etsu.joinhandshake.com and apply for your Employer Account. Next, click on Employer then set up your organization.

Once your organization has been approved, you will be able to post your open positions. You will be able to specify what majors, major groups, and school years and/or Alumni you prefer to hire. You will be able to list the qualifications and skills you require as well as the documents you wish to receive from the applicants. Please make sure that your internship job description that includes: 1) a brief description of the company; 2) the academic major(s) you need at your company (a listing of ETSU majors is available on the ETSU website); 3) a paragraph or two detailing the basic duties, minimum qualifications, and preferred skills of the student; 4) the academic levels of the students you seek; 5) the hourly wages you expect to pay (or range of pay) OR indicate unpaid. Please make sure your job description has plenty academic credit content for the requested degree field(s). We appreciate the wonderful ability our Handshake platform gives us to allow our partner organizations to be directly involved in this posting process.

We look forward to our continued partnership to mutually benefit ETSU students and your organization. For Handshake questions or comments, please email careers@etsu.edu.

Career Services Processing of your Request

- Once Career Services Office receives your application to Handshake, we will review it (academic/degree related content). If approved, the marketing process to students begins through the posting in our Handshake job platform.

Receiving Student Credentials and Interviewing Process

- Employers will receive student application and credentials through the Handshake portal.
- Upon receipt of student application through Handshake, employers should call the student directly to initialize a telephone interview; if the student and employer choose, the employer will then ask the student to participate in an interview with the appropriate staff.
- If the student is offered and accepts that offer of an experiential learning position and the placement time period has been determined, the employer should notify our office (adamsjd1@etsu.edu) and the student will apply for academic credit using the appropriate handshake link found on the University Career Services experiential learning website.
- The Employer agrees to fill out and return three placement documents, The Planning & Learning Agreement, the Work Registration and Employer Evaluation generated through the Handshake portal and links received by email.

General Rules and Expectations in the Experiential Learning Position

- Students are required to complete a set number of hours per placement depending on their agreement with your organization and the credit hour course they select:
 - 50 work hours per semester = 1 academic credit hour
 - 100 work hours per semester = 2 academic credit hours
 - 150 work hours per semester = 3 academic credit hours
- Students will work with their direct supervisor to complete the work registration and return as instructed by this office. This will be through our online Handshake process.
- Students are evaluated for their work performance and professionalism. The field professional designated by the employer (preferably the direct supervisor) completes a professional evaluation on the Employer's Evaluation. 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 the job description/notice of an available position is received before the placement start date, the faster the placement process can be completed prior to the start of the semester.
- Students acknowledge that there is no representation made, directly or indirectly by anyone at ETSU or the employer offering the experiential learning position, that placement 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.