

University Career Services

East Tennessee State University

PO Box 70718

Johnson City, TN 37614-1710

Phone: 423-439-5388 Fax: 423-439-6489

Website: www.etsu.edu/careers

Sherrod Library, 1st Floor, (behind Einstein’s)

***An Employer’s Information Guide to the***

***Experiential Learning Program, University Career Services***

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 student to have hands on experiences not linked to academic credit for ETSU students in all degree fields. Please see Experiential Learning 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.***

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

* All Employers must provide the internship program with a job description that includes:

1) A Company Logo, insignia or trademark; 2) a brief description of the company; 3) decide the 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); and 7) employers must declare from the following brackets the hours students will work, on an average, the entire semester:

|  |  |
| --- | --- |
| Work Hours per Semester | Credit Hour(s) |
|  |  |
| 50 | 1 |
| 100 | 2 |
| 150 | 3 |

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

***Internship Descriptions Should Be Sent as an Attachment to:***

[***creek@etsu.edu***](mailto:creek@etsu.edu) ***for review***

***See Back 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. It is also announced in classes by designated faculty, and posted by academic departments.

**Receiving Internship Student Credentials and Interviews**

* Employers will receive student credentials as follows: 1) ETSU Internship Application and Agreement 2) Resume. ETSU will assist in providing other documents required by an employer (such as academic transcript) at their request.
* Upon receipt of student credentials, employers may call the student directly to initialize a telephone interview; if the student and employer choose, the employer will then ask the student to visit their location for an in-person interview with staff.
* If the student accepts an offer of an internship position for the semester, the employer and student will notify this office to begin the academic 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).
* Students will present the employers with materials at the start of the semester to be processed and returned according to the accompanying timeline. We are in the process of transitioning to an online/email process regarding grading documents.
* Students are evaluated for their work performance and the field professional (employer designee) assigns a grade on the Employer’s Evaluation Form (e-mailed 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 faster the approval and posting. Students *should be* 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 position 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.

Rev. 5-2019 sdc