

Dear Employer,

We extend our thanks to you for participating with your University of Utah student employee/intern in the Career Services Internship Program.

The student you have hired has applied with University of Utah Career Services to set up the work experience as an internship for academic credit. In order for your student to receive credit, he/she will need your assistance with the internship requirements listed below. We've carefully designed these requirements so they don't burden you. In addition, your student will submit a series of weekly assignments to his/her Career Services coach.

1. Before a student is able to officially register for the internship credit, he/she needs to turn in to U of U Career Services an official job description (on company letterhead or identifiable as having been developed with the employer). The job description should outline the student's responsibilities.
2. Also before registering for internship credit, students must formulate three learning objectives that they will strive to accomplish within 13 weeks (the program's duration). We urge students to collaborate with their employer in formulating these three projects or task-oriented goals. The objectives need only be one sentence each, but they should be achievable and measurable.
3. After your student has met with his/her U of U Career Services coach and discussed the proposed three learning objectives, he/she will need you to review and approve a final version of the objectives.
4. Please complete the one-page Midterm Employer Evaluation form that your student will give you partway through the internship and discuss your comments with your student. Your student will request the evaluation at the appropriate time.
5. Please complete the one-page Final Employer Evaluation form that your student will give you toward the end of the internship and discuss your comments with your student.

In addition, it is our hope that you will continually communicate your expectations to your student. Introduce him/her to the "corporate culture" of your workplace, discussing any appropriate topics such as dress code, expected hours to be worked, organizational mission, management style, career paths, etc.

If you have any questions or concerns about our Career Services Internship Program, please don't hesitate to contact us at Career Services (801-581-6186). And please let us know if you would like us to post any internship, part-time job, or career job opportunities!

Sincerely,

Career Services Staff
University of Utah

Career Services