Dear Employer,

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

The student you have hired has applied with the University of Utah Career & Professional Development Center (CPDC) to set up the experience as an internship for academic credit. In order for your student to receive credit, they 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 their Career Coach.

1. Before a student is able to officially register for the internship credit, they need to submit an official job description (on company letterhead or identifiable as having been developed with the employer) to their Career Coach. 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 their Career Coach and discussed the proposed three learning objectives, they will need you to review and approve with a signature the 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 them 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 the internship program, please don’t hesitate to contact us at the Career & Professional Development Center (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 & Professional Development Center
University of Utah