Policy on Offering Internships and Acceptance by Students

In effect for the 2015-2016 Academic Year

Offering Internships

Internships may be offered to students following the Fall Career Event for the summer.

Deadlines for Acceptance

Companies are not to require students to accept an internship offer prior to December 1. Our preference would be that companies allow students to consider their opportunities during the semester break through the first few weeks of the spring semester (mid-January).

Students may accept earlier if they choose. However a student will not be allowed to accept an offer prior to attending Internship Orientation. This training session is held in mid-November and one of four required training sessions as part of the student’s academic requirements.

If a student has not secured an internship by March 31, the student will be moved to the next summer for their term of internship.

Procedure for Acceptance

1. When making an offer, the company provides the student with an Overview of the Internship Experience. The overview provides details on the areas of focus for the experience, proposed timeline of required components, and possible projects as it pertains to our academic requirements (refer to Internship Company Handbook, found at www.unkid.org under “Internships”).

2. Students carefully consider the opportunities offered.

3. Student submits a Site Approval Form to the Internship Director which includes the Overview of Internship Experience provided by the company. Approval by the ID Program and Internship Director must be complete before the student accepts an offer.

4. Student is notified if internship position is acceptable for academic credit. If it is, the student may accept and complete remaining paperwork. If it is not, the Internship Director and/or student will contact the company.

5. Student notifies any other companies he/she received offers from.

A Required Course

Students and companies alike must recognize an internship is not merely a well-defined summer work experience with the intent of full-time hire. An internship at UNK for ID students is a 12 credit hour academic experience as part of graduation requirements.

In addition to working 12 full weeks at a company, the student also completes academic work and submits by the timelines provided. Internships are only available during the summer term and run from mid-May to early August.

The process of offering and securing an intern has become increasingly competitive. We ask that companies allow students time to consider their offers before making a final decision.

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NOTE: This policy is for the academic internship only; does not apply to offering full-time positions.