

**TEXAS TECH UNIVERSITY
INTERNSHIP RECRUITING TOOLKIT
FOR EMPLOYERS**



TEXAS TECH UNIVERSITY
Office of the Provost: Student Affairs
University Career Center™

Introduction

Whether you are hiring your first Texas Tech intern or expanding your existing program, it always pays to be up-to-date with current best practices, policies, labor-laws, and guidelines before you hire. The Texas Tech Internship Recruiting Toolkit provides employers like you with up-to-date information to help you establish very effective internship experiences for your team and Texas Tech students.

The Texas Tech University (TTU) Career Center staff is at your service. We welcome hiring managers and internship supervisors to contact us should you need additional consultation in setting up internships for the first time. Please feel free to reach out to our Employer Relations team at (806) 742-2210 or careercenter@ttu.edu for additional assistance. We look forward to working with you.

Why Participate in an Internship Program?

Employers often develop student internship programs in response to future hiring needs. It is a great way to lower training and on-boarding costs associated with employees entering the company for the first time. A successful internship program is a major commitment and it is important to build it with maximum knowledge at hand.

Benefits for Employers

- Reduce costly recruitment activities and improve personnel selection by minimizing related personnel and training costs
- Develop stronger leadership and management skills of existing staff who serve as mentors/supervisors
- Establish and align partnerships with educational institutions to heighten visibility on college campuses
- Increase productivity during periods of high activity by providing additional support to existing staff
- Keep highly-skilled, educated talent in the region

Benefits for Students

- Exposure to real-life work experience in an industry relevant to their field of study
- Provides adequate, reliable, and regular supervision and mentoring
- Allows for the utilization and expansion of career readiness acumen and skills
- Enables the establishment of a professional network

Getting Started

What is an Internship?

An internship is an employer-based, on-site learning experience for a student that offers supervised practical application of their academic curriculum in a professional setting. Internships should relate to the student's career goals and can occur during the academic year or during the summer.

What is a Co-op?

Co-ops are typically longer than an internship. The length of a co-op can vary based on the needs of the employer. Co-ops provide students with a greater breadth and depth of the work pertaining to their field. Additional permission from an academic program may be needed to have Texas Tech students participate in a co-op program.

Cooperative Education (COIN 3000) Course

The Cooperative Education (COIN 3000) course integrates classroom study with paid, practical, and supervised work training in public and private employment situations. Students considering the COIN 3000 course should consult with the director at the TTU Career Center as early as possible. In addition, the student must obtain approval from their academic advisor before enrolling. Ordinarily, a student must have completed the sophomore year to be eligible for the program.

Getting Started (Continued)

An Internship is NOT	An Internship IS
Free help or cheap labor for the company	A professional experience with a mentor or supervisor
Meant to replace employees who are out on vacation or for other reasons	A work experience with clear goals and outcomes
Mostly busy work (filing, answering phones, running errands)	An opportunity for students to expand and utilize their skills learned in an academic setting

Paid VS Unpaid Internships

The TTU Career Center adheres to the National Association of Colleges and Employers (NACE) position statement on internships. We strongly encourage employers from all industries to pay their interns an hourly wage. The reason for that is paid internships attract a more experienced and more diverse candidate pool. Most US industry associations recommend paying interns as a best practice in recruiting and internship program management.

NACE Internship Position Statement:

<http://nacweb.org/advocacy/position-statements/united-states-internships.aspx>

US Department of Labor Internship Statement:

<http://www.dol.gov/whd/regs/compliance/whdfs71.htm>

Course Credit Information

Students have the opportunity to receive course credit or some kind of acknowledgment from their academic program for unpaid internships. Requirements regarding the internship vary from program to program. This includes criteria such as:

- Length of internship
- Minimum number of hours worked
- Assignments during internship
- Evaluations post-internship

It is the student's responsibility to communicate the criteria and requirements set by their academic program to their intended employer.

Consider Your Candidate Pool

First-Year Students

First-Year students are interested in developing interpersonal and professional skills. These skills allow them to discover areas they excel in, and they could potentially remain with the organization throughout college. This experience can also support a student in choosing their best fit for an academic major.

Sophomores

With one year of college completed, sophomores have developed a sense of how to balance academic, work, and social commitments. They are just digging in to their chosen field of study and are eager to build their professional reputations.

Juniors

A junior undergraduate intern is beneficial to your organization because of their experience in and out of the classroom. They have an opportunity to apply the knowledge they have learned in their undergraduate curricula into the workplace.

Consider Your Candidate Pool (Continued)

Seniors

Seniors can apply all of the knowledge, training, and experience gained during their undergraduate studies. They can transition directly into entry-level roles.

Graduate Students

Since these students have earned an undergraduate degree, they are interested in advancing research and professional skills relevant to their career niche.

Non-Traditional Students and Career Changers

TTU welcomes many non-traditional students who start or continue their undergraduate education. By learning new skills and preparing for transition to a new industry, they are hoping to expand a professional network in this new field and incorporate their professional skills into your organization.

International Student Interns

These are typically undergraduate or graduate students. There is no excessive paperwork needed to hire an international intern. International students do not need a green card to be an intern.

Eligible students who maintain an F-1 visa status are permitted to intern in their major field of study by federal regulation with permission from their International Student Counselor in the TTU Office of International Affairs.

An important consideration for employers is that international students may only apply for the required Curricular Practical Training (CPT) after an employment offer is confirmed. For this reason, it is very helpful to make employment offers as early as possible prior to start dates.

For additional information regarding Curricular Practical Training (CPT), please use this link:

<http://www.depts.ttu.edu/international/iss/f1/cpt.php>

Preparing Your Internship Posting

Elements of an Effective and Appealing Internship Job Description

- Start by describing the intended learning outcome
- Describe coaching and training approach
- Connect tasks to learning
- Highlight professional growth
- Define qualifications in an encouraging way
- Highlight the success stories and career evolution of previous interns

Internship Postings Requiring Additional Screening

Throughout the recruiting process, the University Career Center encourages employers to adhere to Texas Tech University Career Center Recruiting Guidelines and Policies. Internship postings will receive additional screening if they do not meet the set requirements.

Before posting your internship, please review the guidelines and policies:

<https://www.depts.ttu.edu/careercenter/documents/TTUCareerCenterRecruitingGuidelinesPolicies.pdf>

For additional questions, please contact the TTU Career Center Recruiting Coordinator at careercenter@ttu.edu.

Posting Your Internship

Promote Your Internship via the Hire Red Raiders – 12Twenty Platform

Hire Red Raiders (HRR) is a free online job board powered by 12Twenty that provides employers the opportunity to connect with Texas Tech University students and alumni. Through the HRR job board, employers are able to post job listings for full-time, part-time, and internship positions; promote virtual, on-campus, or off-campus information sessions; set up on-campus interviews to recruit students; register for career fairs and events hosted by the TTU Career Center; and gain access to the Candidate Search feature to review eligible student resumes.

To set up your employer account on Hire Red Raiders, use the following link: <https://ttu.12twenty.com/hire>.

There are tutorials available on the University Career Center (UCC) website for navigating key elements of the Hire Red Raiders job board. Please use these links for the available tutorials:

<http://www.depts.ttu.edu/careercenter/employers/HRRPostaJobTutorial.pdf> and

<http://www.depts.ttu.edu/careercenter/employers/HRREventRegistrationTutorial.pdf>.

Additional Recruiting Opportunities

For more information about recruiting opportunities for all majors, please contact

Carol Trigg, Associate Director of Employer Relations: (806) 742-2210, or

Toni Krebbs, Assistant Director of Employer Relations: (806) 742-2210

If your preferred majors are Engineering-related, please refer to the Engineering Opportunities Center (EOC) through Texas Tech Whitacre College of Engineering which is specifically for engineering students.

EOC Contact – Lori Elder: (806) 742-3451

If your preferred majors are Business-related, please refer to the Rawls Career Management Center (CMC) through the Texas Tech Rawls College of Business which is specifically for business students.

CMC Contact – Barbara Moore: (806) 742-4530

Contact Information



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