



Hosting an Honors Internship Guidelines for Employers

Honors Internships are intended to help students gain professional experience in their chosen career field under the guidance of a mentor/supervisor who is employed by the internship organization. When offering internship opportunities to students through the Honors College, organizations can decide from one of two options:

1. Paid internships in which the student does not earn academic credit, or
2. Unpaid internships in which the student earns credits based on the number of hours worked:
 - 3 credits: approximately 150 hours during the semester (10 hours per week)
 - 2 credits: approximately 100 hours during the semester (6-7 hours per week)
 - 1 credit: approximately 50 hours during the semester (3-4 hours per week)

Please note: The number of hours worked includes both the time spent on site and any time spent completing assigned reading or writing required by the employer.

Internships taken for academic credit, referred to as HON 395 internships, require students to register for the course and to complete various assignments throughout the semester that are submitted to the Associate Dean of the Honors College.

If your organization is interested in hosting an Honors Internship, we ask that you please review the information below before submitting an internship listing. Understanding the guidelines, process, and tips for internship mentors/supervisors, can help protect the employer, the college, and – most importantly – the student. All internship opportunities advertised through the Honors College need to be approved by the Associate Dean.

GENERAL GUIDELINES FOR INTERNSHIPS

- Internships should be educational, providing students the opportunity to apply what they are learning in the classroom to real-world professional settings and vice versa. As such, interns' job duties and learning objectives should be connected to their field of study.
- The intern, as opposed to the organization, should be the "primary beneficiary" of the internship experience. Additionally, the intern's work should not displace that of paid employees who are not interns.
- The internship should have a designated start date and end date. We recommend (but do not require) that internships align with the academic semesters: fall (mid-August through mid-December), spring (mid-January through mid-May) or summer. This is especially important for HON 395 internships in which students earn academic credit.
- Interns should receive training, supervision, feedback, and mentorship by an employee (or employees) within the organization. Because strong mentorship is such an important part of a successful internship experience, we provide mentoring tips below.
- Interns should be given a workspace in the organization and the resources/tools needed to perform their job duties. As such, organizations that hire interns must be legitimate businesses, non-profit organizations, or government agencies that are typically housed in a physical commercial space.

- The organization shall cover any and all costs for the intern's required training, certification, background checks, workspace, and required tools.
- The student will not pay the organization for the internship experience. Students who participate in Honors College internships for academic credit (HON 395) will not receive financial compensation from the host organization. Students who do paid internships that are approved and/or advertised by the Honors College will not receive academic credit.
- Please note that UNLV and the Honors College **do NOT carry medical or accident insurance for students' participation** in any type of internship program.
- For additional information regarding the definition and legal aspects of an internship, please visit the websites of the [National Association of Colleges and Employers \(NACE\)](#) and/or the [U.S. Department of Labor](#). Additional guidelines regarding internships can be found in [UNLV's Career Services Employer Policies](#).
- In the event of a dispute, the organization releases the Honors College from liability as spelled out in [UNLV's Career Services Employer Policies](#).

PROCESS FOR HOSTING AN HONORS INTERNSHIP

After reviewing the Guidelines for Internships, the first step is to submit an internship opportunity through our web-based form, which can be found at unlv.edu/honors/internships/employers. The Associate Dean of the Honors College will review the information and contact you with any questions or concerns. If the Honors College has not worked with your organization in the past, the Associate Dean will arrange a site visit and/or meet with the person who will be mentoring and/or supervising the interns. Once your internship opportunity has been approved, the Honors College will advertise it to students.

Honors College students who are interested in your internship opportunity will need to apply for the position directly through your organization. The decision of who to hire is yours; however, we ask that you provide the Associate Dean the names of students you ultimately select for internship positions.

For HON 395 internships (unpaid; students earn academic credit), the Honors College must verify that the students are of sophomore standing or higher (at least 30 credits earned) and have a minimum GPA of 3.5, both of which are required. Additionally, before starting their internship, HON 395 students are asked to complete an **Honors Internship Application**, outlining a work schedule, internship responsibilities, expectations, and learning objectives. The Honors Internship Application should be written and signed by both the student and the mentor/supervisor. While students who participate in paid internships are not required to complete the Honors Internship Application, we strongly recommend that you meet with the student before the internship begins to discuss the above mentioned details.

Once the internship begins, the mentor/supervisor is expected to provide the student with the needed training and orientation. Throughout the internship experience, the mentor/supervisor should provide the student with ongoing feedback so as to help develop the student's knowledge and skills.

At the end of the semester, when the internship is completed, the Associate Dean will contact you for feedback on the internship experience. If the internship was for academic credit (HON 395), a brief web-based survey will be emailed to you, requesting an evaluation of the student's professionalism, quality of work, and communication skills. In this survey, you will also be asked to recommend one of two grades: "S" for Satisfactory or "F" for Failing. Students will NOT have access to completed evaluation forms. If the internship was paid and not for credit, the online survey will briefly ask about the positive and negative aspects of the internship experience from the host's perspective. Our goal is to provide a worthwhile educational experience for both our students and our community partners.

TIPS FOR MENTORS/SUPERVISORS

Although each internship mentorship situation is unique, we would like to offer some general suggestions.

- Expect to dedicate more time to training and supervising the intern early on. Many students may not have prior work experience; as such, they will need more guidance at the start of the internship. As a student gains experience and confidence, s/he should be able to work more autonomously.
- Try to make the intern's experience purposeful. Students do internships for professional development; thus, their job duties should help build their knowledge of the profession and increase relevant skills. Students' job duties should align with the learning objectives listed in the Honors Internship Application.
- Ensure the intern's time is structured, especially early on. The most successful internships allow students to be productive and valued participants in the organization. Give interns tasks to complete and be clear about what is expected. Ideally, responsibilities increase as the internship continues.
- Provide regular feedback. Meet with the intern regularly to discuss his or her strengths and explain areas that need improvement. Praise when appropriate. If the intern makes mistakes, offer constructive criticism and clear guidelines for how to improve.
- Help the intern network. Introducing students to others who work in the field can help them build professional relationships and learn about careers in the field from varying perspectives.
- Explain to the intern the organization's mission, norms, policies, and relevant procedures early on. Orienting students to the organization can help them understand the value of their work assignments. It can also help clarify expectations. Handbooks and/or websites that address workplace policies, rules, and regulations can provide students with valuable information about how the organization operates.

SUBMITTING A LISTING

We invite employers interested in offering an internship to submit a listing for approval through our web-based form, which can be found at unlv.edu/honors/internships/employers.

All questions about the Honors Internship Program should be directed to Dr. Tony Terrell, Director of Advising and Recruitment, at tony.terrell@unlv.edu.