

## UNLV INTERNSHIP PROGRAM

UNLV's Internship Program offers a structured, for-credit internship option through Career Services. It is designed for students who do not have an internship course available in their major. Unpaid internships must receive academic credit in accordance with US labor standards. Students participating will complete an approved semester-long internship and predetermined requirements.

Students enrolled in the program will receive official university recognition through course IDS 299 as a three-credit transcript notation.

Employers who wish to participate in UNLV's Internship Program are expected to complete the following:

### REQUIREMENTS

- Post position to Hire A Rebel CareerLink
- Speak with the Career Services, Internship Coordinator
- Complete final evaluation of intern
- Verify the intern has completed the minimum hours of work by an acknowledgment statement on the final evaluation

### EMPLOYER RESPONSIBILITY

- Post a complete job description, including profile of your organization, on your Hire A Rebel CareerLink account
- Clarify the intern's roles and responsibilities
- Provide a safe environment for the intern to learn
- Create a designated workstation at an office location for the intern to work from
- Offer an initial orientation with ongoing training and mentorship, feedback, and evaluation (a regular weekly meeting is suggested)
- Communicate openly with your intern
- Complete final evaluation of your intern (to be completed through Hire A Rebel CareerLink)

### CAREER SERVICES RESPONSIBILITY

- Provide education and information to students, employers, and faculty
- Serve as the central administrative arm for all aspects of UNLV's Internship Program
- Assist students in identifying potential employers
- Orient students and employers to the program
- Maintain student and employer online files
- Act as a general resource for the intern and employer
- Resolve problems as they arise
- Provide clarification and interpretation of policies