

## **University of Utah – School of Computing**

### **Student Internship Program**

**Internships provide positive opportunities for both students and employers:**

**For Students internships provide opportunities to:**

- Better understand their own skills and interests and how to apply them in work situations
- Gain experiences that complement an in-house undergraduate education
- Contribute to and participate in work-based activities
- Experience work situations and raise awareness of career opportunities and options
- Develop existing and new skills

**For Employers internships provide opportunities to:**

- Get to know School of Computing undergraduates
- Build a partnership and positive relationship with the School of Computing
- Commit, on a short term basis, to the professional development of an undergraduate
- Add new perspectives to existing work practices

**What the School does:**

- Establishes guidelines on what qualifies as an internship (more rigorous than just a part-time job - see above)
- Establishes a schedule for posting internships, deadlines for student applications, etc., for each semester.
- Solicits employers to post for each round
- Collects applications for employers
- Offers guidance on how to evaluate transcripts for relevance to specific job duties
- Does a semester-end follow-up survey of student and employer satisfaction
- Stores employers' letters of reference for students to use in the future

**What the student does:**

- Apply for internships opportunities
- Fulfill the job requirements of the internship
- Actively participate in and contribute to the work-based activity
- Provide feedback on their work experience for future undergraduates

**What the employer does:**

- Submits internship postings
- Makes hiring decision, sets pay scale
- Names contact at company for program evaluation (not necessarily supervisor)

- Provides assessment of student
- Provides feedback on overall qualification of applicant pool
- Provides optional letter of recommendation for student

**To sponsor an internship, a company will provide a posting that includes:**

- A job description
- A description of the experiences that interns are expected to gain
- A company profile
- A list of required skills
- The name of a mentor who will spend time teaching the student