Information for Employer Partners

ITR INTERNSHIP PROGRAM FAST FACTS

- Open to URI undergraduate students with junior or senior standing
- Students may participate in paid and unpaid internships for academic credit anywhere in the US
- Each student is assigned to a URI Career Education Specialist (CES) throughout the internship experience to support the student’s learning and serve as a liaison to the internship supervisor
- All students participate in a concurrent internship seminar with their CES
- For more information about working with interns: uri.edu/career/employers/internship-programs/

Please note: Students are required to secure their own internship. We do not serve as a placement agency.

INTERNSHIP GUIDELINES

Internship placements are individually approved by the intern’s CES. Internship placement guidelines:

- Placement must be a safe working environment
- Placement must be able to provide the student with a quality learning experience. This could include, but is not limited to: projects, direct work with clients, observations, participation in events and meetings, research, trainings and other professional development opportunities*
- Internships may be paid or unpaid; Please consider providing a paid opportunity whenever possible
- Students cannot intern for a family member or their family’s business

*We understand that administrative work (e.g. filing, data entry) is a regular part of the workplace. However, we ask that employers limit the student’s administrative work to only 30% of their internship responsibilities.

SUPERVISOR GUIDELINES

Direct Internship supervisor must meet the following guidelines:

- Must be a professional employed by the internship agency
- Must have expertise in the intern’s responsibilities (e.g. social media interns need to be supervised by staff with social media expertise)
- They do not need to meet a specific degree requirements or number of years in the field
- Supervisor cannot be a family member or significant other

SUPERVISOR REQUIREMENTS

Direct Internship supervisor must agree to the following:

- Complete 3 online forms emailed to them: Internship Description Form*, Midterm Evaluation, Final Evaluation
- Regular meetings with the intern (preferred: weekly). Meeting may be in person, phone, or video chat.
- In the event of an extended absence, the supervisor will provide a back-up supervisor for the intern

*Please be detailed regarding the student’s responsibilities, including tasks, projects, and learning goals.
**Program Dates, Hours and Credits**

- Program dates coincide with the URI academic calendar ([uri.edu/enrollment/academic-calendars](uri.edu/enrollment/academic-calendars)) for fall, spring, and summer semesters
- Internship placements must be finalized one week before the start of classes of the internship semester

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<tr>
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<th>Fall/Spring Semester</th>
<th>Summer Semester</th>
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<tbody>
<tr>
<td></td>
<td>Hours &amp; Credits (13 wks)</td>
<td>Hours &amp; Credits (10 wks)</td>
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<tr>
<td>Field Experience</td>
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<td>35 hours per credit</td>
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<td>3 cr - 105 hrs</td>
<td>8 hrs/wk</td>
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<td>4 cr - 140 hrs</td>
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<td>5 cr - 175 hrs</td>
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<td>6 cr - 210 hrs</td>
<td>16 hrs/wk</td>
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<tr>
<td>7 cr - 245 hrs</td>
<td>19 hrs/wk</td>
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<td>8 cr - 280 hrs</td>
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<tr>
<td>9 cr - 315 hrs</td>
<td>24 hrs/wk</td>
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<tr>
<td>10 cr - 350 hrs</td>
<td>27 hrs/wk</td>
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<tr>
<td>11 cr - 385 hrs</td>
<td>30 hrs/wk</td>
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<tr>
<td>12 cr - 420 hrs</td>
<td>32 hrs/wk</td>
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<tr>
<td>Seminar</td>
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**Contact Information**

For general employer questions or assistance with URI’s job platform, Handshake ([uri.edu/career/handshake](uri.edu/career/handshake)), please visit [uri.edu/career/employers](uri.edu/career/employers) or contact:

Holly Hernandez, Assistant Director of Employer Relations
401-874-7281
hvhernandez@uri.edu

For questions regarding the ITR Internship Program, please contact:

Erica Cassidy, Assistant Director of Career Advising
401-874-4776
Erica@uri.edu