

Quick Tip Sheet

ITR Internship Program

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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) for fall, spring, and summer semesters
- ▶ Internship placements must be finalized one week before the start of classes of the internship semester

	Fall/Spring Semester Hours & Credits (13 wks)	Summer Semester Hours & Credits (10 wks)
Field Experience <i>35 hours per credit</i>	3 cr - 105 hrs 8 hrs/wk 4 cr - 140 hrs 11 hrs/wk 5 cr - 175 hrs 13 hrs/wk 6 cr - 210 hrs 16 hrs/wk 7 cr - 245 hrs 19 hrs/wk 8 cr - 280 hrs 22 hrs/wk 9 cr - 315 hrs 24 hrs/wk 10 cr - 350 hrs 27 hrs/wk 11 cr - 385 hrs 30 hrs/wk 12 cr - 420 hrs 32 hrs/wk	3 cr - 105 hrs 11 hrs/wk 4 cr - 140 hrs 14 hrs/wk 5 cr - 175 hrs 18 hrs/wk 6 cr - 210 hrs 21 hrs/wk 7 cr - 245 hrs 25 hrs/wk 8 cr - 280 hrs 28 hrs/wk 9 cr - 315 hrs 32 hrs/wk 10 cr - 350 hrs 35 hrs/wk 11 cr - 385 hrs 39 hrs/wk 12 cr - 420 hrs 42 hrs/wk
Seminar	+ 3 credits	+ 3 credits

CONTACT INFORMATION

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

Holly Hernandez, Assistant Director of Employer Relations
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For questions regarding the ITR Internship Program, please contact:

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