



EAST TENNESSEE STATE  
UNIVERSITY

**University Career Services**  
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D.P. Culp Student Center, 2nd level in the Carrier Center

## Internships for Academic Credit - Employer's Guide

University Career Services coordinates Experiential Learning Opportunities (ELOs), which include internships, for several academic departments within East Tennessee State University. Internships provide students hands-on learning and training outside the classroom and lab as they work toward a degree and transition to the labor market. The development of internships strengthens the connection between members of the community and East Tennessee State University.

### How to Advertise an Internship

*Whether internships are paid or unpaid is at the discretion of the employer.*

*Internships have a minimum of 50 work hours and a maximum of 150 work hours.*

1. Register as an employer in Handshake [here](#); employers are subject to review by UCS staff before they are approved.
2. Once approved, log in to Handshake and select **+Post a Job**. On the first page of questions, select Internship as Job Type.
3. On the second page of questions that asks for a description, please provide a list of job responsibilities and indicate how many working hours/credit hours the student will work during the 14-week semester. Students can complete 50-150 hours; see chart under "Additional Information."
4. After you have submitted your internship, a member of the UCS staff will review for approval.
5. Your internship will be posted in Handshake for students to find and apply for. When a student applies for your internship, you will receive an email notification from Handshake.
6. Contact potential candidates and proceed with your interview process.
7. When you have hired an ETSU student for your internship, go to the Applicants tab on the internship posting and designate a status for each active applicant – Reviewed, Declined, or Hired.
8. Select Hired from the dropdown list for the selected applicants; you can work with them to determine their work schedule.

9. At this point in the process, the student will be directed to fill out an “Experience” form in Handshake, which a member of UCS staff will approve; this is how we track the student’s internship.
10. Pay rate and pay schedule (if applicable) are determined by the employer.
11. A few weeks prior to the end of the internship, Handshake will automatically send you an evaluation form.

Thank you for supporting our BUCS’ career readiness!

## Additional Information

- Students are required to complete a set number of hours per placement depending on their agreement with your organization and the credit hour course they select:
  - 50 work hours per semester = 1 academic credit hour
  - 100 work hours per semester = 2 academic credit hours
  - 150 work hours per semester = 3 academic credit hours
- Students acknowledge that there is no representation made, directly or indirectly by anyone at ETSU or the employer offering the experiential learning position, that placement will lead to employment.



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Division of Student Life and Enrollment

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