

# Posting an Internship

Please email IIC Operations Manager to receive passcode for all partner forms

1. Go to <https://www.suu.edu/iic>
  - a. Forms & Tools
  - b. Partner Tools
  - c. Submit an Internship <https://www.suu.edu/iic/posting-form.html>
    - i. **Open Until:** Must be posted for at least 3 business days
      1. You can select “Open until filled” if you want to keep open until you have selected your intern
    - ii. **Internship Title:** You can select the internship title based on what you have used in the past but first check the job descriptions to make sure this is the right internship you want posted.  
<https://www.suu.edu/iic/internship-descriptions.html> *\*If you don't see the internship title you want then select “[Submit new Internship](#)” or [Update an Existing internship](#)”*
    - iii. **Housing:** This is your agency has housing available for this internship
    - iv. **Estimated Start & End Date:** This can be a rough estimate ( if this is during a summer internship please make sure you start them
    - v. **Hours/ Schedule:** Below is the allowed hours for Fall, Spring & Summer *(please know this is based on whether the intern is a Non-SUU student or SUU student)*
    - vi. **Non-SUU Student (All internships are limited to 1500 hours in a calendar year)**
      - *Option 1: Semester Season: 29 hours/week while school is in session during the fall and spring semesters. Intern can work 40 hrs./week during breaks. Intern's total hours may not exceed 1500 hours/calendar year.*
      - *Option 2: Summer Season: (April - Sept. start date) Max 40 hours/week up to 960 hours (24 weeks)*
      - *Option 4: Combined Summer (April - Sept. start date). Max 40 hours/week up to 960 hours (24 weeks) + extension for 29 hours/week up to 1500 hours max (up to an additional 18 weeks).*
      - *Option 5: Combined Winter (Oct. - March start date). Max 40 hours/week up to 960 hours (24 weeks) + extension for 29 hours/week up to 1500 hours max (up to an additional 18 weeks).*
    - vii. **SUU Student (All internships are limited to 1500 hours in a calendar year)**
      - *Option 1: SUU Semester Season: 20 hrs./week during the fall and/or spring semester while school is in session.*
      - *Option 2: Summer Season (April - Sept. start date). Max 40 hrs./week up to 960 hours (24 weeks)*
      - *Option 3: Summer Combined: 40 hrs./week until school starts and during breaks (960 hours max) + 20 hrs./week during the fall and/or spring semester up to 1500 hours in a calendar year.*
    - viii. **Agency Contact:** This will be the person that receives all the applications for the internship that is being posted.