

Quick Guide to Posting an Internship

1. Go to <https://www.suu.edu/iic>

- a. Forms & Tools
- b. Partner Tools
- c. Submit an Internship
- d. Must be posted for at least 3 business days
- e. Fall & Spring Hours:
 - i. *Non-SUU Students up to 29 hours per week*
 - ii. *SUU students up to 20 hours per week*
- f. Summer Hours:
 - i. *Non-SUU Students up to 29 hours if they have worked Fall or Spring*
 - ii. *SUU Students up to 40 hours per week*

2. Applications

- a. All IIC interns must complete an online application
- b. Applications must be submitted to agency contact person listed in posting
- c. Application Screening
- d. Veterans Preference
- e. Age Requirement
- f. Must be 16 years or older

3. Notification

- a. Applicants you don't plan to interview do not need to be notified
- b. Please notify by email or phone any applicant interviewed that did not get the internship

4. Interviewing & Selecting Intern

- a. Interviews conducted by agency
- b. Interviews by phone or in person
- c. Students vs. Non-Students
 - i. SUU Student: *enrolled at SUU, or enrolled in the fall semester following their summer internship at SUU, for 6 or more credit hours, are considered "students."*
 - ii. Non-Student: *Individuals not enrolled at SUU, or enrolled at SUU for fewer than 6 credit hours, are considered "non-students."*
- d. Notify the IIC of selection via Internship Agreement submission
- e. SUU conducts official hire

**If a selected Intern leaves their position within the first three months of the hire, a replacement Intern can be selected from the existing applicant pool without re-advertising the position*

