



STEPHEN F. AUSTIN STATE UNIVERSITY

Human Resources

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Student Internships Procedure

Those departments wishing to establish a student internship should familiarize themselves with the Student Internship policy 11.29 and then must first follow these procedures.

Approval to Place a Student Intern

Any department seeking to establish a student internship must submit a position description to the Director of Human Resources at least two (2) months prior to the anticipated start date. The description should include the following:

- A clear description of the intern position, detailed responsibilities, services to be performed, where the services are to be performed, and learning objectives;
- The necessary knowledge, skills, and abilities needed to be successful in the position;
- The minimum education and experience requirements;
- The name of the supervisor or mentor responsible for assigning projects and assignments;
- The objective criteria used to select the intern to perform services described;
- Start and end dates of the internship;
- The personal, educational, or professional benefits expected to be derived by the intern; and
- Whether or not credit will be awarded for the internship.

The Director of Human Resources, or their designee, will evaluate the request to determine whether the internship must be paid or unpaid. The director or designee may consult with the General Counsel. Notification of whether or not the internship must be paid will be made in writing.

Once the determination about compensation has been made, the sponsoring department must seek approval from the appropriate department head, dean, and vice president to post the internship on the Human Resources employment website. Procedures to post internships will follow the same rules as posting student positions.

The hiring department will complete a hiring matrix to determine the best qualified applicant for the internship.

All student interns are required to execute the intern release form or other form approved by the general counsel prior to the start of their internship. If the university intern is a minor, the form must be signed by a parent or legal guardian. Interns at SFA are not covered under the university's workers' compensation insurance program and are encouraged to secure a personal health insurance policy.