Internships Defined
An internship is a hands-on, career-related experience that supplements classroom academic experience to enhance the student’s education. Internships can be paid or unpaid (with caution), and students may or may not receive credit for the experience.

Interns should participate in activities that mirror the professional activities of their supervisors rather than performing clerical tasks that would otherwise be performed by assistants. Internships must include orientation, training, ongoing supervision and evaluation. Employers are cautioned to understand the difference between an internship and a student employee.

Internship Process
The University of Colorado Boulder (CU Boulder) aims to make the employer’s intern recruiting experience simple and easy. For the majority of internships involving our students, the positions are treated as an employer-employee relationship meaning that hiring an intern from CU Boulder can be as simple as three steps:

**Hiring Process**
1. Write & Post Job Description
2. Find Your Candidate
3. Hire Your Intern Directly or use CU Contract Intern Program

**Managing Internships**
1. Orientation
2. Regular Meetings & Feedback
3. Final Evaluation

Internship Credit
Internship credit varies by major at CU Boulder and students are tasked with the responsibility of seeking it out for internships. There are degree programs, including most Business and Engineering majors, which do not provide internship credit. While CU Boulder can accommodate state (California and New York primarily) and employer requirements for internship credit for unpaid internships, employers who provide paid internships tend to recruit stronger candidates and report better outcomes. Note that for the most part, internship pay and credit are not mutually exclusive.

Since internship credit varies by major, requirements of employers can vary as well. However, internships for credit will tend to meet the following guidelines:

1. 40-60 working hours per credit hour
2. Required learning plans and evaluations by students and employers
3. Internships last the length of a semester or summer term
Internship Pay

- **Average Internship Wages**: statistics from Career Buffs (university wide job and internship posting site) better representing Colorado wages
- **National Wages & Salary Calculator**: National Association of Colleges & Employers (NACE)

**Contract Intern Program (CIP)**: The Contract Intern Program is a unique way to add CU Boulder students to your workforce without adding them to your head count or payroll.

- Career Services will facilitate payroll for your intern at the cost of wages plus a small 26% administrative fee
- No payroll hassles
- Worker’s Compensation Insurance covered by CU Boulder
- No W-2s or other federal reporting in which to handle
- Single biweekly payments to CU Boulder for any number of student employees

Internship Law

**Unpaid Internships**: When hiring unpaid interns, it is important to consider the legal framework provided by the Department of Labor guidelines as well as recent court rulings for and against companies.

**Hiring interns as contractors**: Interns and contractors are by definition opposites; therefore, interns should not be hired under the umbrella of W-9 workers. Internships should include significant training and supervision whereas contractors enter positions prepared with a strong knowledge of the task at hand and do not require daily supervision.

Internship Recruiting

CU Boulder offers a variety of methods for recruiting students and alumni. Below are the three primary tools for recruiting talent at CU. Please reach out to Career Services for more detailed descriptions and further opportunities for engagement.

**Career Buffs**: Career Buffs is the free online job and internship database connecting to students and alumni across all major departments (except the Law and MBA programs). Over 160,000 students logged into Career Buffs during 2015-2016. Employers can post, register for events, and receive communications about branding your company on campus.

**Career Fairs and other recruiting events**: Career Fairs occur throughout the academic year along with smaller industry-themed networking events that offer a great way to directly recruit talent. Over 5,000 students attended Career Service fairs and networking events during 2015-2016. Review the scheduled events and determine the most appropriate ones in which to register.

**On-Campus Interviews**: Career Services offers the opportunity for employers to conduct interviews in our beautiful interviewing suites in the middle of our main campus.

Contact Career Services

CU Boulder Career Services’ Employer Development Specialists operate under an industry model approach to best serve employer’s specific needs. Contact the specialist who best fits your company’s industry.

- Internship Resources & Information
- [http://www.colorado.edu/career/employer](http://www.colorado.edu/career/employer)
- Use #cuboulder on social media for student attention