



STUDENT EXPERIENCE INTERNSHIP PROGRAM

SUPERVISOR HANDBOOK

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OUR STORY

Initiated as a retention initiative and timely graduation plan in the Fall of 2005, the Student Employment Initiative (SEI) program recognized the compelling need our students have to work while attending college. SEI has become a unique model for student employment, one which is rigorous and incentive-based, requiring accountability for student's academic, as well as work performance.

Rebranded in 2020 as the Student Experience Internship (SEI) program, SEI was created through the Career Center in partnership between Student Success, Human Resources, Dean of Students, and Academic Advising. Since then, we've connected over 200+ students to over 50 departments across campus. Every year, we strive to attract more applicants and increase participating colleges and departments, to continue to add value to the University community.

An Impact-Driven Experience

The Student Experience Internship (SEI) program is an on-campus internship program that serves as a bridge between top talent and career advancing opportunities at UTRGV.



MISSION

The Student Experience Internship (SEI) program's mission is to transform the experiences offered to students and provide on-campus internship opportunities with learning outcomes tied to the student's field of study. It will allow departments to develop and promote diverse internships for SEI eligible students to explore their career interests and develop their skills.

The Student Experience Internship (SEI) program will:

- Allow colleges and departments of The University of Texas Rio Grande Valley to develop and offer quality internship experiences with learning outcomes related to a student's field of study.
- Provide opportunities for department supervisors, faculty, and mentors to train and guide SEI talent throughout the entire program and beyond.
- Allow students to engage with faculty, staff and peers of different backgrounds and acquire social, cultural, and ethical development.
- Positively impact our students' time to graduate.
- Offer students the opportunity to obtain knowledge and experience that will be beneficial to their career and professional development.
- Provide students with skill development and improve their leadership abilities.

STUDENT CRITERIA

For students to be eligible into the program, they must:

- Be pursuing a bachelor's degree for the first time at UTRGV
- Be enrolled 12 credit hours or more, each fall and spring semesters
- Maintain a cumulative GPA of 3.0 or higher with good academic standing
- Meet SAP (Satisfactory Academic Progress) requirements
- Have a minimum of 12 credit hours completed in residence as a full-time student at UTRGV
- A minimum of 30 credit hours completed for transfer students
- A maximum of 100 credit hours completed for first time applicants
- Be a U.S. Citizen, Permanent Resident, or International Student with F-1 Visa

Disqualifications:

- Graduate, Doctoral, or Post Doctorate students are ineligible to apply
- High School graduate or GED (High school students to not qualify)

DEPARTMENT ELIGIBILITY

GENERAL PROGRAM REQUIREMENTS

The following requirements must be met to be an eligible department for participation in the Student Experience Internship (SEI) program.

- **Identify a supervisor or support staff to take the following responsibilities:**
 1. Attend an Student Experience Internship: Program Overview presentation hosted by the Career Center or participate in a 1:1 consultation with the program manager for review of SEI program guidelines and requirements.
 2. Submit SEI position request (through Career Center website online form) for review and approval. Approval is not guaranteed for participation in the program.
 3. Determine student eligibility for selected students.
 4. Complete student employment hiring form for selected and approved student(s).
- **Supervisor and/or support staff must ensure the hired SEI completes all required hiring forms required by Student Employment.**
- **Supervisor and/or support staff must train, mentor, and evaluate SEI talent.**
- **Supervisor and/or support staff must ensure the hired SEI completes all required activities and attends events necessary of the program.**
- **Supervisor and/or support staff must review student working hours ensuring they complete their timecard in a timely manner.**
- **Supervisor must evaluate the student's performance through a post-experience survey.**

DEPARTMENT ELIGIBILITY

What are we looking for?

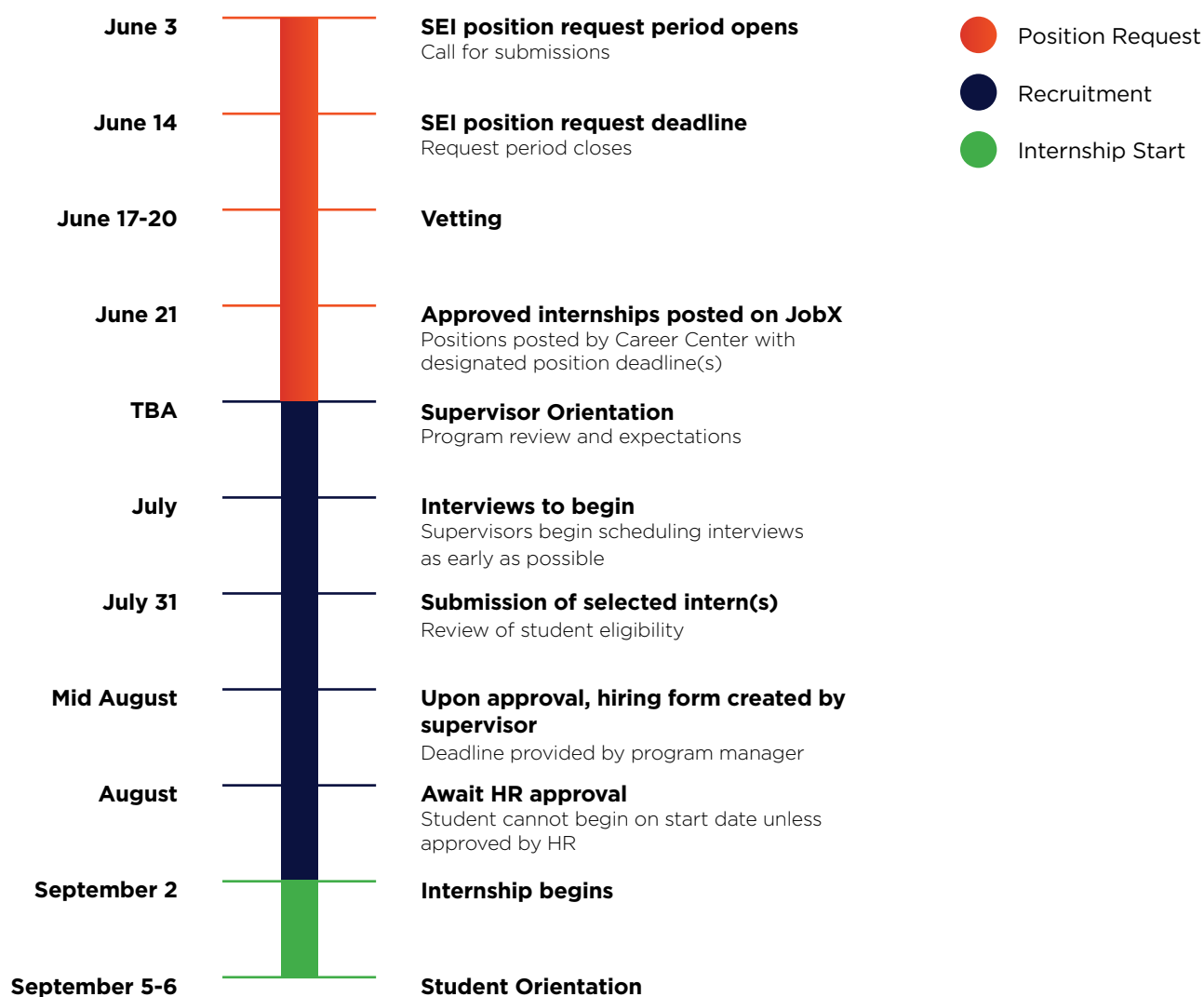
- Departments with strong leadership, a positive and inclusive culture, and dynamic roles with a clear trajectory for growth.
- Diverse industry positions in areas such as sciences, technology, engineering, research, biomedicine, sustainability, fine arts, and more.
- Must be a college or department of the University.

What makes a good experience?

- Instead of coming up with a general job description, present a project or multiple projects. Determine what your prospective intern should be interested in and what they should excel at.
- Develop a thoughtful on-boarding process, including a mini orientation session where you set goals and expectations. Include a 3-5 minute overview of different parts of the department/organization, with a representative from each division or area.
- Provide a healthy work culture and immerse them into the camaraderie of what it takes to work productively and comfortably in an office or at a worksite.
- Have biweekly 1:1 meetings with your intern to discuss progress on projects they've been working on, areas of the organization that are interesting to them, personal aspirations for growth, and recapping previous goals.

PROGRAM STRUCTURE

Position Request, Recruitment and Hiring



INTERNSHIP DEVELOPMENT

Developing an internship program is a dedicated initiative and will deliver enormous value to employers and students. To support our partners in designing or improving an internship, we offer specialized services including internship development and program support, tailored resources, and recruitment tools.

For a step-by-step guide for creating and managing an internship, download the following manuals.

- [Internship Guidelines](#)
- [Employer Internship Guide](#)

For access to our tailored Internship Development Toolkit (*not available online*), please make sure to attend the SEI program overview presentation or schedule a 1:1 consultation with the SEI program manager.

What does the Internship Development Toolkit include?

- **Internship Assessment**
- **Internship Learning Objectives Development**
- **Determining Your Target Audience**
- **Do's and Don'ts of Writing Your Internship Description**
- **Sample Internship Description**
- **Managing the Internship**
- **15 Best Practices for Internship Programs**
(*Courtesy of the National Association of Colleges and Employers*)

RECRUITMENT

1. REVIEW AND SUBMIT POSITION REQUEST

Departments submitting SEI position requests (through the Career Center website online form) must also attach an SEI internship job description. The internship job description MUST list an overview of the position, job responsibilities/projects, learning outcomes (3 minimum), and requirements/qualifications for the position.

Departments with approved position requests will be informed of allocation details and position funding via email. All approved positions will be posted on Handshake and/or JobX by the SEI program manager.

Note: Student employees identified as Student Assistants, Student Mentors, Office Aides, or completing basic administrative roles are not considered interns. Positions must clearly state the primary role of the SEI and list a minimum of three learning outcomes.

2. APPLICATION PROCESS AND REQUIRED DOCUMENTS

Students interested in the SEI program will have an opportunity to apply through Handshake and/or JobX when approved positions have been posted. Dates of SEI postings are tentative and will be made available based on departmental hiring needs.

Students applying to the program must upload the following application documents to their Handshake/JobX profile:

- **Current Resume**
- **Current Unofficial Transcript**
- **Current Class Schedule**

RECRUITMENT

3. EVALUATE AND INTERVIEW CANDIDATES

The recruitment process will remain similar to any student positions posted for your department. When reviewing SEI applicants, it is important to contact SEI eligible students to set up interviews. In the interview process, please communicate the program requirements and importance of maintaining eligible status throughout the program.

The department supervisor will be responsible for determining student eligibility. If you are unsure of your student's eligibility into the program please contact the program manager.

4. SELECTION AND HIRING PROCESS

Upon selecting your SEI applicant and reviewing their eligibility, you will begin the process of creating a hiring form for the selected hire. In the process of creating your hiring form, please inquire with the program manager to inquire on the SEI Funding Code and Job Code.

Do not allow any student to begin work without approval of their hiring form by HR. Students must meet program eligibility and commit to the program. If selected, students will be required to follow student employment hiring assignments and completed required forms including their I-9, Criminal Background Check, and a few additional forms required by the student employment office.

COMMON QUESTIONS

How do I submit a request to serve as a hosting department under the SEI program?

Departments interested in hosting an SEI must submit their request through the Career Center website online request form when the request period opens. The SEI request period usually takes place early summer (June) to hire interns for the next fiscal year (Fall through Spring).

Are we guaranteed an SEI position for our department?

Not always. SEI requests are submitted, reviewed on a first-come-first-serve basis, and must meet criteria following a program rubric. If you are interested in becoming an SEI hosting site, you must consider the following.

1. Does your position meet approval as an internship? It is recommended that you review the entire handbook and included materials to ensure that your position meets qualifications of the program.
2. Have you reviewed and acknowledged SEI program requirements for faculty and staff, as well as students? SEI is not considered a program to hire a student for free. There are expectations and requirements for all parties to commit to.
3. Have you submitted your SEI request correctly (with an attached internship job description) and in a timely manner?

How long are we able to have our SEI intern?

Your SEI approved position is granted to hire a student for one academic year starting Fall through Spring semester. Extensions may be granted for the summer; however, this is not guaranteed and will be dependent on available funding.

Upon completion of the internship experience, you may choose to hire the student for continued employment; however, compensation will be funded by the department and not under SEI.

MORE FREQUENTLY ASKED QUESTIONS

