



## How can employers connect with Warriors?

Use the strategies we offer below to help you successfully recruit at Texas A&M University - Central Texas. If you would like to consult with Career and Professional Development Staff about your recruiting strategies, contact us at (254) 519-5737 or by email at [cpd@tamuct.edu](mailto:cpd@tamuct.edu).

### New to Recruiting at Texas A&M University-Central Texas?

- Start by creating your [Handshake](#) account – Handshake is the career management platform we use to connect employers and students.
- Review our [Employer Recruiting Policy](#)

### Hiring Needs

- Participate in Career Fairs to discover candidates and build a positive brand on campus
- Partner with our office to set up on-campus recruiting interviews to conveniently conduct first round interviews
- Host events such as information sessions and tabling in our lobbies, or participate in our Employer Spotlights and classroom presentations to promote your organization, meet prospective candidates, and keep students engaged
- Create an internship! Review the General Internship Information guidelines (pg. 2-3)

### Gain a Competitive Edge

- Become a Career Center Sponsor! Being a Sponsor helps organizations maximize recruitment efforts, increase student connections, and promote positive brand awareness (pg. 4)
- Participate regularly in Career Center events
- Volunteer for panels, programs, and workshops to create a buzz about your organization and positive word of mouth advertising
- Offer to speak to Student Organizations, co-sponsor an information session, or buy food for a group meeting

We are here to help, please contact our office for more information!

Sincerely,  
Career and Professional Development

## General Internship Information

### What is an internship?

To establish uniformity in the use and application of the term “internship,” the [National Association of Colleges and Employers \(NACE\)](#) recommends the following definition: An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

### *NACE Criteria for an Experience to Be Defined as an Internship*

To ensure that an experience – whether it is a traditional internship or one conducted remotely/virtually – is educational, and thus eligible to be considered a legitimate internship by the NACE definition, all the following criteria must be met:

- The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
- The skills or knowledge learned must be transferable to other employment settings.
- The experience has a defined beginning and end, and a job description with desired qualifications.
- There are clearly defined learning objectives/goals related to the professional goals of the student’s academic coursework.
- There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
- There is routine feedback by the experienced supervisor.
- There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

There are two types of internships recognized by A&M-Central Texas: for-credit internships and not-for-credit internships. Undergraduate and graduate internships have varying hour and GPA requirements. Some internships offer compensation for a student’s work, although that is entirely at the discretion of the employer. Requirements of the Fair Labor Standards Act must be met.

- Participation in a for-credit internship should align with the A&M-Central Texas academic calendar.
- Undergraduate internship course requires a minimum of 150 hours: 120 hours at the site as documented by the Faculty Internship Adviser, student, and supervisor and 30 hours for course work.
- Graduate internship course requires a minimum of 180 hours: 150 hours at the site as documented by the Faculty Internship Adviser, student, and supervisor and 30 hours for coursework.

## Best Practices and Guidelines for Internships

### *Goals and Learning Objectives*

- Assess organizational needs and determine what you hope to gain from an internship program.
- Develop expectations, goals, and learning objectives to ensure that the internship is educational, engaging, and relevant.
- Communicate program goals with your team to ensure a positive and collaborative cultural environment.

### *Initial Preparation*

- Draft a job description that clearly describes the duties and responsibilities for the internship position. *(Create a unique description for each internship position if more than one is available.)*
- Identify staff who would be effective mentors and capable of providing structure and insight in addition to constructive feedback.
- Determine projects and deadlines that will be completed by the intern.
- Create intern on-boarding schedule including important meetings.

### *During the Internship*

- Familiarize new interns with organizational structure, mission and vision, appropriate policies, and introduce colleagues.
- Discuss projects regularly and provide feedback.
- Schedule an evaluation mid-way through the internship and an exit interview with the intern to provide constructive feedback and allow for questions.

To recruit A&M-Central Texas students for your internships, register for a free Handshake account and connect with our university.

Helpful resources:

[Getting started with Handshake](#)

[How to create an employer account and connect with schools](#)

[How to post a job](#)

# 2021-2022 Sponsorship Opportunities

## Diamond Sponsor: \$2,500 **\*\*ONLY ONE LEFT\*\***

- Organization's logo published through the end of the academic year on the Career and Professional Development employers website
- Organization's logo showcased on university digital signage through the end of the academic year
- Organization's internship and career opportunities highlighted in HireWarriors powered by Handshake and CPD social media channels throughout the academic year
- Organization's internship and job opportunities highlighted through one dedicated email notification per semester to all students
- Admission to the Fall **and** Spring Career Fairs

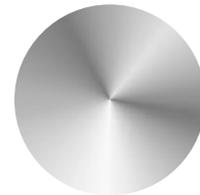


\*If you become a sponsor, you will also have a **full-page ad in the digital publication of the CPD Guidebook on the inside front or back cover** (limited to two sponsors).

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## Platinum Sponsor: \$1,500

- Organization's logo published through the end of the academic year on the Career and Professional Development employers website
- Organization's logo showcased on university digital signage through the end of the academic year
- Organization's internship and career opportunities highlighted in HireWarriors powered by Handshake and CPD social media channels throughout the academic year
- Organization's internship and job opportunities highlighted through one dedicated email notification per semester to all students
- Admission to the Fall **or** Spring Career Fair

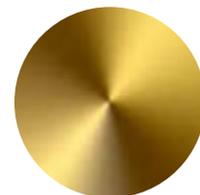


\*If you become a sponsor, you will also have a **full-page ad in the digital publication of the CPD Guidebook**.

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## Gold Sponsor: \$1,000

- Organization's logo published through the end of the academic year on the Career and Professional Development employers website
- Organization's logo showcased on university digital signage through the end of the academic year
- Organization's internship and career opportunities highlighted in HireWarriors powered by Handshake and CPD social media channels throughout the academic year
- Organization's internship and job opportunities highlighted through one dedicated email notification per semester to all students

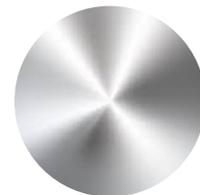


\*If you become a sponsor, you will also have a **half-page ad in the digital publication of the CPD Guidebook**.

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## Silver Sponsor: \$500

- Organization's logo published through the end of the academic year on the Career and Professional Development employers website
- Organization's logo showcased on university digital signage through the end of the academic year



\*If you become a sponsor, you will also have a **quarter-page ad in the digital publication of the CPD Guidebook**.

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## Bronze Sponsor: \$150

- Organization's logo showcased on university digital signage through the end of the academic year

\*If you become a sponsor, **your logo will also be highlighted in the digital publication of the CPD Guidebook** (2-inch maximum).

