

Internship Employer Eligibility Guide

Thank you for your interest in partnering with our internship program. We're excited to connect you with motivated, career-ready students, and we're committed to making that partnership work well for everyone. This guide outlines what we look for in internship opportunities.

Internship Structure & Expectations

- **Internship timelines follow the academic calendar:**
 - Summer: June–August
 - Fall: September–December
 - Spring: January–May
 - Roles may be **hourly, part-time, or full-time**.
 - Internships must:
 - Include **mentorship and supervision**
 - Provide a **structured learning experience**
 - Relate directly to the student's **field of study**
 - **Paid internships or stipends** attract the strongest student interest, though unpaid roles are permitted.
 - Employers are required to sign a **short internship agreement** confirming that students will be engaged in relevant work.
 - Students must be **enrolled in an internship course** to receive academic credit.
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Ineligible Internship Positions

To protect student success and maintain academic integrity, the following role types are not eligible for our program:

- Commission-only or commission-based compensation structures
- Positions where pay is tied to sales quotas or deliverable thresholds
- Positions requiring students to pay fees, purchase materials, or make any financial investment
- Positions with duties involving the on-campus sale or promotion of products
- Positions requiring employees to sell products or services door to door (cold calling), at-home parties/demonstrations, use direct sales, multi-level marketing, or similar practices
- Positions without accessible mentorship or supervision

If you're unsure whether your role qualifies, we're happy to talk it through — many positions just need a small adjustment to meet our guidelines.

Our Commitment to You

We want this to be a great experience for your organization, not just our students. We promote eligible opportunities to students in internship, co-op, and practicum classes who are actively working toward their degree. We can help you refine your internship structure to attract the strongest candidates.

To schedule a consultation, reach out to us at internships@austincc.edu. Or, if you are ready to post your position now, use this link: [Request an Intern](#).

We look forward to working with you!