



An Employer's Guide to Hiring Aurora University Interns

AU partners with employers to provide students with valuable, hands-on learning experiences that align with their academic goals while also benefiting organizations by connecting them with emerging talent. This guide outlines key requirements, timelines, and best practices to help you create a meaningful internship opportunity that not only supports student success but also brings fresh perspectives, innovation, and potential future employees to your organization.

If you have questions, please contact Career Services staff at employers@aurora.edu.

General Requirements:

To host an Aurora University (AU) intern for academic credit, employers must meet the following requirements:

- **Provide a position description outlining the intern's projected responsibilities and duties, ensuring job functions align with the chosen student's major or the major(s) you'd like to target.**
 - If you are seeking applicants, post the position to Handshake.
 - If you already have an intern selected, share the position description with the student, so they can submit it to AU's online Internship Approval Request form via Handshake.
 - Need help? Contact AU's Campus Internship Coordinator at internships@aurora.edu.
- **Approve the student's Internship Approval Request in Handshake:**
 - The site supervisor will receive an email from Handshake titled "Experience Requested by [Student Name]."
 - This message may go to spam — please monitor your email closely and communicate with the intern if you don't receive it.
- **Ensure the intern completes at least 200 hours* of intern work, on-site or remotely, while encouraging and supporting opportunities to exceed this minimum for greater professional growth and experience, if at all possible.**
 - The intern's schedule can vary as long as the total hours are met during a singular term.
 - *Note: If a student is enrolled in AU's Plus One program, they are required to complete 150 hours instead of 200.
- **Approve the intern's logged hours:**
 - The intern will track their hours based on their AU faculty member's instructions.
 - The site supervisor must review and approve the logged hours. The student should communicate with their supervisor how and when these hours should be approved.
- **Complete a final evaluation:**
 - Toward the end of the semester, the site supervisor will receive an email from Handshake with an evaluation form.