

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 and post the position on Handshake:**
 - Outline the intern's projected responsibilities and duties, ensuring job functions align with the student's major. The student will submit this description with AU's online Internship Approval Request Form.
 - If you need assistance with compiling a position description, contact AU's Campus Internship Coordinator, Dalin Johnson, at dgjohnson@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.

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General University Timelines (Refer to [AU's Academic Calendar](#) for specific dates each semester):

- **Fall Semester**
 - Full semester (16 weeks): Late August to Mid-December
 - *Module 2 (8 weeks): Mid-October to Mid-December*
- **Spring Semester**
 - Full semester (16 weeks): Mid-January to Early May
 - *Module 2 (8 weeks): Mid-March to Early May*
- **Summer Semester**
 - Full semester (16 weeks): Early May to Late August
 - June - August Term (10 weeks): Late May to Early August
 - *Module 2 (8 weeks): Late June to Late August*

Please consider these timelines as you are hiring interns. Students seeking internship credit must have their site and plans confirmed, at the very latest, by the start of the semester/term to finalize course registration. To avoid delays with Handshake approvals, we strongly encourage students to secure positions several weeks before the start of each term.

Shorter internship terms (8-week and 10-week) are typically for students who secure internships after the start of a full 16-week semester. However, this is not ideal as it limits time to meet the 200-hour* requirement. Employers should make hiring plans that align with 16-week semesters (positions starting in August, January, or May) to ensure students have enough time to complete their required hours. Please note that 8-week internships are a bit more common for students in a Plus One program, given the structure of their courses and the lower minimum hours requirement.

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