

EMPLOYMENT VERIFICATION

Student Internship Information

INSTRUCTIONS: This section is to be completed by the student and then sent to their Internship Site Supervisor to complete the remainder. After the Internship Site Supervisor completes the form, it will be returned to the student to attach to the Internships of Academic Credit application form.

First and Last Name

UT San Antonio Email

Internship Company/Organization

Position/Title (according to Offer Letter)

Internship Address

Internship Site Supervisor Name

Supervisor Email

Supervisor Phone Number

Internship Start Date

Internship End Date

How did you find this internship?

Description of internship projects and/or duties:

Employment Status

INSTRUCTIONS: This section is to be completed by the student's employer.

Is the student currently employed with your company/organization? YES NO

If yes, please fill out the following information

Current Title

Current Pay/Salary

Current Supervisor

Supervisor Email

Supervisor Phone Number

Current Duties:

Description of how internship duties differ from current duties:

Privacy Notice: With a few exceptions, you are entitled to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.

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TERMS AND CONDITIONS OF INTERNSHIPS

1. The internship site supervisor confirms the details of the student's employment and internship experience as described in this document. Further, if the student is currently employed by the employer, this internship position is substantially and programmatically different than their current duties.
2. The internship site supervisor confirms that this student's internship experience aligns to all "Criteria for an Experience to be Defined as an Internship" as outlined by the [National Association of Colleges and Employers](#). The internship provides students with real-world hands-on experiences directly related to the intern's major field and/or career area. Clerical tasks are only incidental to the job.
3. The internship site supervisor will provide the student with appropriate onboarding, training, and expectations to successfully complete all assigned duties.
4. The internship site supervisor is an employee of the company and is not related to the intern.
5. The internship site supervisor will serve as a liaison to the University and point of contact for the faculty member supervising the academic portion of this internship. At the conclusion of the internship and no later than the first day of final exams for the semester/term in which the internship occurs, the internship site supervisor will complete an Intern Evaluation form back to the faculty supervisor.
6. The internship site will comply with all applicable federal, state, and local laws, ordinances, and regulations in the performance of this agreement. In the event of a complaint, internship site employer agrees to cooperate in any University investigation of a discrimination, retaliation or harassment allegation and/or conduct its own investigation. University may request that such investigation or compliance be confirmed in writing.

Internship Site Supervisor Name

Internship Site Supervisor Signature

Date

Internship Site Supervisor: Please send this completed Employee Verification back to the student intern.

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