



ERIK JONSSON SCHOOL OF ENGINEERING AND COMPUTER SCIENCE
THE UNIVERSITY OF TEXAS AT DALLAS
INDUSTRIAL PRACTICE PROGRAMS

<http://ecs.utdallas.edu/studentservices/ipp/index.html>

*Thank you for your interest in hiring our student interns. The memo purposes include overviews:
• IPP Guidelines • Employment Eligibility • Internship Co-op Calendar • Job-posting Survey*

IPP Guidelines:

We ask that the internship:

- Be related to the student's academic discipline and level in school
- Be well conceived and planned out in advance of the student's starting date
- Allow the student to be fully integrated as a member of the work team
- Provide appropriate supervision and guidance, as well as an understanding that this is a "learning experience" for the student
- Differ from other short-term job or volunteer opportunities in that there is an intentional "learning agenda" included in the experience
- Offer meaningful opportunities for the student to increase knowledge and improve upon job-related skills
- A supervisor must be able to mentor the students, answer their questions, and teach them about the field of work
- A supervisor must review the student's goals when they begin their work assignment and at the end of their internship, complete a Performance Appraisal Form for the student which we will provide
- "Must not be considered" a business opportunity - business opportunities are defined as positions where the student is hired as an independent contractor; students "may not engage in business".
- If there is training involved, it is provided free without any contractual agreements or potential for repayment for the student. Students "must be paid" the same salary for any training, as they will be performing their duties.
- All internships "must be paid"; there are "no unpaid" in internships.
- Is located in a commercial setting and not in a private residence or home office
- "Is not structured" so that students have financial liability for the work of others.

EMPLOYMENT ELIGIBILITY

All students in our program must satisfy academic requirements to be eligible for an internship.

- After achieving eligibility, students may work consecutive semesters of full-time (21+ hours per week) work with a company such as the Summer and Fall Semesters or the Spring and Summer Semesters.
- Employers are asked not to schedule students for consecutive full-time assignments for the Fall and Spring Semesters
- Students may work full time every summer and part-time every Fall and Spring semester.

HIRING INTERNATIONAL STUDENTS

Students with F-1 (student) visas who wish to work may do so by enrolling in the Jonsson School IP Programs, applying for Curricular Practical Training (CPT), and securing work clearance through the UTD International Student Services Office. It is currently taking two business days after receipt of the offer letter by our staff to obtain final approval for international students to work on IPP assignments. When they report to work, students will present their work eligibility documentation (U.S. CIS Form I-20) to you.

- With the CPT assignment approval, students are required to enroll in one credit hour CPT Assignment course and be responsible for the payment of the tuition and fees.
- USCIS rules require that international students wishing to work full time in the Spring or Fall Semester work a minimum of eleven weeks of full-time work in order to maintain full-time student status.

SALARY AND TAXES

- It is a program policy that all Jonsson School Engineering and Computer Science interns must be paid a salary; salary surveys are available at <http://ecs.utdallas.edu/ipp/salary.html>
- Students may **not** work as independent contractors. IRS Publication 519 also limits nonresident alien students' participation as an independent contractor; students "**may not engage in business**".
- Employers do NOT have to pay federal or state Unemployment Compensation taxes for any student certified by their university as an official cooperative education or internship student. (See Section 201.069 of the Texas Unemployment Compensation Act or the Unemployment Compensation Act for your state.)
- **WORKERS COMPENSATION TAXES MUST BE PAID**
- **FEDERAL INCOME TAXES MUST BE WITHHELD**

Social Security and Medicare taxes are **NOT** paid/withheld for nonresident alien students working under CPT. (See IRS Publication 519, U.S. Tax Guide for Aliens, this exception does not apply to international students who have been in the U.S. in five separate calendar years.)

TO MAKE AN OFFER

Please provide the student **an offer letter on your company's letterhead**, which states or includes the following:

- Position is a Co-op or Intern assignment
- Physical (street) address of the work location
- Detailed position description (The position **must be related** to the current degree and major of the student)
- Name, telephone number and e-mail address of the student's supervisor or department manager
- Number of hours per week the student will be working
- Wages per hour
- Starting Date and Ending Date (see second page)

STUDENTS CONTINUING IN THEIR ASSIGNMENT

Companies that have students currently working on an IPP/Co-op/Intern/CPT assignment may wish to continue to employ the same students for the next semester.

Please submit new offer letters, **which reflect the extended work period**, to the Industrial Practice Programs at least 10 business days prior to the expiration date of the current work approval.

Internship\Co-op Calendar

Fall Semester, 2012

December 19	Last workday for semester graduates
January 13, 2013	Last workday for all assignments

Spring Semester, 2013

December 23	Earliest start date for all work assignments
January 14	First day of class
March 13	Last day to start full time assignments if not graduating 2012 F
March 25	Last day to register for part time assignments (late fee applied)
May 16	Last workday for semester graduates
May 29	Last workday for all assignments

Summer Semester, 2013

May 17	Earliest start date for all work assignments
May 30	First day of class
July 11	Last day to register for full/part time assignments (late fee applied)
August 12	Last workday for semester graduates
August 25 -tentative	Last workday for all assignments

IPP Job Survey

Employer Profile

Company Name:

Contact Person/Department:

Phone:

Email:

Website:

Physical Address:

City\State\ Zip:

*Job Location if different from above: (Intern placements at home based offices - prohibited)

Position Information

Job Title:

Job Description:

Required Qualifications:

Number of openings: Semester: __ Fall 2012 __ Spring 2013 __ Summer 2013

Start Date: End Date:

Hours Weekly: Salary Hourly:

Degree: __ Master's; __ Doctorate; __ Bachelors

Classification: __ Sophomore __ Junior __ Senior

Majors:

<input type="checkbox"/> Computer Science	<input type="checkbox"/> Electrical Engineering
<input type="checkbox"/> Software Engineering	<input type="checkbox"/> Mechanical Engineering
<input type="checkbox"/> Computer Engineering	
<input type="checkbox"/> Telecommunications Engineering	<input type="checkbox"/> Materials Science and Engineering
<input type="checkbox"/> Systems Engineering & Management	<input type="checkbox"/> Bioengineering

Minimum GPA:

Work Authorization:

US Citizen/National, Legal Permanent Resident, Asylees, Refugees

F-1 international students with Curricular Practical Training

Graduation Range (if applicable): __ May __ August __ December, 20__ TO __ May __ August __ December, 20__

Application Instructions (our standard process is to have student resumes sent via our online system to you, please indicate if you prefer another method):

Interview Location: On Campus___ Employer site___

If recruiting for permanent entry-level positions in addition to interns, will you accept?

Fall\December 2012 Graduates

Spring\May 2013 Graduates

Summer\August 2013 Graduates

Alumni

Thank you for interest in hiring intern/co-op students.

Please submit job survey (online) at <http://tinyurl.com/internlink> or

Complete and return to tamra.jackson@utdallas.edu