

## **UMHB Career Services**

### **Student Employment and Internship Posting Guidelines**

1. Pay range must be at least minimum wage and in many cases higher for advanced skills and representation
2. Employer will provide all necessary information required to post a job including: organizations name, products and services, compensation, job description, qualifications, specific hours, and how to apply.
3. Third party recruiters must be representing specific employers who contract with them and will disclose to Career Services the names of the represented employer.
4. Full-time jobs will require a college degree. Exceptions will be made for FT postings available during seasonal breaks in academic year.
5. Part-time postings should be within community distance.
6. Postings should only include those that actually pay hourly wage and hours of performance. No commission, premium compensations packages, training fees, or product kit purchases required will be accepted.
7. The position complies with all federal and state affirmative action and equal opportunity regulations.
8. Any internship postings follow Department of Labor guidelines regarding internships
9. The employer abides by the Principles for Professional Conduct for Career Services Employer Professionals as published by the National Association of Colleges and Employers.

### **Campus Showcase Day Guidelines**

1. Any organization may reserve a table on campus up to 3 days per semester, no more than 2 consecutive days will be approved
2. Requests for publicity of employer visits must be made at least 14 days in advance of the visit
3. Requests for tables should be made at least one week prior to the requested visit date
4. All visitors will comply with campus regulations pertaining to publicity materials, music, or other promotional elements utilized while on campus

### **Career Services Guidelines for Posting Positions and hosting Campus Recruiting Events:**

Career Services reserves the right to make a final decision regarding posting positions or recruiting on campus for each employer. Between UMHB and NACE guidelines the stricter standard will be used to determine eligibility of an employer.

### **Employers will not be allowed to post positions or recruit on campus if:**

1. The employment opportunity involves on-campus solicitation, sale of materials, products, or services.
2. The student has to pay a training or background check fee of any kind.
3. The work assignment interferes with or negatively affects academic progress or encourages discrimination of his or her academic program of study.
4. The mission of the employing organization goes against the Christian mission and values of UMHB.

### **Internships Guidelines**

The National Association of Colleges and Employers (NACE) provides the following internship definition and criteria: An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting.

Internships give students an opportunity to gain experience and make connections in fields they are considering for career paths, and give employers an opportunity to guide and evaluate talent.

### **NACE Seven Criteria for Internships**

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

### **Academic Credit for Internships**

Decisions regarding whether or not a student will be able to receive academic or practical experience credit for an internship are made only at the academic departmental / advisor level. The student is responsible for initiating the application for academic credit. Most academic credit internships have learning guidelines and agreements.

### **Non-Discrimination Statement & Recruitment Policies for Employers:**

The University of Mary Hardin-Baylor Career Services is committed to Equal Employment Opportunity (EEO) for all persons regardless of race, color, religion, sex, age, national origin, citizenship status (as defined under the Immigration Reform and Control Act), disability, or veteran's status. It is also committed to taking affirmative steps to see that such opportunities are made available for personnel in employment, promotion, transfer, recruitment, rates of pay or other forms of compensation, and selection for training.

Career Services requires all recruiters who attend job fairs, interviews, or post jobs or flyers with Career Services follow the EEO practices as well as NACE Professional Standards in the recruiting process. Career Services will not offer recruiting services to 3rd parties if you charge fees associated with the hiring process such as purchasing products, membership, training fees, etc. We reserve the right to refuse service to any organization or company whose business we believe is of a nature that is not appropriate for UMHB students and family. You may find a complete statement of NACE standards for employers, students and Career Services Offices here.

UMHB Career Services is neither responsible for, nor has control of, the content of any external Web sites, nor does it endorse any commercial products, services or Web sites. Remember - always research any job opportunity thoroughly.

The UMHB Career Services Center is committed to provide all of its programs and activities to its students and alumni on a nondiscriminatory basis.