HOW DOES UCLA DEFINE AN EXCEPTIONAL INTERNSHIP?

» An internship is a form of experiential learning that integrates a student’s academic experience with practical application and skills development in a professional setting.

» Internships allow UCLA students to gain valuable applied experience and make professional connections, while employers have the chance to develop potential future colleagues.

» Ideally, interns have the opportunity to acquire and apply new knowledge while taking on higher levels of responsibility.

EFFECTIVE INTERNSHIP PROMOTION STRATEGIES

» Conduct your internship recruiting drive as a campus brand-building campaign - not just a hiring transaction.

» Explore the full range of avenues to meeting and recruiting interns on the UCLA campus.

» Engage:
  » Graduated interns as campus recruitment ambassadors
  » Consider recruiting second-year or even first-year students for internships or shorter-term opportunities to build your brand and early enthusiasm
  » Tap into the pool of experienced students that transfer, including many veterans, returning students, international students, and first-generation Bruins.

» Pay your interns: paid internships stand out in any industry.

» Build your brand through consistent campus presence through regular internship listings, career education workshops, career fairs, and customized Career Center activities.

» Host a variety of experiential learning opportunities to build knowledge and excitement for your organization. Some of the program types available are:

<table>
<thead>
<tr>
<th>PROGRAM TYPE</th>
<th>DURATION</th>
<th>LOCATION</th>
<th>TARGET CLASS LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer Site Visit</td>
<td>2-4 hours</td>
<td>Employer</td>
<td>All</td>
</tr>
<tr>
<td>Externship or Job Shadowing</td>
<td>1-5 Days</td>
<td>Employer</td>
<td>First-year, Second-year, All</td>
</tr>
<tr>
<td>Case Competition or Hackathon</td>
<td>1-3 Days</td>
<td>Campus</td>
<td>All</td>
</tr>
<tr>
<td>Leadership Development Program</td>
<td>7-14 Days</td>
<td>Employer</td>
<td>First-year, Second-year</td>
</tr>
<tr>
<td>School-year Internship (P/T)</td>
<td>10 Weeks</td>
<td>Employer</td>
<td>All</td>
</tr>
<tr>
<td>School-year Internship (F/T)</td>
<td>10 Weeks</td>
<td>Employer</td>
<td>All</td>
</tr>
<tr>
<td>Internship for New Grads (F/T)</td>
<td>3-6 Months</td>
<td>Employer</td>
<td>Alumni</td>
</tr>
</tbody>
</table>
BUILDING YOUR BRAND: CONSIDER OFFERING MIX OF EXPERIENTIAL LEARNING OPPORTUNITIES

Create a path to experiential learning that fits a wider range of student interests and qualifications. Bruins are eager to connect with employers and learn about pathways to future internships and employment, while employers benefit from building a positive brand image on campus.

STUDENT PROFILE: RECRUITING FROM YOUR TARGET UCLA POPULATIONS

» Nearly one-third of UCLA undergraduates are the first in their family to graduate from a four-year university.
» More than half of UCLA students participate in some form of community service.
» Total number of students enrolled (graduate and undergraduate): 41,908.
» Fields of Study: The UCLA College and 12 professional schools offer more than 5,000 courses in 124 undergraduate majors, 98 master’s programs, 109 doctoral and professional programs, and 91 minors.
» Admissions: more than 124,000 undergraduate applicants sought admission for fall 2017.
» 2017 (first-year and transfer students), UCLA is the most applied-to university in the U.S.
» New first-year Bruins living on campus: 97%; New transfer students living on campus: 53%.
  35% of all new undergraduates and 24% of all undergraduates are Transfers.

Are there special requirements for hiring an international student?

All currently enrolled UCLA international students in good standing may accept paid or unpaid internships that relate to their field of study via the Curricular Practical Training (CPT) visa. Establishing a student’s CPT and Tax Identification Number is done through specific university departments rather than through the employer. An important consideration is that international students may only apply for the required CPT after an employment offer is confirmed. For this reason, it is very helpful to make employment offers as early as feasible.

Are there special requirements for hiring a student covered by the Deferred Action for Childhood Arrivals (DACA) guidelines?

Student interns who are covered by the Deferred Action for Childhood Arrivals (DACA) guidelines will first obtain an Employment Authorization Card (or work permit) from the U.S. Citizenship and Immigration Service. This allows employers to verify the student’s right to work in the U.S. just as they would for other employees.
UCLA CAREER CENTER AND OUR CAMPUS PARTNERS

The following UCLA Departments play key roles in connecting Bruins to off-campus internships and experiential learning opportunities. The UCLA Career Center team actively collaborates with these and many other UCLA departments to present career education workshops and promote relevant internship opportunities.

Bruin Resource Center (BRC)
The UCLA Bruin Resource Center offers specialized services, programs, and career-focused workshops with a particular focus on current and former foster youth, students with dependents, students in recovery, student veterans, transfer students, and undocumented students. Employers who wish to reach these student communities may consult UCLA Career Center and connect directly with BRC program managers.

www.brc.ucla.edu

Center for Community Learning (CCL)
Most UCLA undergraduates who prefer or need to arrange academic credit for their internships will arrange internship coursework through The UCLA Center for Community Learning. CCL supports civic engagement for UCLA undergraduates and faculty through the integration of teaching, research and service alongside community partners. CCL provides students with the opportunity to earn academic credit for an internship by enrolling in a 195CE Internship Course (open to juniors and seniors). This department also arranges service-learning courses in collaboration with community partners.

www.uei.ucla.edu/communitylearningfaqpartners.htm

Department-Based Internship Credit Courses and Research Programs
All UCLA academic departments offer an internship credit course for students and employers who prefer or require a credit-based internship. And, many departments will consider a credit-based research project relating to a student's internship. Internships for credit may be paid or unpaid in any industry, and students have the primary responsibility to enroll and fulfill course requirements. Employers can highlight their interest in specific fields of study by selecting target majors on the Career Center's Handshake career management service.

Dashew Center for International Students and Scholars (DCISS)
UCLA is home for more than 12,000 international students and scholars. Among its many programs and services, the Dashew Center coordinates visa requirements that give UCLA students and new graduates permission to work in US jobs and internships. Local employers will find it helpful to know that international students can only arrange a work visa once their internship is confirmed, and work assignments must relate to the student's field of study. For this reason, early recruitment of international students through the Career Center is encouraged.

www.internationalcenter.ucla.edu/home/about/17/18/welcome
Department of Communications: Internship and Field Studies Programs
The Field Studies class, CS 185, covers seven areas of communication work: Journalism, Film, Television, Public Relations, Advertising, Music, and Communication Technology. The internship class, Communication Studies 195 allows students to receive academic credit for a summer internship.

Department of History: HistoryCorps Internship Program
Our goal is to enhance undergraduate education through community engagement and offer students an opportunity to build transferable skills by working with professionals on public history projects. Our interns receive training and mentorship in preservation, education, and community outreach.

Department of Psychology: Fieldwork Opportunities
The Department of Psychology supports Bruins in the Psychology and Cognitive Sciences majors in serving as non-paid interns in a community setting that has a psychological or cognitive science orientation.

Department of Theater, Film & Television: Internship Program
Students increasingly choose film and television internships as a way of bridging the gap between UCLA and the entertainment industry because they provide practical, on-the-job training and valuable relationships that greatly enhance prospective job opportunities after graduation.

Partnership UCLA
Partnership UCLA/Alumni Career Programs strives to bridge academic theory to professional practice for all UCLA students. We believe that all Bruins can, and should, begin preparing for their futures while they are students. In partnership with faculty, staff, alumni, employers, and the community, we provide opportunities for UCLA students to grow their professional skill-sets throughout their time at UCLA. Programs, like the Sharpe Fellows Internship Program, provide our students tailored counseling and mentoring to help them succeed in landing the best internship.

The Entrepreneurship Council - Bruincubate
Bruincubate is a collection of 18 different groups at UCLA dedicated to promoting entrepreneurship and is supported by the Entrepreneurship Council which is comprised of representatives from each of the groups. We stand for the cross-disciplinary promotion of innovation and progress at UCLA to foster a community of entrepreneurship through shared knowledge and support. We connect UCLA to the local community and members of industry.
**UCLA Alumni Affairs: UCLA ONE Online Alumni Community**

UCLA ONE (Opportunities, Networking, and Experience) invites all UCLA alumni to offer advice to current Bruins and to list internship leads or job openings. This resource is available exclusively to UCLA alumni and students. Companies and agencies who hire UCLA alumni can request that alumni share internship opportunities through their UCLA ONE account.

[alumni.ucla.edu/ucla-one](http://alumni.ucla.edu/ucla-one)

---

**UCLA Career Center**

The UCLA Career Center offers services and resources to help UCLA students, UC graduates and employers reach their goals. We can help you find energetic and intelligent UCLA students through Information Sessions, on campus interviewing, and job or internship listings online.

[www.career.ucla.edu](http://www.career.ucla.edu)

---

**UCLA LGBT Center**

The UCLA LGBT Campus Resource Center provides a comprehensive range of education and advocacy services supporting intersectional identity development as well as fostering unity, wellness, and an open, safe, and inclusive environment for UCLA's LGBTQ community. The LGBTCRC affirms folks of all sexual and gender identities and serves the entire UCLA community.

[www.lgbt.ucla.edu](http://www.lgbt.ucla.edu)

---

**UCLA Volunteer Center**

Among its many community service initiatives, the UCLA Volunteer Center's Volunteer Leadership program gives undergraduate students an opportunity to work directly with the Center by planning and leading their own One Bus, One Cause community service projects in the Los Angeles community. Project Leaders maintain important relationships between the university and their designated community partners while gaining valuable leadership and professional skills applicable to any career.

[volunteer.ucla.edu](http://volunteer.ucla.edu)
HIRING A UCLA STUDENT AS AN INTERN

Create a job description.
Utilize the UCLA Career Center Internship Toolkit and web resources.

Sign up for a free Handshake account and select UCLA as a target School
Upload your internship job description and sign up for recruitment events. Handshake is the career management service available to all UCLA students and registered alumni.

Connect with the UCLA Career Center Team.
For tips on building and promoting your internship program, visit us at career.ucla.edu/bruinternships. To discuss your internship and to ask any questions before posting the job description, please first contact us at internships@career.ucla.edu.

Prepare to have an intern in the workplace.
The UCLA Career Center website has resources to help you train your internship supervisors and to make the internship a success for everyone on your team.

Interview applicants.
The Career Center can help you determine the best way to interview and select candidates.

Hire.
Internships may be paid or unpaid. There might be course credit involved. Don’t balk at the technicalities! We can provide you with the resources you need to be in compliance with state and federal internship regulations.