



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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1

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D7-140.0

SUBJECT

TRAINING

SUB-TOPIC

INTERNSHIP TRAINING PROGRAM

DEFINITION

This program is intended to provide a type of learning experience that can be obtained only through actual work experience. Internship programs are usually of longer duration than Out-of-Agency Staff Development or In-Service Training Programs and are provided on the basis of University needs and availability of funds. A person selected for this program will be receiving practical work experience under the supervision of an experienced worker while acting as an employee of the establishment where training is being received.

OBJECTIVES

This type of training and education has broader objectives than other types in that it serves not only UTD but also the U.T. System and State of Texas in the following ways:

1. It allows UTD and other state agencies to screen potential employees while simultaneously permitting an advantageous recruiting position.
2. It promotes the interaction of new people and new ideas between UTD and other state agencies.
3. It permits UTD and the State to gain trained personnel who can carry a heavier workload in a relatively short period of time.
4. Such training will be conducted primarily for the benefit of UTD and the U.T. System.

PROGRAM ELEMENTS

Various types of internship programs are available. Type I Internships are those that are within the U.T. System for persons not employed by the State, while Type II Internships are for employees of U.T. Dallas or another state agency.



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PROGRAM ELEMENTS, Continued

TYPE I ELEMENTS

Such internships relate to the educational program of the person serving the internship, thus providing a constant interchange and evaluation between UTD and the sponsor of the person's educational program. These internships should be initiated only to the extent that UTD can provide a meaningful work and learning experience. They are not designed to produce a work product and are for persons not originally employed by UTD.

TYPE II ELEMENTS

These internships provide for a UTD employee to be trained by and in the employ of a state agency either within or outside of the U.T. System. For example, a UTD employee could serve with the State Auditor's Office, which is not part of the U.T. System, but is a state agency. Similarly, an accountant from UTD could serve as a trainee in the business office at U.T. Austin.

The main purpose of this training is for the employee to gain skills from the training agency and promote the ability to work more competently within broader situations at many levels of University administration.

ELIGIBILITY

Any UTD employee is eligible to participate in the Type II program upon the recommendation of the employee's department head and with approval of the Senior Vice President for Business Affairs.

EMPLOYEE OBLIGATION

The employee has an obligation to successfully complete the training program and should recognize that UTD may use this type of training as a continuation of the selection process. Selected employees for this program will be committed to fulfill terms and conditions prescribed by the Senior Vice President for Business Affairs, or his designee, which will be compatible with the nature and extent of training.