

Policies: UT iSchool Employer Link

iSchool Recruiting Policy

Organizations wishing to recruit students and alumni of School of Information at The University of Texas at Austin may post opportunities on the iSchool Employer Link free of charge.

All submissions to the UT iSchool Employer Link (job and internship database) are reviewed and approved/rejected based upon the information contained in the posting. Included below are the iSchool posting policies, third-party recruiting policy and nondiscrimination and equal opportunity policy.

Job & Internship Posting Policies

Postings must adhere to the following criteria

1. Jobs and internships must be seeking candidates pursuing or already possessing a graduate degree (MS, PhD). We do not have undergraduate students.
2. All jobs and internships posted must be career-related and professionally-oriented within the field of information studies. The field includes positions related, but not limited to:

Usability, User Experience, Information Architecture & Web Design
Digital Collections, Asset & Knowledge Management
Librarianship
Business Research & Competitive Intelligence
Archival Enterprise, Records Management & Information Governance
Information Technologies & Communication (social media, content management, QA, tech writing, etc.)
Management & Administration (product management, project management)
Intelligence, Global Information Research & Analysis
Preservation/Conservation of the Cultural Record (museums, special collections)
Legal Information Resources/Law Librarianship
Health Informatics

Positions not relevant to our specialized population (i.e., commission-based sales) will not be accepted.

3. All postings must include a professional website to help evaluate the opportunity and recruiters must use a professional/organization-related email address in the contact field (e.g., no gmail or yahoo accounts).
4. Third-party recruiters must acknowledge and adhere to our third-party recruiting policy detailed below.
5. Recruiters must agree to the University's nondiscrimination and equal opportunity policy detailed below.
6. Employers posting unpaid internships must: provide the resources, equipment, and facilities needed by the student to support learning objectives/goals; provide direct and regular supervision; and must meet the [Department of Labor's criteria for unpaid internships](#). Explore the [national internship standards here](#).

Posting with the following requirements and structures are **ineligible**.

1. Positions requiring interns or employees to market/promote or create/develop free or fee-based programs, products, services, events, etc. and/or collect student information on the UT Austin campus on behalf of an employer are ineligible. Examples include *campus brand ambassador* and similar positions.
2. Fee-based programs. Examples include fee-based training programs, fee-based placements or positions requiring the purchase of supplies or a training kit.
3. Postings advertising events, services or programs (e.g., career fairs, test prep, placement or learning programs, etc.).
4. In-home positions at personal residences are prohibited (e.g., archivist working in family home, tutor, startup company positions that place students in private residences).

Third-Party Recruiting Policy

The School of Information welcomes third-party recruiter postings that adhere to the policies below. Third-party recruiters (e.g., employment agencies):

- may post specific positions with specific clients on iCareers, but may not post general advertisement(s) to solicit candidates for their services.
- must identify client company in the job form for verification that the third-party recruiter is recruiting for a bona fide job or internship opportunity; the career office will not disclose or publish client information to job seekers.
- must gain permission from student before sharing contact information, etc. with client company.
- may not collect and use student materials or information for opportunities other than the position for which the student applied.

Explore the comprehensive National Association of Colleges and Employers [third-party recruiting information here](#).

Nondiscrimination and Equal Opportunity

The University of Texas at Austin is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination, including harassment, on the basis of race, color, religion, national origin, gender, including sexual harassment, age, disability, citizenship, and veteran status. Discrimination on the basis of sexual orientation, gender identity, or gender expression is also prohibited pursuant to University policy.

The following person has been designated to handle inquiries regarding the non-discrimination policies, including but not limited to serving as the University's Title IX/ADA/504/Title VI and 1975 Age Discrimination Coordinator:

Jennifer Maedgen, Senior Associate Vice President, Division of Diversity and Community Engagement, 512-471-6259 | PO Box 7609, Austin Texas 78713. For more information, please visit the Office of Institutional Equity.

The office of the Dean of Students has primary responsibility for responding to questions about and receiving student complaints of discrimination of or by students. Students who believe they have been subjected to discrimination on the basis of sexual orientation should consult with the Assistant Dean of Students. Additionally, students or employees may address questions or complaints to a department chairperson or other university administrative personnel within the department of administrative area in which such actions are alleged to be occurring. In such cases, the chairperson or administrator should immediately contact the Assistant Dean of Students or the Equal Opportunity Services office for consultation.

Procedures for filing discrimination complaints on the basis of gender, including sexual harassment, are addressed by HOP Policy 4.B.2. Pursuant to University policy, this policy also prohibits discrimination on the basis of sexual orientation, gender identity, and gender expression.

[HOP Policy 4.B.1: Nondiscrimination](#)

[HOP Policy 4.B.2: Sex Discrimination and Sexual Harassment](#)

The University of Texas at Austin is committed to this policy in the operation of the Career Services and services are available only to employers who conform to this policy in hiring. Any complaint that an interviewing employer does not conform to this policy with regard to hiring will be investigated to determine whether such practices have indeed occurred.

Students are advised of their rights under federal law, and of the method for filing a complaint with the appropriate agency. Each interviewer should be familiar with the UT Career Services recruiting guidelines as well as the equal employment provisions of federal law.

INTERNSHIPS

National Internship Standards

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 the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the 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 credit for an internship are made at the departmental level, not at the university level. The student is responsible for initiating the application for academic credit with the department.