The University of Tulsa (TU)
Alumni Internship Program

WHAT IS THE TU ALUMNI PROGRAM?

The TU Alumni Program is a way for you, as an alumnus, to give back to your alma mater by posting current internships from your company or championing the creation of a new internship program. **Alumni, their employers and TU current students all benefit.** Alumni get recognition within your organization as leaders; employers benefit when they hire talented students who assist with special projects and/or provide assistance so current employees can accomplish more; and students gain experience and training enhancing their classroom knowledge.

HOW CAN YOU HELP?

IF YOUR COMPANY HAS A WELL-ESTABLISHED INTERNSHIP PROGRAM

You may find that your company already has a formal internship program and you may even have participated as an intern with your current employer.

- Contact Career Services to find out if your employer posts the internship opportunities on the www.hireTUgrads.com website in Golden Opportunities, or attends Job Fairs or interviews on campus.
- Offer to help promote the program by contacting faculty or speaking at one of the student organization meetings.
- Come with the recruiters when they visit TU. Current students love talking with alumni who can relate to the TU experience and trust them to tell the "straight" story about the company/organization and the transition from school to work.

IF YOUR COMPANY DOESN'T HAVE AN INTERNSHIP PROGRAM

Make a plan to have your own intern or start and internship program.

- Set some goals for the company and for the intern.
- Design a job description and decide what skills will be needed.
- Decide if the company can or will be able to pay.
- Sell the idea to your employer.

The following information and forms will help you develop your plan. A more extensive guide is also available at www.internintulsa.com.

1. Benefits of Establishing an Internship Program
2. The TU Intern – Introduction, Definition and Guidelines
3. Job Posting Information
4. Recruiting at The University of Tulsa – Using Golden OpporTUnities

If the position will be considered for academic credit in the student's major field:

5. Student Statement of Goals (If for academic credit)
6. Statement of Academic Credit Requirements (If for academic credit)