

UTEACH INTERNSHIP ORIENTATION FORM

Welcome new interns. We are happy that you have decided to serve the community through a UTeach internship. Your internship is funded through the generous donations of individuals and foundations supporting UTeach. As an intern, you are representing yourself, the UTeach Program, and UT Austin.

Below are some important policies and procedures you will need to know about. Please read through these items, review the UTeach Internship website, and discuss these policies with the peer mentor or UTeach representative hosting your orientation session.

If you have any questions or concerns about the UTeach Internship Program, please feel free to contact the Internship Coordinator, [Dr. Shelly Rodriguez](mailto:shelly.rodriguez@austin.utexas.edu) (shelly.rodriguez@austin.utexas.edu)

Placement

1. After you submit your request using the online system, watch for a placement email that lets you know the details of your internship assignment. Once you receive the email, you are required to:

- contact the site coordinator (contact information found on internship listing on-line)
- set up a work schedule
- complete the [site supervisor interview](#) and return with your first time sheet.

Placements are for a single semester. Makes sure you apply each semester you would like to have an internship. **IMPORTANT: DO NOT START WORK UNTIL YOU RECEIVE YOUR PLACEMENT EMAIL. You will not be paid for any work done before the placement email is received.**

Payment

IMPORTANT: UTeach complies with University requirements for making payments to students. See the [Student Employment Forms](#) page on the Internship website for more information about the steps you need to take to make sure UTeach can pay you.

Timesheets

As a UTeach intern, you are responsible for:

- picking up blank timesheets (outside the main UTeach office, PAI 4.02)
- having them signed by the site supervisor
- turning them in by the required date

The [due dates for timesheets](#) are posted on the UTeach Internship website. A paper copy is available for pick-up at the UTeach office (PAI 4.02).

Late Timesheets

- will be accepted for only one past pay period
- repeated late submissions may lead to the termination of the internship

Accurate Timesheets:

As an intern, it is your responsibility to ensure that you report your hours accurately and that only your site supervisor or an authorized representative signs your timesheet. Compliance with University of Texas at Austin payroll policies is critical. Any error or falsification may be investigated by the University as well as law enforcement. *Your timesheets will be provided to your site supervisor for verification each pay period.*

Filling in Timesheets: Use a pen! We have them in the UTeach office if you need one.

Department: UTeach

- Subdivision: Internship site (e.g. Austin Partners in Education, Girlstart)
- Name: Please enter your full name.
- ACCT #: Leave blank

- Pay Period: Pay periods begin on the 1st and 16th of each month and end on the 15th and last day of each month. Complete a separate timesheet for each pay period. **IMPORTANT:** If the 16th of the month is a Thursday, then the pay period starts on that Thursday. Please make sure the day of the week and the date in the month correspond.
- Total Hours: Use quarter hour increments. **REMEMBER:** You cannot work more than 20 hours per week (19 for Work Study students).
- Absent Time: Leave blank.
- Signatures: Yours and your supervisor's.
- Changes: If you must alter your timesheet, make sure you line through the incorrect information. Changes must be initialed by *both* you and your supervisor.

Turn in timesheets to PAI 4.02 by 5PM on the due date. Late timesheets cannot be paid until the following pay period.

Additional Policies

- Interns **MUST** submit a [Site Supervisor interview](#) within the first two weeks of the placement, i.e. with your first time sheet *at the absolute latest*. Failure to comply may result in a hold on your paycheck and possibly a termination of the internship.
- Interns may work no more than 20 hours per week, Monday-Sunday. (Students on Federal Work Study may work no more than 19 hours per week.) Students using a work-study award must contact the [Internship Coordinator](#) directly to review work study guidelines.
- The Office of Student Financial Services has established [Quantity of Work guidelines](#) to help students maintain a balance between academics and employment. **REMEMBER:** School first.
- **Interns may work no more than 8 hours in one day unless prior approval is secured from the UTeach Internship Coordinator. In no case may students work more than 20 hours in one week (19 for Work Study).**
- **In addition to time sheets, interns should keep an ON SITE record of hours with their site supervisor.**
- Interns may not travel out of town as part of an internship assignment.
- Interns may not drive or chauffeur as part of an internship.
- **You must maintain contact with your site supervisor. You are an employee and representative of the UTeach program. As such, you are expected to act professionally. Failure to do so may result in termination of your internship.**
- At the end of the semester we ask that interns write a thank you card to the UTeach donors that make the internships possible. This is a VERY IMPORTANT way you can help the program. *Failure to turn in a thank you card may impact future internship placements.*

Please sign below to acknowledge that you have been through the UTeach internship orientation and that you understand your roles and responsibilities as an intern. *Please scan and email this document to the Internship Coordinator at shelly.rodriquez@austin.utexas.edu*

Intern Name (Printed)

Date

Intern Signature

Peer Mentor or UTeach Representative Name (Printed)

Date