

POSTING A PAID INTERNSHIP

Paid internships and jobs for qualified organizations can be posted at any time on the Career Services "Aztec Career Connection" site:

http://career.sdsu.edu/student_affairs/career/employerservices.aspx

Click "Register for a new account" and then follow the instructions. It will take about a day for SDSU Career Services/Employer Services to complete a background check. Once your company has been approved, you will receive an email verification letting you know of your approval. Please note, Career Services does reserve the option not to register organizations in Aztec Career Connection.

POSTING AN UNPAID INTERNSHIP

For **unpaid** internships, students **MUST** earn academic credit and **MUST** be enrolled in an internship course. Career Services will refer you to an academic departmental contact. Employers must proceed through a process to be reviewed and receive approval to offer an internship for credit through an academic department(s), which is the Service Learning Agreement (SLA). This process can assist you in finding qualified students in the academic program who can also receive credit for their internship experience.

To find the Department Internship Contact for the major(s) you would like to recruit, go to:

https://newscenter.sdsu.edu/student_affairs/career/departmentalinternships.aspx

This website lists the major, Department Internship Contact (name, email, phone number), and what type of internship the contact handles.

Once you have an approved SLA (takes approximately 1-2 weeks), then you will be able to post your unpaid internships on Aztec Career Connection. You will need to create an employer account in Career Services "Aztec Career Connection" site:

http://career.sdsu.edu/student_affairs/career/employerservices.aspx

Click "Register for a new account" and then follow the instructions. It will take about a day for SDSU Career Services/Employer Services to complete a background check. Once your company has been approved, you will receive an email verification letting you know of your approval. Please note, Career Services does reserve the option not to register organizations in Aztec Career Connection.

It is highly recommended that you review the [Fair Labor Standards Act](#) and SDSU's [Internship Definition Matrix](#).