UNIVERSITY of **HOUSTON**

C. T. BAUER COLLEGE of BUSINESS Graduate Real Estate Program

UH Bauer Real Estate Internship Program

Employer Registration Form

Purpose:

Internship employment provides students with professional work experience in real estate and introduces employers to MBA's with up to date business skills while supporting their "Practice-based Education."

Benefits of Internships:

<u>Employers</u> - Employers benefit from the work contribution of graduate students and make a meaningful learning experience to the student's education.



<u>Students</u> - Students benefit from contributing to the employer's organizational objectives and gain an understanding of real estate operations with on-the-job work experience.

Successful Internships:

Experience has shown that incorporating the following guidelines lead to successful internships:

- ✓ Designating a supervisor who provides guidance and assign tasks that supports the student's learning experience.
- ✓ Setting learning objectives.
- ✓ Creating specific and measurable outcomes.
- ✓ Challenging students to make meaningful contributions to your organization's mission.
- ✓ Performance appraisals at the conclusion of the internship.

Matching Process

- 1. Employer provides internship job descriptions and skills required.
- 2. Resumes of candidate students are submitted to employers for selection to interview.
- 3. Agreement is reached between employer and student as to internship employment.
- 4. Notification is sent to Graduate Real Estate Program stating employment between employer and student.

Terms of Internship Employment

- Part-time/full-time: ½ time, 20 hours per week, or full-time, 40 hours per week, or otherwise as agreed by employer and employee.
- Employment: Interns are employed pursuant to the employer's HR policies and procedures.
- **Compensation:** Set by employer, meets minimum wage requirements and normally range between \$15 and \$20/hour.



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Employer Registration Form

Employer Information:			
Company Name:			
Contact:NAME	PHONE	EMAIL	
Address:	CITY	STATE	ZIP
Website:	Real Estate Industry Sector:		
Briefly describe nature of your b	usiness:		
Terms of Employment:			
Start Date:	End Date	:	
☐ Full-time ☐	Part-time Hours Per Week:	Hourly Salary:	
Position Description (Please atta	ched job description if available):		
Professional skills required for in	tern to accomplish job:		
Additional Comments:			
Employer signature:		Date:	

Thank you for serving as an employer for the Graduate Real Estate Program Students!

We will be sending resumes for your consideration.

Return Form To:

rsdade@bauer.uh.edu

