New Mexico State-UNM/Private Sector Internship Program (SPSP)

Company Agreement

2018-2019

Goal of Program:
To provide training opportunities for University of New Mexico engineering and computer science students, while in college, at various corporations in the State of New Mexico. The goal is to partner with the local industry to train UNM students on current engineering and computer science activities through paid internships at these companies.

Program Specifics:
The internships are for 12 weeks during the academic year and the student will be asked to commit 12 to 15 hours a week. The partnership works by the State of New Mexico-UNM funding 8 weeks of the internship at the cost of $2,500 and the intern host providing the remaining 4 weeks at the cost of $1,250. The host corporation has to commit in writing to match the 2/3 portion by 1/3 portion on their own. Also, the host corporation has to be located in the State of New Mexico.

Eligibility:
The eligibility requirements for a student to be funded on one of these internships are:

- Be a U.S. citizen, national, refugee or permanent resident alien
- Be admitted to the School of Engineering and department
- Be a sophomore, junior or senior or graduate student (completed all sophomore engineering courses)
- Demonstrate academic ability and not be on academic probation

Requirements:
Students are required to turn in an application packet, which includes a current copy of their resume, copy of their unofficial transcripts, a letter of intent (essay describing why they want the internship) and a letter of recommendation.

Students are placed in internships based on their interests and company needs.

Upon acceptance of the internship, students are required to register for a non-credit co-op course through the UNM Office of Career Services.

Intern hosts will be asked to complete a co-op form at the beginning of the internship and evaluation form at the end of the internship.

Company Agreement:
I, (company representative name) ______________________________, on behalf of (company name) ______________________________, do hereby agree to fund 4 weeks of a 12-week internship for a UNM SOE student in the amount of $1,250.

We understand that the SPSP Program is asking all intern hosts to contribute, after the end of the student internship, a donation of at least $300 to support the long-term sustainability of this program which has an established endowment at UNM specifically for this purpose (i.e. to support career development activities for students).

Signature ______________________________ Date ______________________________