

Employer Participation Process

- The Employer must provide the following information to the PPG Industries Career and Leadership Development Center:

Employer Information Form: This form provides general information regarding contact, type of positions, schedule required, and whether it is paid or unpaid.

Position Description: This should specify tasks or projects to be assigned, including requirements and qualifications for each position (such as knowledge, skills, abilities, personal traits, grade point average), type of training, hours to be worked, compensation, and the name and title of the internship supervisor.

- Materials should be mailed or faxed to the Career Center using the following guide.

Submit Materials During:
April - August
September – December
January – May

For Candidates in the:
Fall Semester
Spring Semester
Summer Term

The documents will be forwarded to each Academic Department Head for approval. Employer will be contacted if there are any concerns regarding the proposed positions.

- Students may submit their resumes online through ColonialTRAK, to an email address supplied by the employer or directly to the employer's website.
- Employer may contact students directly to schedule interviews at their organization or interviews may be arranged through the Career Center by calling 412-397-6240. When calling, please specify that you are scheduling an on-campus recruiting visit for the Academic Internship Program.
- Each employer contacts the student directly with a decision to offer employment. Once a student accepts the position, the employer needs to notify the Career Center. We strongly suggest that each employer make their candidate selections no later than three weeks before the term begins so that students can register for the credits in a timely manner and avoid being assessed late fees.
- The employer, student, and university representative sign a Mutual Letter of Agreement acknowledging the conditions of employment, the duration of the experience, and the weekly work schedule.
- The employer will establish a work schedule and review responsibilities and expectations with each student. The work schedule is arranged according to the employer's needs and the student's class schedule.
- A Faculty Advisor will contact the employer and arrange a time to visit his/her office. The Faculty Advisor guides each student in applying his/her theoretical base to the experience. The student receives a syllabus and a learning agreement, which outlines the academic component of the experience that is to be followed throughout the term.