



THE INTERNSHIP PROGRAM

RE 481

Lied Center
for Real Estate

UNLV | LEE
BUSINESS SCHOOL

RE 481 – The Internship Program

Available Summer, Fall and Spring

RE 481 Overview

Internships are one of the most important ways to bridge the gap between academic learning and professional success. By working alongside industry professionals, students not only build their skills but also expand their networks, explore career paths, and position themselves competitively in the job market.

Students interning in the real estate field with a firm approved by the Lied Center for Real Estate are eligible—and encouraged—to enroll in RE 481 (“Real Estate Internship”) to earn **three college credits** for their work.

Course Availability

RE 481 is offered during the Summer, Fall, and Spring semesters. To enroll, students must have a minimum overall GPA of 3.00, a minimum major GPA of 3.00, and a grade of at least C in RE 130 or RE 301. The course is graded on a satisfactory/fail (S/F) basis only. For a complete and up-to-date list of prerequisites, please refer to the UNLV Catalog.

Finding your Internship

As a student, you are ultimately responsible for identifying an internship to present to the Lied Center for Real Estate Internship Coordinator for review. However, the Lied Center for Real Estate provides a variety of resources to help open doors to internship opportunities. As a starting point, students are encouraged to join the UNLV Real Estate Business Society (REBS) by [visiting the Student Involvement Center](#). The Lied Center for Real Estate routinely emails active

internship openings from partner real estate firms to students registered in REBS.

REBS students will be informed of industry networking events hosted in partnership with the Lied Center for Real Estate (typically held one to three times per month). These events provide valuable opportunities to meet industry professionals and demonstrate your interest in securing an internship.

We also encourage students to visit the [Lee Business School's Career and Professional Development Office](#), which helps prepare students for the workforce through one-on-one career coaching, employer connections, and a wide range of career-related resources. The Lied Center for Real Estate also offers two career-focused programs: the Annual Real Estate Expo and the Fall Mentorship Program (information is shared with students active in REBS).

The Annual Real Estate Expo, held each April, brings 30 to 40 real estate firms to campus to meet, network with, and interview students for internship and employment opportunities. Complementing this event is the Fall Mentorship Program, which matches students with senior-level executives in their chosen field. This program is designed to accelerate students' understanding of the profession and support their pathway to internships and future employment.

This document, effective 9/1/2025, may be downloaded at:

<https://liedcenter.unlv.edu/academic-programs/>

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- [Handshake](#) (UNLV's platform for student jobs and internships).
- [LinkedIn Jobs](#): Search “real estate intern” and filter by location.
- **Indeed, Glassdoor, and ZipRecruiter**: Broader searches for both national and local real estate companies.
- **Company Websites**: Many brokerages, developers, and investment firms list internship opportunities under their careers pages.

In terms of local market and networking strategies consider:

- **Direct Outreach**: Contact local real estate firms (brokerages, developers, appraisal companies, REITs) with a résumé and cover letter expressing interest in internships.
- **Alumni Connections**: Reach out to UNLV alumni working in real estate via LinkedIn or the Lied Center's mentorship programs.
- **Fairs & Expos**: Events like the Lied Center's Expo or regional career fairs are prime recruiting grounds.

Administrative Requirements and Enrollment

Ideally, before beginning (and at the very minimum, ***before completing***) your internship, you must contact the Internship Coordinator, Shawn McCoy, Ph.D., at shawn.mccoy@unlv.edu for further instructions.

The Internship Coordinator will ask you to complete the form at the end of this document and email this entire document back.

The RE 481 Internship Form must indicate the semester in which you wish to enroll. For your internship to be approved, the Internship Coordinator will review the scope of the position described in your submission to ensure alignment and complementarity with the RE curriculum. Exceptions can be made, but as a general rule students are encouraged to identify paid (as opposed to unpaid) internships.

Students are required to complete 150 hours with their employer prior to the end of the semester in which they are enrolled in RE 481.

Students must therefore enroll in RE 481 during the semester in which they will to complete their 150th hour of work with their employer. This may or may not coincide with the semester in which the internship begins. **The Lied Center for Real Estate does not award retroactive credit and will not permit enrollment in RE 481 for internships that have already been completed.**

To receive credit, upon completion of your 150th hour of work, your supervisor must email the Internship Coordinator with:

- A. a statement confirming that you completed the required 150 hours of work, and
- B. a brief summary (approximately one paragraph) of your overall job performance.

We look forward to collaborating with you and supporting your professional growth.

Guidance for employers

We are grateful to our employer partners who open their doors to our real estate students through internships and career opportunities. Your support helps students gain practical experience, build professional networks, and apply their classroom learning to real-world challenges. Thank you for investing in their growth and future success.

When discussing potential employment opportunities with a UNLV real estate student, we encourage you to share this document with them (if they do not already have it). Students must contact the Lied Center for Real Estate Internship Coordinator for guidance as early in the process as possible.

While exceptions may be granted in the Center's criteria for awarding internship credit, we generally encourage students to pursue paid internship opportunities.

For employer eligibility, we seek to partner with firms engaged in the following areas: Corporate and Business Real Estate; Institutional Real Estate, Portfolio Management, and Investment; Real Estate Development and Construction; Property Management; Appraisal and Consulting; Residential, Commercial, and Land Brokerage; Mortgage and Construction Lending; Urban Planning and Environmental Consulting; Design Review; Real Estate Consulting and Research.; and Economic Development. Internships in real estate outside these areas will be approved on a case-by-case basis.

The internship program (RE 481) does not place a requirement on how many hours a student must work each week. Rather, the core requirement (in addition to the employer belonging to an approved field) is that the student completes at least 150 work hours with you.

In terms of administrative steps, **the submission and processing of this document will be handled between the student and the Lied Center for Real Estate.** However, the employer is expected to furnish to the student prior to the start of the internship a detailed description of the scope of work that he or she may include in their internship form submission.

Upon completion of the student's 150th work hour, **the supervisor is required** to send an email to the Internship Coordinator, Shawn McCoy (shawn.mccoy@unlv.edu), confirming that the student has completed the required 150 hours and providing a brief summary (approximately one paragraph) of the student's overall job performance.

The Internship Coordinator will review the student's application with attention to two primary areas. First, confirming that the employer operates within one of our areas of academic emphasis as outlined above. Second, ensuring that the scope of the internship provides students with meaningful exposure to the firm's core objectives and operations.

For employers interested in identifying students for potential hire, the Lied Center for Real Estate recommends reaching out

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to Paul Chaffee at paul.chaffee@unlv.edu or Shawn McCoy at shawn.mccoy@unlv.edu. In your email, please include the internship posting and/or a description of the position, outlining the responsibilities and the qualifications you seek in a competitive candidate.

Be sure to also provide the name and email address of the designated contact person for interested students.

The Lied Center for Real Estate will then connect directly with students actively seeking internship opportunities, encouraging them to apply. In addition, we will ask students to forward a statement of interest, LinkedIn profile, and résumé.

The Lied Center for Real Estate extends our sincere thanks for considering a UNLV student as a prospective intern. We deeply appreciate the time you invest and the expertise you share in helping enrich our students' educational journey.

Shawn J. McCoy, Ph.D.

Director and Associate Professor

Lied Center for Real Estate

University of Nevada, Las Vegas

Email: shawn.mccoy@unlv.edu

Website: <https://liedcenter.unlv.edu/>



RE 481 – Internship Approval Form

Name: _____

NSHE ID: _____

Indicate the semester and year you wish to enroll in RE 481
(e.g., Fall 202X, Summer 202X)

Semester _____

Year _____

Initial or check each of the following:

☐ I understand that an internship requires at least 150 hours of work to complete three college credits and that I have read through the entire document accompanying this form (note: if approved, ensure that when you register for RE 481 that you are registering for three credits).

☐ I understand that I may not intern in a family business, or in an entity where my supervision directly or indirectly, will be performed by a member of my family.

☐ I agree that, upon completion of the internship, I will ask my supervisor to email the internship coordinator, providing the hours worked, and detailing the work done and its quality.

In the space below, include a description of the duties you will perform as an intern:

Name of firm or company you are interning with: _____

Name of your supervisor or hiring manager: _____

Job title of your supervisor or hiring manager: _____

Email of your supervisor or hiring manager: _____

Phone number of your supervisor or hiring manager: _____

Student's signature: _____

Fields Below to be Completed by UNLV Only

Internship Name _____ Signature _____ Date _____

Coordinator:

Dept. Chair: Name _____ Signature _____ Date _____