**Internship Policies and Procedures**  
**July 2015**

**Definition**

An internship is structured and supervised experiential learning in the area of a student’s career interest and in a work setting for which the student may or may not earn academic credit and may or may not be paid. Internships are driven by intentional learning goals and objectives which extend the student’s knowledge and understanding of classroom outcomes and are accompanied by structured reflection.

**Objectives**

Internships provide a wealth of benefits:
- Valuable work experience which complements classroom preparation
- Professional skill development and experiences to enhance résumé
- Increased marketability on the job front
- Networking opportunities
- Practice with communication and collaboration skills
- Confirmation of major and career choice
- A bridge between school and the professional world
- Greater self-confidence while focusing on career path
- Heightened focus and greater appreciation for the relevancy of coursework
- Possible monetary compensation and academic credit

**Student Eligibility**

- Enrollment in a degree-seeking program at Indiana University East
- Junior or Senior grade level (exceptions when appropriate)
- GPA maintained at recommended 2.5 or above (some employers/placements require higher)
- Critique of résumé by the Office of Career & Experiential Learning
- Permission/approval from an academic major faculty supervisor (in order to register and receive academic credit)

**Host Site Internship Requirements**

- Must offer a new learning experience for the student (i.e. the student may not continue the same responsibilities at a current job and receive credit).
- Must offer opportunities to explore a career field or develop new skills.
- Must offer interaction with the top manager(s) in the location to allow for student learning about strategic decisions and the “big picture” view of the business/organization.
- Should be 12-15 weeks in length, preferably coinciding with semester dates (especially if student is receiving academic credit). Length can be adjusted, as long as student works approximately 30 hours per credit hour being earned.
• Minimum of 8 work hours per week.
• Maximum of 20 work hours per week for full-time students during a regular semester. Summer can be up to full-time if paid. Exceptions to 20 hour maximum must be discussed with and approved by IU East Career & Experiential Learning Coordinator.
• Partnership Agreement with Indiana University East.
• Supervisor Evaluation at conclusion of internship.
• Other requirements may be added for specific classes.

Academic Credit
• Internships may be for credit or not for credit.
• If the student is receiving credit, the following must be addressed:
  o The student must talk with faculty advisor to identify the proper course for which to register.
  o The student must register for the course and will assume the responsibility (through financial aid or self-payment) of paying for the credit hours.
  o Course criteria should be discussed with internship host during the interview process. Criteria typically considered include number of hours, inclusion of meaningful project work and evaluation methodology.

Paid or Unpaid
Internships are becoming more crucial for a student’s job market competitiveness following graduation. While many internships are paid (either by an hourly wage or stipend), many are unpaid and offer priceless experiences within a student’s field of interest. Most internships hosted by non-profit organizations are unpaid.

Both paid and unpaid internship programs are subject to applicable federal and state labor regulations. The following six criteria from the U.S. Department of Labor Fact Sheet #71 must be applied when making the determination for an unpaid internship provided by a “for-profit” private sector business:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

The General Process (for the Student)
1. Student should talk with advisor early in his/her academic program to decide the best time for an internship. Discussion/plan should include whether an internship should be for academic credit or not.
2. Connect student to a position (*The Career & Experiential Learning Coordinator should be kept abreast if not directly involved*).
   a. Student networking
   b. Career & Experiential Learning Coordinator networking/resources
   c. Faculty or staff networking
   d. Indiana INTERNnet [www.indianaintern.net](http://www.indianaintern.net)
   e. Other search resources

3. Finalizing placement
   a. **Partnership Agreement** with IU East Office of Career & Experiential Learning
   b. Establish criteria with host business/organization, then student completes the **Internship Description Form** [http://www.iue.edu/internships/new-intern.php](http://www.iue.edu/internships/new-intern.php) which asks for:
      i. Internship job description
      ii. Paid or unpaid
      iii. Credit or not (if yes, what course number)
      iv. Length of time
      v. Hours per week
      vi. Direct supervisor established
   c. If internship is for credit, student should **register for course** during appropriate registration time.
   d. Student will need a **background check** either through IU East (contact Career & Experiential Learning Coordinator) or through the host organization.

4. Upon completion
   a. Student submits the **Final Narrative and Evaluation Form** the last week of the internship: [http://www.iue.edu/internships/student-eval.php](http://www.iue.edu/internships/student-eval.php)
   b. Host business/organization Internship Supervisor submits a **Supervisor Evaluation Form** (a private link sent by the Office of Career & Experiential Learning)
   c. All **course requirements** must be fulfilled if internship is for academic credit

**The General Process (for the Internship Host/Employer)**

1. Decide what internship position you want to fill and create a job description with the following information:
   a. Short description of business/organization/department
   b. The position title and essential responsibilities
   c. Other duties/responsibilities
   d. Timeframe (semester, summer, year-long – start and end dates if possible)
   e. Supervision
   f. Possible learning/career outcomes
   g. Qualifications for the position (how far in academic program, general or specific degree program requirements, skills, ability to work in a certain environment, career interests, etc.)
   h. Paid or unpaid – if paid, what is the rate/amount?
   i. Does student need to receive academic credit as a requirement to intern?
j. How a student would apply for the position

2. Connect with IU East Career & Experiential Learning Coordinator to ensure position is approved and included with available internships for the specified timeframe.

3. IU East and Host will create a Partnership Agreement if one does not exist from previous placements.

4. IU East Career & Experiential Learning Office will communicate opportunities to faculty and students and Host will post position on CareerLink, IU East’s new job/internship portal.

5. Identified candidates will submit résumés to host to begin the interview and selection process.

6. Once a student is chosen, the Host supervisor and intern will establish work schedule and review learning objectives for the internship. If the internship is for credit, the identified Instructor of Record will also be included in the establishment of learning objectives and academic deliverables.

7. If any issue should arise, the Host should contact the IU East Career & Experiential Learning Coordinator.

8. At the conclusion of the internship, the Host will receive a link to the Supervisor Evaluation Form from the IU East Career & Experiential Learning Coordinator. This form must be completed for campus internship tracking purposes and for program assessment. If student is receiving academic credit, there may need to be final communication with student’s Instructor of Record.

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