

## Internship Policies and Procedures

### 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

*Career Services thrives to meet the needs of students and employers based on our professional competencies and standards set forth by the National Association of Colleges and Employers.*

*NACE (2013). Professional Competencies: For College and University Career Services Practitioners.*

### **Competency: Sourcing and planning for experiential learning**

- Assist in the sourcing and planning of experiential education activities.
- Teach students appropriate search and application techniques.
- Provide information to students concerning financial resources/opportunities for obtaining academic credit.
- Help students identify employers.

### Internship Benefits:

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
- Valuable work experience which complements classroom preparation
- 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

- Students must be enrolled with Indiana University East or Purdue Polytechnic Richmond.
- Credit internships are only available for degree-seeking students only.
- Junior or Senior grade level (Freshmen and Sophomores exceptions when appropriate)
- GPA maintained at recommended 2.5 or above (some employers/placements require higher)
- Critique of résumé by the Office of Career Services
- 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. Summer semester internships should be 6-8 weeks in length.
- Minimum of 8 work hours per week.
- Maximum of 20 work hours per week for full-time students during a regular semester. Summer semester can be up to full-time if paid and student is not taking classes full-time. Exceptions to 20 hour maximum must be discussed with and approved by IU East Career & Internship Coordinator.
- Learning Agreement with employer and student.
- Supervisor Evaluation at conclusion of internship.
- Other requirements may be added for specific classes.
- The employer **must** advise the intern of the inherent risks in working in that workplace, training him or her in safety procedures, and providing adequate supervision.

## Academic Credit

- Internships may be for credit or not for credit.
- If the student is receiving credit, the following must be addressed:
  - The student must talk with faculty advisor to identify the proper course for which to register.
  - The student must register for the course and will assume the responsibility (through financial aid or self-payment) of paying for the credit hours.
  - 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. By way of background, Glatt replaced the U.S. Department of Labor's (DOL) six-factor test for unpaid internships with a more employer-friendly "primary beneficiary" test. Under the new test in Glatt, courts consider the following seven non-exhaustive factors when deciding whether an individual is properly classified as an unpaid intern (as opposed to a paid employee):

1. The extent to which the intern and the employer clearly understand that there is no expectation of compensation; any promise of compensation, express or implied, suggests that an intern is an employee—and vice versa.
2. The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.
3. The extent to which the internship is tied to the intern's formal education program by integrated coursework or the receipt of academic credit.
4. The extent to which the internship accommodates the intern's academic commitment by corresponding to the academic calendar.
5. The extent to which the internship's duration is limited to the period in which the internship provides the intern with beneficial learning.

6. The extent to which the intern's work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
7. The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of 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.

Connect student to a position (*The Career & Internship Coordinator should be kept abreast if not directly involved*).

- a. Student networking
- b. Career & Internship networking/resources
- c. Faculty or staff networking
- d. Indiana INTERNnet [www.indianaintern.net](http://www.indianaintern.net)
- e. Other search resources

*The student is ultimately responsible for applying to the position/earning the internship.*

2. Finalizing placement (*Student must complete following forms to register internship through Career Services*)
  - a. **Partnership Agreement** with IU East Office of Career Services
  - b. Establish criteria with host business/organization, then student completes the **Internship Description Form** <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 and be in contact with a faculty advisor. Student must also fill

out **Learning Agreement** with supervisor and submit it to the Career Services Office.

- d. Student may need a **background check** either through IU East (contact Career & Internship Coordinator) or through the host organization. All students completing an internship at the IU East facility must have a background check. If the Host requires a background check, it is then required by the internship office.

3. 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>
- b. Host business/organization Internship Supervisor submits a **Supervisor Evaluation Form** (a private link sent by the Office of Career Services)
- 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. What is the employment status and compensation provided?
  - j. Does student need to receive academic credit as a requirement to intern?
  - k. How a student would apply for the position
2. Connect with IU East Career & Internship 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 (Only if MOU is required by Host).
4. IU East Career & Internship 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 & Internship Coordinator.
8. At the conclusion of the internship, the Host will receive a link to the **Supervisor Evaluation Form** from the IU East Career & Internship 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.

*For more information, contact:*

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