



**Career Services**

**Employers & Internships  
Guidelines and Forms**

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# **PROVIDE A MEANINGFUL AND REWARDING WORK EXPERIENCE TO AN ESU STUDENT, GIVING THEM AN EDUCATIONAL BENEFIT OF LASTING VALUE!!**

## **WHAT IS AN INTERNSHIP?**

An internship is a short term, one-time employment assignment, during the summer or regular school year, which offers students an interest or major-related work experience with a learning component.

## **WHAT ARE THE BENEFITS TO AN EMPLOYER?**

- Great opportunity to catch up on labor intensive projects that has been neglected.
- You acquire the use of well trained, college educated personnel for a minimal investment.
- An effective way of identifying and connecting with talent!
- A strengthened connection with the university means a strengthened connection with the community.
- Improved effectiveness of long range planning through clarification of organizational strengths and weaknesses.
- Jump start your office environment with the enthusiasm of a motivated college student working only for the sheer enjoyment of new experiences.

## **HOW DOES ESU CAREER SERVICES PROVIDE ASSISTANCE?**

- Our professionals work for you to align your internship needs with students' expressed quality and interests.
- Full assistance provided as needed for initiating an internship program.
- Coordination with academic departments and faculty. (Faculty have the responsibility of establishing academic requirements for completion by the student and will award the final grade.)
- Advertising and marketing of opportunities / full résumé referral.

## **STUDENTS SUBMIT THE FOLLOWING WORK TO CAREER SERVICES FOR GRADES**

<b>REQUIREMENTS</b>	<b>% OF GRADE</b>	<b>DUE DATE</b>
Résumés & Cover Letter	20%	Before the internship begins.
Monthly time reports	-	Last work day of the month.
Biweekly journaling via email	30%	Every 1 <sup>st</sup> and 15 <sup>th</sup> of the month.
Performance evaluation by employer	20%	Upon completion of the work term.
Intern evaluation of experience	-	Upon completion of the work term.
Final reflection paper	30%	During finals week at the final.

## **WHAT IS EXPECTED FROM THE EMPLOYER?**

- Job description listing requirements and qualifications.
- Supervision, orientation to company.
- Evaluation of intern performance and provide feedback to university intern coordinator.
- Worker's Compensation Insurance.
- Require intern candidates to submit a professional résumé.
- Safe working environment.

## **MUST INTERNS BE PAID?**

U.S. Department of Labor (DOL) has developed six criteria for identifying a learner/trainee who may be unpaid. (See “*Checklist*” if needed)

- The training, even though it includes actual operation of the employer’s facilities, is similar to training that would be given in a vocational school.
- The training is for the benefit of the student.
- The student does not displace regular employees, but works under the close observation of a regular employee.
- The employer provides the training and derives no immediate advantage from the activities of the student. Occasionally, the operations may actually be impeded by the training.
- The student is not necessarily entitled to a job at the conclusion of the training period.
- The employer and the student understand that the student is not entitled to wages for the time spent training.

Although not all six factors have to be present for an individual to be considered a trainee, the experience should ultimately look more like a training/learning experience than a job. This raises the issue of the fourth criterion—that the employer derives no benefit from the student’s activities. Several DOL rulings, while not addressing the criteria head on, suggest keeping the internship as a prescribed part of the curriculum and predominantly for the benefit of the student. The mere fact that the employer receives some benefit from the student’s services does not make the student an employee for purposes of wage and hour law.

## **SHOULD MY COMPANY COVER INTERNS UNDER ITS WORKERS’ COMPENSATION INSURANCE? WHO IS RESPONSIBLE IF THE INTERN GETS INJURED?**

It is recommended that you cover your interns under your workers’ compensation insurance although you are not required to do so by law. Why? Because coverage limits your organization’s liability for job injuries to medical expenses and lost wages only—something that general liability doesn’t do. It is important that you tailor your workers’ compensation insurance policy to meet the needs of your internship program.

Establish and explain your organization’s safety policies and procedures to your interns and document that you have reviewed the material with them. Companies with good safety records seldom see an increase in safety problems when interns are on site.

## **Checklist** **“Employee” or “Trainee”**

Is your intern an employee or a trainee? Here are some considerations to review to help you determine if your interns meet the criteria set forth by the US Department of Labor. If you can affirm that your intern meets these criteria, your intern is a “trainee.”

- The work is an integral part of the student’s course of study.
- The student will receive credit for the work or the work is required for graduation.
- The student must prepare a report of his/her experience and submit it to a faculty supervisor.
- The employer has received a letter or some other form of written documentation from the school stating that it sponsors or approves the internship and that the internship is educationally relevant.
- Learning objectives are clearly identified.
- The student does not perform work that other employees perform.
- The student is in a shadowing/learning mode.
- The employer provides an opportunity for the student to learn a skill, process, or other business function, or to learn how to operate equipment.
- There is educational value in the work performed, (i.e. it is related to their coursework).
- The student is supervised by a staff member.
- The student does not provide benefit to the employer more than 50 percent of the time.
- The employer did not guarantee a job to the student upon completion of the training or completion of schooling.

## SAMPLE JOB DESCRIPTION

<b>TITLE:</b>	HUMAN RESOURCES INTERN		
<b>DEPARTMENT:</b>	HUMAN RESOURCES		
<b>REPORTS TO:</b>	LINDA BROWDER, DEBRA FREISLEBEN		
<b>STATUS &amp; GRADE:</b>		<b>SUPERVISES:</b>	No
<b>EMPLOYMENT:</b>	INTERN	<b>REG. HOURS:</b>	15.0 per week

### POSITION SUMMARY:

Under general supervision, is responsible for assisting in the general functions of the Human Resources department. Provides answers to general human resources questions regarding benefits, employee history, and employee law within the scope of their knowledge and abilities. .

### ESSENTIAL JOB FUNCTIONS:

- Provides employment verification within the scope of company policy.
- Answers general employee benefit questions such as vacation remaining, FMLA, etc., or refers them to the staff if unable to answer.
- Provides support to employee file maintenance
- Provides support to employee security monitoring system
- Types offer letters and other correspondence.
- Performs background checks for potential new employees.

### KNOWLEDGE, SKILLS & ABILITIES:

- Must have PC and Microsoft Office skills.
- Must have solid written and verbal communication skills and be able to relate to a diverse work community.
- Exercise independent judgment and initiative.
- Must have a general knowledge of current human resource policies and laws.

In addition, check factors which are important to successful performance:

- |   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> Problem Solving | <input checked="" type="checkbox"/> Analytical Ability   | <input checked="" type="checkbox"/> Communication Skills |
| <input type="checkbox"/> Bilingual                  | <input checked="" type="checkbox"/> Interpersonal Skills | <input type="checkbox"/> Dexterity                       |

### EDUCATION/EXPERIENCE:

NA

Disclaimer: The above information indicates the general nature and level of work performed by employees within this classification. It is not a comprehensive inventory of duties and/or responsibilities.