

Guide to On-Campus Internships For Stevenson University Faculty and Staff



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ON-CAMPUS EMPLOYER GUIDE TO INTERNSHIPS

INTRODUCTION

Internships have become essential pieces of students' educational experiences, as they provide excellent

PART-TIME JOB VS. AN INTERNSHIP

A crucial part of an internship student's experience is contributing to the organization through meaningful work, such as career-related tasks that encourage and allow the student to learn professionalism and obtain skills they do not yet possess. While part-time jobs can contribute to an individual's personal and professional growth, they do not generally contribute to their academic growth. Here are some distinctions:

FACTORS & QUESTIONS

An organized and planned experiential learning training program and a dedicated supervisor are crucial to the program's success.

- The orientation and training process will vary depending on the department and the student's prior experience.
- This orientation should be planned ahead of time. Set aside training time to make sure the student is well acclimated to the position.
- Reviewing an employee manual or similar document is essential for a smooth transition. If one does not exist, consider creating one for this purpose.
- Intern students shine when asked to do things they are passionate about. Spend time gauging their interests in different aspects of your department, and train them in those areas for the best results.

It is necessary that the intern student have good supervision. A supervisor is most successful when there is vested interest in participating in this role; therefore, it is important to find an individual who is concerned about the student's progress. The supervisor will assign work to the student and have regularly scheduled meetings to ensure that everything is running smoothly. The supervisor should delegate specific tasks and responsibilities to the intern because they do not automatically or intuitively know what needs to be completed—unlike full-time or permanent employees.

Though it is important for the supervisor to give students freedom to try their projects on their own, it is also necessary to be available if students have any questions or problems that they do not know how to address.

LEGAL CONSIDERATIONS

Not-for-profit organizations and educational institutions of any type may have unpaid interns, if they meet criteria for an intern who is not in an employment relationship. As a not-for-profit institution, Stevenson University is generally not required to pay interns.

Unpaid internships in the U.S. are subject to scrutiny by the Department of Labor and the Courts. When offering an unpaid internship, employers are to review the guidelines in the US Department of Labor, Fair Labor Standards Act (FLSA), to ensure liability compliance. Regardless of the employer, it is imperative that the intern is the primary beneficiary of the role. Departments are encouraged to offer a base hourly wage to the intern, but it is understandable that not all departments are able to do so.

If it is an unpaid internship, no. If it is a paid internship, follow all University rules and regulations. In addition, consult with the Office of Student Financial Aid Services - Student Employment for specifics.

Regardless of compensation type, the sexual harassment and discrimination policy follows the same guidelines as those provided for permanent employees. In order to create a safe environment, the policy and steps for reporting an incident are to be shared with the student during the orientation and explained in writing, typically

Sample Learning Agreement

Complete all columns for each section and discuss with supervisor when you start.
Review agreement half

