

Concordia College Internship Guide

What is an internship?

The faculty of Concordia College actively supports voluntary credit-bearing student internships which enhance and broaden a student's program of study. The purpose of the internship program is to enable the student to have enrichment experiences related to a given academic area as an extension of classroom work and course material. Internships under this program are generally completed off-campus in an agency, a commercial establishment, or a professional organization. Internships are given a common course number (XXX 490) under the various academic disciplines; internships are considered electives bearing credit hours and are, typically, one semester in length. The number of credits earned is determined by the Faculty Sponsor and student intern.

The time spent in the internship has the following credit equivalency: a minimum of forty-five hours of work is required in order to earn each credit; therefore, 3 credits equal 135 working hours (i.e., seven hour day, one day each week for 15 weeks, or two half-days per week; plus 30 hours additional for paperwork, preparation, evaluation, etc.) Six credits is the maximum normally permitted for a student during his or her academic program. Grades are given by a Faculty Sponsor on a pass or fail basis. Applications for student internships may be obtained from the Career Development Center (CDC) and require signatures of authorization from the Faculty and Organization Sponsors and approval from the Program Chair and Assistant Dean of Student Success.

Do students need to complete an internship?

Internships are voluntary, normally done at the junior or senior level, and considered non-liberal arts credits. Internship credit is normally considered to be part of the student's academic program, but not a substitute for a specific required course within the student's program.

What are the responsibilities of the student intern?

Each student should think about interests that she or he has and fields of vocations which parallel these interests. The student should discuss these interests and potential internship possibilities with advisors, faculty, staff, friends, and family. The student should also consider and be able to manage the financial and time commitments of an internship experience. Subsequently, once the student has found an internship of his or her liking, he or she must complete the paperwork in Concordia College's Internship Guide.

Complete paperwork required for official placement of the experience on a student's academic transcript includes submitting a resume, securing two Faculty Recommendation for Internship forms, writing the Internship Proposal, and completing the Application for Internship form before the internship begins. It is the student's responsibility to submit

completed internship paperwork (other than Faculty Recommendation for Internship forms, which will be directly submitted by the member of the faculty) to the Career Development Center.

The student must conduct the internship in accordance with Concordia College policy and the student's Internship Proposal. During the internship, the student will record time worked on Internship Timesheets, maintaining therein a task log; Internship Timesheets are submitted weekly to the Organization Sponsor for signature and shared with both Faculty Sponsor and Assistant Dean for Student Development during scheduled meetings. The student must also initiate and maintain communication with the Faculty Sponsor as arranged no fewer than three times throughout the experience. The student will also meet with other interns and the Associate Dean of Student Development once a month. Upon completion of the internship, the student intern will complete evaluation procedures with the Faculty Sponsor. Lastly, the student should send thank you letters to the Organization and Faculty Sponsors.

What are the responsibilities of the Faculty Sponsor?

The Faculty Sponsor will help to support and guide the student during the application process. During the internship, the Faculty Sponsor will meet with the student intern at least three times to discuss the experience. In addition, the Faculty Sponsor will communicate with the Organization Sponsor at the beginning, middle, and end of the experience regarding the student's effectiveness, capabilities, and progress at the internship. At the end of the internship experience, the Faculty Sponsor will assign a grade to the student (pass or fail).

What are the responsibilities of the Associate Dean for Student Development?

The Associate Dean for Student Development serves as the final person of the approval process for a student's application for internship. During the internship, the Associate Dean for Student Development will meet with student interns monthly. The Associate Dean will ensure that Internship Timesheets are kept. Discussions about professional development topics within the group of interning students will be part of the meetings.

What are the responsibilities of the sponsoring organization?

The sponsoring organization is charged with providing the student with a challenging and supportive internship experience in accordance with the Fair Labor Standards Act. The sponsoring organization is required to complete and authorize the Internship Opportunity form in accordance with U.S. Department of Labor guidelines for internship experiences. The organization will select an Organization Sponsor who will directly supervise and mentor the student intern. He or she will subsequently review the student's Internship Proposal and sign the Application for Internship form. The Organization Sponsor will also approve student timesheets/log at the end of each week of the student's internship. The Organization Sponsor will communicate with the Faculty Sponsor at the beginning, middle, and end of the internship. The focus of these communications is to discuss the student's work and progress. The Organization Sponsor is also responsible for completing the Internship Evaluation form at the conclusion of the student's internship.

Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act

(taken from: <http://www.dol.gov/whd/regs/compliance/whdfs71.htm>)

This fact sheet provides general information to help determine whether interns must be paid the minimum wage and overtime under the Fair Labor Standards Act for the services that they provide to “for-profit” private sector employers.

Background

The Fair Labor Standards Act (FLSA) defines the term “employ” very broadly as including to “suffer or permit to work.” Covered and non-exempt individuals who are “suffered or permitted” to work must be compensated under the law for the services they perform for an employer. Internships in the “for-profit” private sector will most often be viewed as employment, unless the test described below relating to trainees is met. Interns in the “for-profit” private sector who qualify as employees rather than trainees typically must be paid at least the minimum wage and overtime compensation for hours worked over forty in a workweek.¹

The Test For Unpaid Interns

There are some circumstances under which individuals who participate in “for-profit” private sector internships or training programs may do so without compensation. The Supreme Court has held that the term “suffer or permit to work” cannot be interpreted so as to make a person whose work serves only his or her own interest an employee of another who provides aid or instruction. This may apply to interns who receive training for their own educational benefit if the training meets certain criteria. The determination of whether an internship or training program meets this exclusion depends upon all of the facts and circumstances of each such program.

The following six criteria must be applied when making this determination:

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.

If all of the factors listed above are met, an employment relationship does not exist under the FLSA, and the Act’s minimum wage and overtime provisions do not apply to the intern. This exclusion from the definition of employment is necessarily quite narrow because the FLSA’s definition of “employ” is very broad. Some of the most commonly discussed factors for “for-profit” private sector internship programs are considered below.

Similar To An Education Environment And The Primary Beneficiary Of The Activity

In general, the more an internship program is structured around a classroom or academic experience as opposed to the employer's actual operations, the more likely the internship will be viewed as an extension of the individual's educational experience (this often occurs where a college or university exercises oversight over the internship program and provides educational credit). The more the internship provides the individual with skills that can be used in multiple employment settings, as opposed to skills particular to one employer's operation, the more likely the intern would be viewed as receiving training. Under these circumstances the intern does not perform the routine work of the business on a regular and recurring basis, and the business is not dependent upon the work of the intern. On the other hand, if the interns are engaged in the operations of the employer or are performing productive work (for example, filing, performing other clerical work, or assisting customers), then the fact that they may be receiving some benefits in the form of a new skill or improved work habits will not exclude them from the FLSA's minimum wage and overtime requirements because the employer benefits from the interns' work.

Displacement And Supervision Issues

If an employer uses interns as substitutes for regular workers or to augment its existing workforce during specific time periods, these interns should be paid at least the minimum wage and overtime compensation for hours worked over forty in a workweek. If the employer would have hired additional employees or required existing staff to work additional hours had the interns not performed the work, then the interns will be viewed as employees and entitled compensation under the FLSA. Conversely, if the employer is providing job shadowing opportunities that allow an intern to learn certain functions under the close and constant supervision of regular employees, but the intern performs no or minimal work, the activity is more likely to be viewed as a bona fide education experience. On the other hand, if the intern receives the same level of supervision as the employer's regular workforce, this would suggest an employment relationship, rather than training.

Job Entitlement

The internship should be of a fixed duration, established prior to the outset of the internship. Further, unpaid internships generally should not be used by the employer as a trial period for individuals seeking employment at the conclusion of the internship period. If an intern is placed with the employer for a trial period with the expectation that he or she will then be hired on a permanent basis, that individual generally would be considered an employee under the FLSA.

Where to Obtain Additional Information

This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

For additional information, visit our Wage and Hour Division Website: <http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8am to 5pm in your time zone, 1-866-4USWAGE, (1-866-487-9243), TTY: 1-866-487-9243 or write:

U.S. Department of Labor
Frances Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210

¹ The FLSA makes a special exception under certain circumstances for individuals who volunteer to perform services for a state or local government agency and for individuals who volunteer for humanitarian purposes for private non-profit food banks. WHD also recognizes an exception for individuals who volunteer their time, freely and without anticipation of compensation for religious, charitable, civic, or humanitarian purposes to non-profit organizations. Unpaid internships in the public sector and for non-profit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible. WHD is reviewing the need for additional guidance on internships in the public and non-profit sectors.

Internship Opportunity

Please complete this form in accordance with the internship opportunities available.

Name of Organization _____

Type of Organization _____

Address _____

City _____ State _____ Zip Code _____

Website Address _____

Name of Contact Person _____

Phone Number _____ Fax Number _____

Email Address _____

Position Description, including compensation rate:

Preferred Qualifications:

I have read the federal guidelines for internship and believe that this experience is in accordance with the Fair Labor Standards Act.

Organization Representative Signature Title Date

**Return this form to Johanna Perry via fax: (914) 395-4500, email: johanna.perry@concordia-ny.edu
or mail to: Johanna Perry Concordia College 171 White Plains Road Bronxville, New York 10708**

Faculty Recommendation for Internship

Student Name _____

For Student

Important Privacy Notice

I waive my right to access my Faculty Recommendation for Internship Form, and I understand I will never see this form or any other recommendations submitted on my behalf for this experience.

Student Signature _____ Date _____

For Faculty

In which course(s) have you taught the student?

Please respond to each of the following statements in accordance with the scale below.

1—Strongly Agree NA—Not Applicable 5—Strongly Disagree

During the time that I have known the student, the student has

- | | | | | | | |
|--|---|---|---|---|---|----|
| 1. demonstrated a willingness and capacity to learn. | 1 | 2 | 3 | 4 | 5 | NA |
| 2. demonstrated competent command of oral communication. | 1 | 2 | 3 | 4 | 5 | NA |
| 3. demonstrated competent command of written communication. | 1 | 2 | 3 | 4 | 5 | NA |
| 4. demonstrated the capacity to grow intellectually. | 1 | 2 | 3 | 4 | 5 | NA |
| 5. demonstrated the capacity to grow socially and emotionally. | 1 | 2 | 3 | 4 | 5 | NA |
| 6. shown the capacity to be flexible and open to criticism. | 1 | 2 | 3 | 4 | 5 | NA |
| 7. demonstrated confidence in him or herself. | 1 | 2 | 3 | 4 | 5 | NA |
| 8. shown the ability to satisfactorily manage time commitments. | 1 | 2 | 3 | 4 | 5 | NA |
| 9. exhibited the ability to be reliable, dependable, and honest. | 1 | 2 | 3 | 4 | 5 | NA |

10. I would like to make the following observations about this student:

Faculty Signature _____ Date _____

Title _____

Please return completed Faculty Recommendation for Internship form to Johanna Perry.

Faculty Recommendation for Internship

Student Name _____

For Student

Important Privacy Notice

I waive my right to access my Faculty Recommendation for Internship Form, and I understand I will never see this form or any other recommendations submitted on my behalf for this experience.

Student Signature _____ Date _____

For Faculty

In which course(s) have you taught the student?

Please respond to each of the following statements in accordance with the scale below.

1—Strongly Agree NA—Not Applicable 5—Strongly Disagree

During the time that I have known the student, the student has

- | | | | | | | |
|--|---|---|---|---|---|----|
| 1. demonstrated a willingness and capacity to learn. | 1 | 2 | 3 | 4 | 5 | NA |
| 2. demonstrated competent command of oral communication. | 1 | 2 | 3 | 4 | 5 | NA |
| 3. demonstrated competent command of written communication. | 1 | 2 | 3 | 4 | 5 | NA |
| 4. demonstrated the capacity to grow intellectually. | 1 | 2 | 3 | 4 | 5 | NA |
| 5. demonstrated the capacity to grow socially and emotionally. | 1 | 2 | 3 | 4 | 5 | NA |
| 6. shown the capacity to be flexible and open to criticism. | 1 | 2 | 3 | 4 | 5 | NA |
| 7. demonstrated confidence in him or herself. | 1 | 2 | 3 | 4 | 5 | NA |
| 8. shown the ability to satisfactorily manage time commitments. | 1 | 2 | 3 | 4 | 5 | NA |
| 9. exhibited the ability to be reliable, dependable, and honest. | 1 | 2 | 3 | 4 | 5 | NA |

10. I would like to make the following observations about this student:

Faculty Signature _____ Date _____

Title _____

Please return completed Faculty Recommendation for Internship form to Johanna Perry.

Application for Internship

Student Name _____ ID # _____

Academic Program of Study _____

Apply this internship to Semester/Academic Year _____

Credit Hours Requested _____ Campus Mailbox _____ Class Standing _____

I agree to fulfill my obligations as written in Concordia College's Internship Guide and my Internship Proposal. My obligations include securing two Faculty Recommendation for Internship forms, writing the Internship Proposal, and completing the Application for Internship form. Additionally, I will complete and submit Internship Timesheets weekly to my Organization Sponsor who will validate my hours worked. I will bring Internship Timesheets to monthly meetings with the Associate Dean for Student Development. At the end of the internship, I will meet with my Faculty Sponsor to discuss the project completed for evaluation, the experience as a whole, as well as my thoughts about future goals and plans.

I also agree to fill out an Overload Request Form if my internship credits cause my total credits to exceed 18 (21 for Fellows). I understand that there is a cost associated with my internship if my total credits including the internship exceeds 18 credits. I further understand that this amount will be reflected on my student account.

Student Initials

Student Signature Date

Authorizations:

I have read the Internship Proposal and I agree that it will enhance and broaden the student's experience at Concordia College.

Print Faculty Sponsor Name

Signature of Faculty Sponsor

Date

Print Organization Sponsor Name

Signature of Organization Sponsor

Date

Name of Organization

Address

Phone Number

Approval:

Program Chair

Date

Associate Dean for Student Development

Date

For Office Use:

Date received by Registrar _____

Copy Distribution to:

Faculty Sponsor

Student

Career Development Center

Registrar (Originals Only)

Internship Proposal

In order to write an effective Internship Proposal, the student should speak with his or her Organization Sponsor and Faculty Sponsor regarding the questions listed below. The proposal may be subsequently developed within one or two well-written typed pages and must be submitted to the Career Development Center for review. After this review, the student will submit the Proposal to the Faculty Sponsor and Organization Sponsor for authorization. These reviews must take place before the internship can begin.

The following questions must be answered in the Internship Proposal:

I: What is the relationship between the internship and the student's educational goals?

The student will explain how the proposed internship will help to achieve the specified educational and career goals.

II: What are the goals and objectives of the internship? What are the tasks for which the intern will be responsible?

The student will write the goals, objectives, and tasks which will be achieved during this internship. The student should also list skills, attitudes, and values that will be developed.

III: What are the evaluation plans for the internship?

The student will provide a description of how the developed goals will be jointly assessed by the Faculty Sponsor and student intern through the completion of a project for evaluation such as a written or oral report, journal, exam, video, organizational project, or other creation.

IV: What specific qualifications enhance the intern's candidacy for internship?

The student should list previous courses and other life experiences that qualify him or her to pursue this internship.

V: What is the schedule for completing the proposed internship?

The student should include a definite time schedule with specific dates and hours being calculated for a specified number of academic transcript credit(s). Reporting plans between the student and Faculty Sponsor and Associate Dean for Student Development should also be clearly delineated. A minimum of forty-five hours of work is required in order to earn each credit; these hours can include both onsite hours and the hours devoted to completing evaluation plans and conferring with the Faculty Sponsor and Associate Dean for Student Development.

Internship Evaluation

Name of Intern _____

Dates of Internship _____

Please respond to each of the following statements in accordance with the scale below. Enter a rating of 1, 2, 3, 4, 5, or NA to the right of each evaluation statement.

1-Always 2-Often 3-Occasionally 4-Seldom 5-Never

While working at our organization, this student

arrived on time for work.	1	2	3	4	5	NA
appropriately presented him or herself on a daily basis.	1	2	3	4	5	NA
developed a positive rapport with coworkers.	1	2	3	4	5	NA
showed initiative in making work improvements.	1	2	3	4	5	NA
dealt well with time management.	1	2	3	4	5	NA
completed work that was accurate, neat, well-organized, thorough, and applicable.	1	2	3	4	5	NA
completed work comparable to project standards.	1	2	3	4	5	NA
completed tasks in a timely manner.	1	2	3	4	5	NA
followed through with assignments.	1	2	3	4	5	NA
responded well to criticism.	1	2	3	4	5	NA
handled the unexpected well.	1	2	3	4	5	NA

I would like to make the following additional comments:

Print Name _____

Signature _____

Organization _____

**Return this form to Johanna Perry via fax: (914) 395-4500, email: johanna.perry@concordia-ny.edu
or mail to: Johanna Perry Concordia College 171 White Plains Road Bronxville, New York 10708**