

Internship Guide for Employers

What is an internship?

- Internships are designed to give students the opportunity to work in pre-professional positions and apply their academic skills to practical work-based projects.
- Internships should have intentional learning goals outlined to ensure both the employer and intern are benefiting from the working relationship.
- An internship experience can foster professional development, enable students to make networking contacts in their field, and allow companies to view potential full-time employees.

Benefits of an Internship

- Interns can bridge the gap between employment needs and hiring abilities.
- An intern is a cost-effective recruiting tool to connect with motivated and highly qualified students, making your search for quality candidates more efficient.
- An internship establishes strong university/community relations. Interns are the first step in building a solid relationship between the university and industry.
- A CI Intern is knowledgeable in industry current standards and will be able to bring new ideas and skills to your organization.

What is NOT an internship?

- Part-time job with tasks unrelated to career experience and growth with minimal opportunities to learn about student's career interests
- Primarily clerical or unskilled labor
- A vague, undefined, unsupervised experience with no training

Criteria for an Experience to be Defined as an Internship

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

Role of Career Development Services

Our role is to assist employers with connecting to our current CI students and alumni by providing free access to our online recruitment portal, where you can post internship and/or job opportunities.

Role of the Intern

For the intern, the internship is an opportunity to integrate classroom theory, gain practical skills and develop career-related work experience. ***It is the sole responsibility of the student to initiate the process to earn academic credit for an internship.***

Role of the Employer

- Ensure the internship you are offering is meaningful and will serve to enhance the student's educational experience and career development.
- Establish learning objectives and development skills in relation to the internship experience and then structure and supervise the internship to meet the outlined objectives.
- Additional departmental specific outcomes may be required for Academic Credit Internships (please see your prospective intern for details).

Legal Considerations

Ethical Standards: The CSU Channel Islands' Career Development Services team aims to build sustainable partnerships with local employers, and in doing so we expect that all employers adhere to the Principles for Employment Professionals designated by The National Association of Colleges and Employers available at: <http://www.nacweb.org/principles/principi.html>

Department of Labor Requirements:

- The U.S. Department of Labor has created guidelines for employers who utilize interns to determine whether an intern must be paid. These guidelines dictate how interns must be compensated in "for-profit", private companies.
- All interns must be paid, UNLESS all criteria outlined in The Department of Labor Fair Labor Standard Act is met.

****Please note: For-Profit organizations are highly discouraged from offering unpaid internships. For-Profit organizations seeking unpaid interns also run the risk of non-compliance with The Department of Labor Fair Labor Standards Act available at www.dol.gov/whd/regs/compliance/whdfs71.pdf.***

Types of Internships

Paid Internships: A paid internship would be arranged between the intern and employer. The pay may be in the form of an hourly wage or salary. Some organizations offer a stipend paid in installments or as a lump sum based on the hours and weeks worked. It will be up to the intern and employer to negotiate the pay and terms of agreement for this type of internship.

Unpaid Internships (non-profit employers only): An unpaid internship would be arranged between the intern and non-profit employer. It will be up to the intern and non-profit employer to negotiate the terms of agreement for this type of internship. **All non-profit employers must adhere to the Department of Labor Fair Labor Standards Act available at www.dol.gov/whd/regs/compliance/whdfs71.pdf**

Academic Credit Internships: An academic credit internship would be arranged between the intern, employer and sponsoring faculty. The prospective intern must take the initiative to prepare the paperwork and documents necessary for academic credit. Academic credit for internships is available ***only as arranged on an individual***

basis by students and their academic department. This is a contractual agreement between the prospective intern, sponsoring faculty member, and internship supervisor.

The student will need to take the necessary steps to initiate this process, which may look like this:

- Step 1: Intern is offered a position by the internship supervisor.
- Step 2: Intern identifies a faculty sponsor within their academic discipline.
- Step 3: Intern and faculty sponsor develop internship agreement for academic credit.
- Step 4: Intern presents the internship agreement to the internship supervisor.
- Step 5: Intern coordinates with sponsoring faculty and internship supervisor to complete and submit all required paperwork to earn academic credit.

This process can take any length of time depending on how quickly you are interested in placement and how quickly the student decides to initiate the process to earn academic credit. Traditionally, there are three specific times throughout the academic year when students will have the opportunity to enroll in an academic credit based internship. Please reference the chart below to plan in advance for your recruitment of a prospective academic intern. The duration of an internship can also vary depending on the type of internship offered and can be just about as flexible as necessary to accommodate the mutual needs of both the student and the employer.

| Semester | Projected Deadline to Submit Academic Internship Agreement |
|-----------------|---|
| Fall | Prior to August 31 |
| Spring | Prior to January 15 |
| Summer Term | Prior to May 1 |

CSU Channel Islands Academic Credit Internship Definition and Standard:

Definition

Academic Credit Internships integrate the students' academic study with practical experience in cooperating organizations. Through the integration of practical and academic experience, students enhance their academic knowledge in their area of study, their personal development, and their professional preparation. The teaching faculty and the on-site supervisors share in the educational process of interns. Any academic department/program/unit/faculty can develop their appropriate guidelines and procedures and structure regarding internships. However, for the purposes of legally minimizing the risk of liability and ensuring a safe and effective internship program for the University, students, faculty, and partner organizations, the following policy should be incorporated into any University-related internship program. For additional information, review the [Risk Management Guidelines for Academic Credit Internships](#)

(CSU Channel Islands, 2011-2012 University Catalog)

All internships should:

- Include a signed agreement with a senior representative of the partner agency or corporation and the University procurement officer as designated signature authority. In this agreement, it must be stated that the university assumes no risk or liability and that the sponsoring agency/corporation assumes full responsibility for the liability of the intern, affirming that they have requisite insurance to cover any potential harm to the intern, and include basic information such as location, contact person, and organization description.

- Include a learning agreement signed by the student, sponsoring faculty, and placement supervisor listing the learning goals of the internship and the duties and responsibilities of each party, notifying the student of the assignment of liability, terms and conditions and the listing of relevant agency policies, and the date the internship begins. This includes mention whether the intern is paid and conditions for receiving academic credit.
- Faculty and/or programs must maintain a file of the aforementioned signed forms. The Dean of Faculty will also retain a sample copy of internship forms that are used.

(CSU Channel Islands, 2011-2012 University Catalog)

Our Commitment to Internships

We understand this informational guide can be a useful resource but may not answer all of your questions pertaining to internships. The Career Development Services team is committed to supporting your interest in developing internship opportunities for our CI students. We believe internships are an excellent way to begin building important connections that are invaluable in developing and maintaining a strong professional network between local employers and our CI students. For further assistance, please contact us regarding your internship-related questions and needs.

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