

Internship Guidelines and Instructions

JBU is excited to partner with you and guide you in developing an internship relationship that is beneficial to both our students and your organization. Internships are important in the academic process and should be viewed as an educational experience with strong learning components. The student will experientially learn about a career or vocation. There are several important concepts to remember in developing an internship program.

- Internships are a form of pragmatic education and should include educational opportunities for the student to learn about a career or vocation.
- Internships should contain a strong learning component to enhance the student's development. The goal of the internship is to be beneficial in training the student, though the employer may also benefit.
- Internships can be paid or unpaid.
- Internships often include academic credit that is required for graduation. Some internships may not include academic credit, but are supervised by faculty.
- The education and training aspects of the internship are the distinction between hiring a student for an internship rather than a part-time job.

Employer Benefits	Intern Benefits
✓ The latest information or technology in the field students learn in their classes	✓ Real world experiences in relevant industries
✓ Community involvement and exposure	✓ Establishment of a professional network
✓ Recruitment for potential employees	✓ Challenging assignments and tasks
✓ Professional staff are freed to pursue more creative and advanced projects	✓ Supervision and mentor relationships
✓ Form a networking relationship with JBU for future internships and employment	✓ Goal-setting skills

Employer Qualifications for an Experience to Be Defined as an Internship:

To ensure that an experience—whether it is a traditional internship or one conducted remotely or virtually—is educational, and thus eligible to be considered a legitimate internship by the NACE definition, all the following criteria must be met:

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.

If these criteria are followed, it is the opinion of NACE that the experience can be considered a legitimate internship. See more at: <http://www.naceweb.org>.

Paid vs. Non-Paid Internships

The Test for Unpaid Interns and Students Courts have used the “primary beneficiary test” to determine whether an intern or student is, in fact, an employee under the FLSA. ² In short, this test allows courts to examine the “economic reality” of the intern employer relationship to determine which party is the “primary beneficiary” of the relationship. Courts have identified the following seven factors as part of the test:

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 the 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 commitments 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.

(*U.S. Department of Labor Wage and Hour Division, [Fact Sheet #71: Internships Under The Fair Labor Standards Act](#), Jan 2018)

Employers Should Establish a Learning Agreement with the Intern:

Establish an agreement between the employer and intern regarding learning requirements. Students receiving academic credit will also have a learning contract with their professor. Learning agreements will vary by academic department and all academic department guidelines must be followed.

Supervisor-student learning agreements should include:

- Intentional learning objectives
- Provide a mentor in addition to the supervisor
- Academic, career, and/or personal development
- Employee observations, reflections, and evaluations
- Length of the internship and expected work hours (usually 3 months to a semester, part-time or full-time)/include absence policies
- Industry related soft skill development
- Carefully monitored for academic credit
- Adequate supervision in a safe environment
- Internships do not replace employees and should include no more than 20% busy work (filing, covering phones, errands, etc.)
- Dress code
- Overall responsibilities
- Safety regulations

Get Started and Get the Word Out!

✓ **Write the Position Description and Post Your Internship on our Job Board**

Information to include in the position description:

- Target specific majors. Check out all of our majors [here](#).
- Include education level needed (year, GPA, etc.).
- List benefits this opportunity has over similar opportunities in the industry.
- Fully define expectations, tasks, and responsibilities.
- Include benefits such as academic credit, payment, unique learning opportunities and experiences.
- List the expectation of skills and knowledge that will be obtained through this opportunity (computer, design, communication, analytical).
- Length of the internship (i.e. 3 months to one semester) and hours required per week/semester (fall, spring, summer). Include flexibility if allowed.
- Make sure to include if it is paid or unpaid.
- Instructions on how to apply and contact information.
- Create an account at [JBU Handshake](#) and post your job!

✓ **Consider an Employer Visit Day or an Employer Branding Table**

As an employer, you may sign up for any day to come to campus during the semester. Refer to the [campus calendar](#) for holidays and break schedules.

We would be happy to host you for the day, post your flyer on Facebook, post your event on our campus streaming PowerPoint, let the students know about your organization, and even set up interviews for you to make the most out of your time here at JBU.

Please give us at least a two-week window between your registration and your arrival on campus so that we can prepare for your arrival. We look forward to your interaction with our students! Go to [Career Development](#) for more information and to register for an Employer Visit Day.

✓ **Employer Partnership**

The Career Development Center's Partnership Program is intended for those employers, schools, or programs seeking to maximize their opportunities to recruit JBU students through the Career Development Center.

Without question, INCREASED BRAND VISIBILITY is a key component in a successful recruiting campaign. Our goal in the Partnership Program is to work closely with you to create maximum opportunities for your organization to interact with our student body and to help us educate, prepare, and inform students of all things related to career awareness and management. We also want to improve your chances of finding the best and brightest JBU students available. The benefits offered through this program have been packaged to enhance your on-campus recruitment experience, and help us develop, expand, and implement quality career development programs and services for students of John Brown University.

Register [here](#) to join the **Employer Partnership program**.

✓ **Participate in our JBU Career Fair or Spring Career Event**

Each fall semester we invite employers and graduate schools from all over the United States to participate in our Career Fair. Please visit the [Events](#) page to find out future dates and how to register. Each participating company/graduate school will be given a table. There will be students [graduate & undergraduate] and alumni from all majors attending the event to network and search for jobs, internships, and graduate school opportunities.

❖ Internship guideline information retrieved from [NACE](#).