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 Dean of Students.

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:

1- Application for Internship form ........................................ page 5
2- Resume .............................................................................
3- Internship Opportunity form .......................................... page 9
4- Internship Proposal ........................................................... page 6
5- Two Faculty Recommendations for Internship ..................... page 7 & 8
All forms must be completed 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 Dean of Students 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 Dean of Students 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 Director of Career Development?
The Director of Career Development serves as the final person of the approval process for a student’s application for internship. The Director will review the Application for Internship and submit the completed packet to the Office of the Registrar for processing.

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. The form is located on page 10.
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 8 a.m. to 5 p.m. 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.
Application for Internship

Student Name _____________________________ ID # __________________________

Academic Program of Study ________________________________________________

Apply this internship to Semester/Academic Year_____________________________

Credit Hours Requested ______ Class Standing ___________

I agree to fulfill my obligations as written in Concordia College’s Internship Guide and my Internship Proposal. My obligations include submitting a resume, 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 my Faculty Sponsor. 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 understand that any internship completed during the summer must be registered for the Fall Term.

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 this amount will be reflected on my student account.

_________________________   ___________________________
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

_________________________   ___________________________
Director of Career Development   Date

For Office Use:

Date received by Registrar   _________

Copy Distribution to:   _________ Faculty Sponsor   _________ Career Development Director
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 Dean of Students 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 Dean of Students.
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 the Career Development Center.
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 the Career Development Center.
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 Career Development Center via fax: (914) 395-4500,
email: cdc@concordia-ny.edu or mail to: Career Development Center
Concordia College 171 White Plains Road  Bronxville, New York  10708
**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 Career Development Center via fax: (914) 395-4500
email: cdc@concordia-ny.edu or mail to: Career Development Center
Concordia College 171 White Plains Road  Bronxville, New York 10708