Internship Guidebook for Community Partners

2018-2019

Center for Experiential Learning & Career Success
TRINITY UNIVERSITY
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Internship Program Overview

Thank you for hosting a Trinity student as an intern for your organization. The personal and career-oriented lessons an intern will learn could not be accomplished without your involvement. We are confident that, given clear guidelines from you, Trinity students can bring energy, creativity, and enthusiasm to your organization.

Three elements guide Trinity’s internship program

Structured Plan
A detailed job description is crucial for setting up a high quality learning experience. Outline daily responsibilities and larger projects the intern will complete. Include the qualifications you would like to see in candidates and instructions on how to apply. Download this template for writing internship descriptions.

Substantive work
The student and host organization benefit most when the intern’s contributions impact the organization in a measurable way.

Mentorship
Provide regular feedback on work performance and talk with interns about career exploration, effective workplace habits, and developing skills.

Trinity also requires Compliance with Dept. of Labor Standards and local, state, and federal laws. See page 5 for more information.

Desired learning outcomes from all internship opportunities

Career Exploration
Increase awareness about career aspirations. Consider what kind of organizational environment and what types of roles could be the best fit.

Skill Development
Identify specific knowledge or skill areas that can be gain through an internship. This can be a blend of soft skills like time management or effective communication and hard skills like spreadsheet modelling or press release writing.

The internship program’s primary goal is to help students further develop motivation and self-confidence. For more information please see Trinity’s resource page for internship hosts.
Community Partner Processes for Recruitment

A. Write an Internship Description
Job descriptions are the currency we use to connect interns with you. Use them to help students envision what they will do, what they will learn, and qualifications needed to apply. Specific descriptions are essential for establishing a good fit between students and organizations. Each description should include:

- A description of your company in terms of mission, product or service, and clientele
- Summary of position
- Details about work:
  - Indicate training/mentoring the intern will receive
  - List typical ongoing tasks
  - Describe any special projects(s) assigned to the intern
- Qualifications:
  - List skills necessary to perform the work
  - Add desired experience
- Application Instructions
  - Indicate what should be included (cover letter, resume, writing sample, portfolio, etc.)

B. Post your Internship Description
We use the Handshake recruiting system to share all job and internship opportunities with Trinity students. Follow this link to create an account. It should take less than five minutes. If you're already recruiting on Handshake you'll be able to easily add Trinity University.

For more information on the Handshake platform please see the Handshake Help Center, or contact our office if you'd like help setting up your account. We look forward to connecting with you on Handshake!

If you have any questions navigating our system, please call 210.999.8321 for assistance.

C. Intern Selection
Set up interviews and make an offer to the student you select.
## Compensation Guidelines for Attracting Top Interns

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<th>To Attract Top 25% of Students</th>
<th>To Attract Top 5% of Students</th>
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<tr>
<td>Communications/PR</td>
<td>Minimum Wage</td>
<td>$12-$15/Hour</td>
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<tr>
<td>Marketing</td>
<td>Minimum Wage</td>
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<td>Computer Science/Engineering</td>
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<td>Non-profit</td>
<td>Unpaid/Stipend</td>
<td>$12/Hour</td>
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Although there are distinct advantages to paying interns, Trinity understands that sometimes this is not an option. For an unpaid internship to be approved by the University, it must follow federal guidelines set by the Fair Labor Standards Act.
Complying with the Department of Labor’s Fair Labor Standards Act

We encourage employers to comply with the Fair Labor Standards Act (FLSA) by offering a competitive wage for internship positions. We recommend you read the Department of Labor’s internship fact sheet reprinted below and consult with your HR and/or legal department to ensure that your position complies with the FLSA.

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

This fact sheet provides general information to help determine whether interns and students working for “for-profit” employers are entitled to minimum wages and overtime pay under the Fair Labor Standards Act (FLSA).1

Background

The FLSA requires “for-profit” employers to pay employees for their work. Interns and students, however, may not be “employees” under the FLSA—in which case the FLSA does not require compensation for their work.

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.
Academic Credit Option

Trinity enables students to earn up to six academic credit hours for approved internships completed while enrolled in an academic internship course. Approval depends upon whether the internship can provide the student with substantive & structured work and mentorship throughout the internship experience. The choice to pursue credit is up to the student. Trinity recommends paying student interns regardless of whether credit is attached.

- Enrollment in the internship course must be approved before the internship begins
- In order for the internship to be approved the employer must agree to:
  - Provide an official job description for the internship
  - Abide by Trinity’s legal terms for paid or unpaid internships, see Appendix A and B
  - Work with the student to set specific learning goals for the internship, see Appendix B
  - Complete performance evaluations at the mid and final points in the semester. Ideally, employer and intern will have a conversation about each performance review
  - Verify the number of hours completed for the internship. Each credit hour requires forty hours of internship-related work. For a three credit class the student will be expected to complete 120 hours of work, which breaks down to about 10-12 hours of work per week during the fall and spring semesters

- To complete the internship course the student must:
  - Work with his/her site supervisor to set 4-5 specific learning objectives. These can be a mix of hard skills and soft skills the student wants to improve
  - The student writes bi-weekly reflections on what he or she is learning at the internship as well as a final reflection at the end of the course
  - The student and supervisor complete performance evaluations sent by Trinity at the midterm and final points of the internship. Ideally, they have a conversation about each performance review
Appendix A

Trinity University Office of Experiential Learning

Off-Campus Paid Internship Agreement

This Agreement entered into this _____________ date of __________, between ________________, hereafter called the “Agency” and Trinity University. This Agreement becomes effective on the date of acceptance and signature by the University and Agency. This Agreement shall be in effect until ____________.

In consideration of the terms and conditions contained herein, the Agency agrees as follows:

- The Agency agrees to abide by the requirements of the Equal Employment Opportunity Commission (EEOC), especially to ensure that no form of harassment will be permitted and that neither will discriminate on the basis of age, sex, religious belief, race, color, national origin, physical handicap, marital status, or sexual orientation or other characteristics protected by federal, state or local statute or ordinance.
- The Agency agrees to abide by the requirements of the Fair Labor Standards Act (FLSA), in regard to determining when an intern is a trainee as opposed to employee and is therefore required/not required to be paid.
- To provide workers’ compensation insurance coverage for the student intern or otherwise assume liability for work-related injuries sustained by the intern at the internship site.
- To notify the University’s Director of the Internship Program of any changes in the student’s work status, schedule, or performance.
- To allow a faculty advisor and/or the University’s Director of the Internship Program to conduct pre-arranged site visits to confer with the student and his/her supervisor.
- To provide two written evaluations of the student’s performance, one at mid-term and the other at or before the end of the student’s internship.
- It is mutually understood and agreed that the parties shall at all times be acting as independent contractors in performing their duties under this Agreement.
- This Agreement constitutes the entire agreement between the parties, and all prior discussions, agreements, and understandings, whether verbal or in writing, are hereby merged into this Agreement.

Name of Student Intern: __________________________________________________________
Agency: (Please Print) __________________________________________________________
Agency Internship Supervisor: ____________________________________________________
Agency Internship Supervisor’s Signature: __________________________________________
Date: ________________

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Trinity University Director of the Office of Experiential Learning: Dr. Jacob Tingle
TU Director of Office of Experiential Learning Signature:___________________________
Date:________________________
Appendix B
Trinity University Office of Experiential Learning
Off-Campus Unpaid Internship Agreement

This Agreement entered into this _____________ date of __________, between Trinity University and ____________, hereafter called the “Agency”. This Agreement becomes effective on the date of acceptance and signature by the University and Agency. This Agreement shall be in effect until _____________.

In consideration of the terms and conditions contained herein, the Agency agrees as follows:

- The Agency agrees to abide by the requirements of the Equal Employment Opportunity Commission (EEOC), especially to ensure that no form of harassment will be permitted and that neither will discriminate on the basis of age, sex, religious belief, race, color, national origin, physical handicap, marital status, or sexual orientation or other characteristics protected by federal, state or local statute or ordinance.
- The Agency agrees to abide by the requirements of the Fair Labor Standards Act (FLSA), in regards to determining when an intern is a trainee as opposed to employee and is therefore required/not required to be paid.
- The agency agrees to receive no remuneration for this Program.
- To provide an experience for the intern that is for the benefit of the intern through which an intern can apply their classroom theory for an adequate number of hours and during an adequate period of time to allow an intern to potentially obtain academic credit for the work performed.
- To provide workers’ compensation insurance coverage for the student intern or otherwise assume liability for work-related injuries sustained by the intern at the internship site.
- To notify the University’s Director of the Internship Program of any changes in the student’s work status, schedule, or performance.
- To allow a faculty advisor and/or the University’s Director of the Internship Program to conduct pre-arranged site visits to confer with the student and his/her supervisor.
- To provide two written evaluations of the student’s performance, one at mid-term and the other at or before the end of the student’s internship.
- It is mutually understood and agreed that the parties shall at all times be acting as independent contractors in performing their duties under this Agreement.
- This Agreement constitutes the entire agreement between the parties, and all prior discussions, agreements, and understandings, whether verbal or in writing, are hereby merged into this Agreement.

Name of Student Intern: ________________________________________________________________
Agency: __________________________________________________________________________
Agency Internship Supervisor: (Please print) __________________________________________________________________________
Agency Internship Supervisor’s Signature: ______________________________________________________________________________
Date: __________________________________________________________________________

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Trinity University Director of the Office of Experiential Learning:  Dr. Jacob Tingle_________________
TU Director of Office of Experiential Learning Signature: _______________________________________________________________________
Date: __________________________________________________________________________
Appendix C
Internship Learning Agreement

Student Name _______________________________  Semester _____________________
Name of Organization: __________________________________________________________
Your title: ____________________________________________________________________
Supervisor Name and Title: ______________________________________________________

Learning Goals
Career Exploration – Identify what you would like to learn about what you are looking for in a career.

Skill Development- Identify three specific skills you would like to enhance through this internship. You can choose soft skills like time management or hard skills like spreadsheet modelling or press release writing. Make a plan for how you will practice these skills.

Signatures
Student ___________________________________  Date ________________
On-Site Supervisor __________________________  Date ________________