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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.

Five elements guide Trinity’s internship program

Meaningful Work
Meaningful work benefits both the organization and student when both feel that the intern’s work makes a difference in a measurable way and is a productive use of time and resources.

Orientation and Training
Please provide interns with information and personnel introductions that will help them be prepared for the partnership and succeed.

Reflection
Reflection is the most crucial component of experiential learning. It is a means of processing the experience and helps students understand and articulate the value they can bring to future opportunities.

Evaluation/Continuous Improvement
Interns need regular feedback and an overall evaluation by their site supervisor. Evaluation measures the impact of the students’ learning experience and continuous improvement measures give direction for improvement, growth, and change.

Compliance with Department of Labor Standards and local, state, and federal laws
According to the Department of Labor, internships in the private sector can be seen as training instead of as employment only when six specific criteria are met, and the employer can show that the internship is a legitimate learning experience benefitting the student and not simply an operational work experience that happens to be conducted by a student. For the six criteria, please see the Department of Labor’s fact sheet on internship programs.

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.

Transition into work
Identify differences between responsibilities as a student and as an employee.

Knowledge & Skills
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.
Employer Processes

A. Write an Internship Description

Job descriptions are the currency we use to connect interns with you. Use them to give students details about the projects they’ll be working on as well as the skills needed to be successful and learning outcomes they can expect to gain. Specific descriptions are essential for establishing what can be learned onsite. Each description should include:

1. Description of company in terms of mission, product or service, and clientele
2. Details about work:
   • Indicate training/mentoring the intern will receive
   • List typical ongoing tasks
   • Describe any special projects(s) assigned to the intern
3. Learning Outcomes for student:
4. Indicate what knowledge and skills can be gained through this internship
5. Qualifications:
   • List skills necessary to perform the work
   • Add desired experience
   • Specify computer software/ hardware or any equipment that may be required for tasks. Include level(s) of proficiency if technical skills are required.
6. Supervisor and Supervisor’s Title, ideally reflecting area of expertise
7. Application Instructions
   • Indicate how application materials should be submitted and what should be included (cover letter, resume, writing sample, portfolio, etc.)

Example

POSITION: Social Media Intern
APPLICATION DEADLINE: June 29
REPORTS TO: John Smith, Marketing Manager
START DATE: September 1, 2015

Responsibilities
- Relationship building with our online community by maintaining Facebook, Twitter, LinkedIn and other media accounts.
- Track social media analytics using multiple software platforms and report results and new ideas to our marketing team.
- Create a long term social media plan and marketing calendar.
- Assist Director of Social Media Marketing in building and presenting social media strategy.

Learning Outcomes
- The tactics to combine online marketing with overarching outreach goals in a professional setting.
- Knowledgeable in online communication, a mastery of online community platforms.
- Work in a professional environment with ample opportunities to network with the department leaders in the marketing field.
Qualifications Required
· Background/major in Marketing, Communication, or other related discipline.
· Organized, creative and flexible with an ability to prioritize time-sensitive assignments.
· Familiarity with social networking sites desired, but we will also train.

To Apply: Email a resume and cover letter to jsmith@media.com. For questions call (512) 123-4567.

B. Post your Internship Description
Please visit hireatiger.trinity.edu for posting all internship and employment opportunities on our online job board. You can create a profile on the home page by selecting “Employer” and registering yourself as a new contact. The system will prompt you to fill in all necessary fields. Students or graduates may respond directly to recruiters via Hire-A-Tiger or the recruiter may specify that applicants apply through the organization’s website, a specific email, telephone, fax, or mail. Career Services will review and approve your profile and the position you post, usually within 48 hours. Once posted, we can discuss your position with students and encourage them to apply.

All positions are posted for 30 days only. We find this usually prevents students from applying to positions that have been filled. If you wish to extend your job posting after the initial 30 days, that can be done by modifying the original posting dates.

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

C. Intern Selection
Students are required to submit a resume for your review; employers may request additional measures as needed. Set up interviews and make an offer to the student you select.

D. Orient the intern to the work environment and culture of the workplace
Discuss the common expectations for professional behavior such as arrival and departure times from work, dress, personal phone calls, etc. Help the intern to feel comfortable at work by introducing him or her to other employees and making sure he or she has all of the necessary resources like a desk, phone, or computer.

E. Provide a structured work experience
Give the intern specific tasks and timelines with explicit performance criteria. Schedule weekly check-in meetings to discuss the intern’s progress on assigned work and projects. Point out satisfactory accomplishments as well as areas where improvement is needed. Agree upon an action plan that will be reviewed at the next check-in.
## Compensation Guidelines for Attracting Top Interns

<table>
<thead>
<tr>
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<th>To Attract Top 25% of Students</th>
<th>To Attract Top 5% of Students</th>
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<tbody>
<tr>
<td><strong>Communications/PR</strong></td>
<td>Minimum Wage</td>
<td>$12-$15/Hour</td>
</tr>
<tr>
<td><strong>Marketing</strong></td>
<td>Minimum Wage</td>
<td>$12-$15/Hour</td>
</tr>
<tr>
<td><strong>Computer Science/Engineering</strong></td>
<td>$12/Hour</td>
<td>$15-$22/Hour</td>
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<tr>
<td><strong>Graduate Business Student</strong></td>
<td>$12/Hour</td>
<td>$15-$20/Hour</td>
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<tr>
<td><strong>Non-profit</strong></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. To avoid legal action, a for-profit employer may legally hire an unpaid intern only when the following six criteria are met. We recommend you read the criteria below and consult with your HR and/or legal department to ensure that your position complies with the FLSA.

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.
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: ________________

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: ________________

******************************************************************************
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 _____________________

A. Assignment Details
Name of Organization: __________________________________________________________
Your title: ____________________________________________________________________
Supervisor Name and Title: ______________________________________________________
Supervisor E-mail: _____________________________ Supervisor Phone: _________________

B. Learning Goals
1. Career Exploration – Increase your awareness about what you are looking for in a career. Consider what kind of organizational environment suits you and why, and what types of roles suit your interests and abilities. What types of roles don’t suit you?

2. Transition into work- Identify differences between your responsibilities as a student and as an employee. What habits can you create to help you succeed in a working environment and lifestyle.

3. Knowledge & Skills- Identify three specific knowledge or skill areas you would like to gain through this internship. Your choices can be a blend of soft skills like time management or effective communication and hard skills like spreadsheet modelling or press release writing. Make a plan for how you will work towards these goals by breaking them down into specific activities.

C. Career Connection
In 250-500 words, identify how you hope this internship will influence career planning or advance your professional goals.

Signatures

Student  _________________________________    Date ________________
On-Site Supervisor _________________________________     Date ________________
Course Instructor _________________________________    Date ________________