

IV. Internship Guidelines

UMass Global Career Planning and Development Office has developed the following information, requirements, and guidelines for working with employers interested in providing quality internship opportunities for our students. They were developed in accordance with the National Association of Colleges and Employers (NACE) Position Statement on U.S. Internships: A Definition and Criteria to Assess Opportunities and Determine the Implications for Compensation, the U.S. Department of Labor Wage and Hour Division's Internship Programs under the Fair Labor Standards Act (FLSA) and standards used by other career centers nationwide.

The Internship Guidelines are organized into the following categories:

1. UMass Global Career Planning and Development Office and NACE Definition of Internship
2. National Association of Colleges and Employers (NACE) Position Statement on U.S. Internships: Criteria for an Experience to Be Defined as an Internship
3. Internship Programs Under the Fair Labor Standards Act (FLSA)
4. Forms, Agreements, and Waivers
5. UMass Global Internship Process Overview
6. Compensation
7. Internship Tools and Resources

Students electing to complete an internship may have additional course, program, and professional guidelines and requirements, which are separate from the Career Planning and Development Office guidelines outlined in this document.

1. Definition of Internship

The Career Planning and Development office uses the NACE definition of internship which is as follows:

NACE Definition of Internship:

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

2. National Association of Colleges and Employers (NACE) Position Statement on U.S. Internships: Criteria for an Experience to Be Defined as an Internship

Below is a portion of NACE's position statement on U.S. Internships to be considered when determining the criteria 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 and UMass Global Career Planning and Development Office, that the experience can be considered a legitimate internship.

3. Internship Programs Under the Fair Labor Standards Act (FLSA)

Below is a portion of the U.S. Department of Labor Wage and Hour Division six guidelines to be considered when determining whether an internship will be unpaid or paid. It is the responsibility of the employer to be aware of and ensure they are in compliance with FLSA. Please read and review the entire Internship Programs under the Fair Labor Standards Act (FLSA) accessible from the links at the end of this document.

The following six criteria must be applied when making the determination for an unpaid internship:

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.

4. Forms, Agreements, and Waivers

The Career Planning and Development office does not require you the employer to complete any additional forms to post an internship outside of the UMass Global CareerLink employer registration and internship posting.

Additional forms and paperwork are required for students who are choosing to complete an internship for academic credit. It will be the student's responsibility to provide you with any information to complete.

UMass Global cannot support or enter into agreements for non-credit based internships. If the internship opportunity requires university sponsorship, a student must register for a UMass Global experiential learning course.

Hold Harmless Agreements

UMass Global does not provide, enter into, nor sign "hold harmless" or indemnity agreements as a condition to an intern host's contract with a UMass Global student or alumni as a paid or unpaid intern.

5. UMass Global Internship Posting Process Overview

- a. Employer posts internship opportunity through UMass Global CareerLink
 - i. Visit [Career Services-Employers](#) to create account and review Employer and Recruiting Guidelines.
 - ii. Select Internship as position type.
 - iii. Read, Review, and Confirm Employer Policy Affirmation.

6. Compensation

Internships can be paid or unpaid. Internships should not be viewed as free or cheap labor. Although some students elect to complete an internship for academic credit, it is not a substitution for compensation.

Review item #3 **Internship Programs Under the Fair Labor Standards Act (FLSA)** guidelines. You are responsible for understanding the legalities for an unpaid internship as outlined by the U.S. Department of Labor Wage and Hour Division.

7. Internship Tools and Resources

The following are examples of opportunities that would not be considered internships:

- Opportunities that consist primarily of clerical tasks
- Jobs that provide minimal or no opportunity for students to gain practical experience
- Part time job opportunities with no training, guidance, or supervision
- Volunteer positions

Additional Internship Articles, Links, and Websites

Eight Principles of Good Practice for All Experiential Learning Activities

<https://nsee.memberclicks.net/standards-and-practice>

Internship Programs under the Fair Labor Standards Act (FLSA)

URL: <http://www.dol.gov/whd/regs/compliance/whdfs71.htm>

PDF: <http://www.dol.gov/whd/regs/compliance/whdfs71.pdf>

National Association of Colleges and Employers (NACE) Position Statement on U.S. Internships:
A Definition and Criteria to Assess Opportunities and Determine the Implications for Compensation

URL: http://www.naceweb.org/connections/advocacy/internship_position_paper/

Policy Affirmation for Employers (via UMass Global CareerLink)

I understand and agree to the conditions detailed in the UMass Global Career Planning and Development Office Employer and Recruiting Guidelines for Internships. I have read and reviewed the National Association of Colleges and Employers (NACE) Position Statement on U.S. Internships and the U.S. Department of Labor Wage and Hour Division's Internship Programs under the Fair Labor Standards Act (FLSA). The information provided on this form is true and accurate to the best of my knowledge.

I understand that failure to comply with these guidelines will result in suspension of recruiting privileges at UMass Global.