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TITLE: The Career Center Internships Policy

EFFECTIVE DATE: October 1, 2014

LAST REVISION: October 9, 2014

Policy No.5.597a

Policy Statement

Purpose

All internships posted at Baton Rouge Community College must meet the internship guidelines set forth by the National Association for Colleges and Employers (NACE). We also highly recommend reviewing NACE's 15 Best Practices recommendations for Internship Programs, particularly if this is the first time the employer is offering an internship.

Scope

This policy will apply to all employers posting internships, all students who participate in internships, and all college programs and departments engaged in offering internships. This policy does not include the criteria established for programs that include clinical experiences. Those will be governed by the department criteria for offering, providing and managing clinical work experiences.

Background

Academic Credit for Internships

While Baton Rouge Community College does offer opportunities for granting academic credit for some internships, not all programs offer credit. Employers who mandate academic credit must still meet our criteria for high-quality internships and the Department of Labor's criteria for internship compensation. Academic Credit is typically not considered compensation under the DOL FLSA. Academic Credit is managed every semester through the student's academic department. The Career Center is not an academic department of the college and is therefore unable to provide academic credit.

Non-Academic Credit for Internships

Students who participate in internships where there is no academic credit offered from the department or their program does not require academic credit, do so of their own volition and the experience is not necessarily tied to their academic degree. The internship experience is optional and there will be no affiliation agreements between the academic department, the Career Center and the employer.

Internship Compensation



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The Career Center encourages employers - particularly those in the private sector - to pay interns for the labor they provide your organization. Private sector employers should be familiar with the United States Department of Labor guidelines for internship compensation:

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.

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.

Civic, charitable, government, education, and other Non-profit sector organizations considering posting unpaid internships through Baton Rouge Community College, must confirm that those internships meet the criteria for an experience to be defined as an internship. Employers should make an effort to detail what the intern will learn from the experience they are constructing their position description.



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Definitions

DOL – Department of Labor

FLSA – Fair Labor Standards Act

NACE – National Association of Colleges and Employers

Policy

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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 the students learning objectives/goals. All position descriptions for internships submitted to The Career Center must clearly indicate that the above criteria are met. To advertise your internship opportunity, please access our online job & internship posting system, College Central Network.

Procedure

The Career Center will facilitate the internship process for students seeking internships which are not provided through academic credit and will provide support and assistance to all academic programs which contain an internship component.

The responsibilities of the Career Center in the internship process for support to academic programs includes:

- Offering career readiness training to students seeking internships (resume development, interviewing skills). These may be done individual or as part of a classroom presentation or workshop.
- Notifying the department and students of internship opportunities related to their career field



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- Working to develop new relationships with potential internship employers
- Updating the academic programs of state and federal internship guidelines and updates
- Supporting in the data collection and reporting process involved in internships including but not limited to survey employer satisfaction with interns, tracking number of interns placed each semester, and tracking the number of internships which then result in permanent employment.

The responsibilities of the Career Center in the internship process with students includes:

- Notifying students of internship postings
- Assisting students in preparing for internship job seeking process by providing resume support, interview practice, and guidelines for professional behavior in the internship experience
- In some cases, the Career Center will gather and submit student resumes to employers if written consent is given by the student

In academic programs where interns are directly placed with an employer by the faculty member or department, the Career Center provides only a supportive role in the process with the internship agreements being conducted by the lead faculty.

Competitive vs. Assigned Internship Placements

Some programs “place” into or assign students to internship sites in a non-competitive process, whereas in other programs, students compete in the open market for internships and must apply, interview and be selected by the organization without assistance from their academic department.

INTERN RESPONSIBILITIES

The creation, approval, and implementation of an internship is a collaborative experience among a student, faculty supervisor, site supervisor (and other on-site staff), and the Career Center. Each person is responsible for contributing to the overall success of the internship experience. Specific responsibilities are listed below.

1. Demonstrate the highest level of professionalism, which includes arriving on time for designated work, notifying the site supervisor of any deviations from the established schedule, and dressing to the standards of the organization and the work being performed. Respect the organization’s reporting structure and follow the policies and procedures of the organization.
2. Communicate effectively with the site supervisor, immediate supervisor (if different from site supervisor), and other staff within the organization; accept and apply critiques and suggestions to daily work in an effort to become more productive and/or efficient.
3. Complete and submit to the faculty supervisor Weekly Time Logs or other specified paperwork. Complete and discuss with the site supervisor the midterm and final evaluations. Submit the evaluations to faculty in a timely manner.
4. Communicate with the site supervisor and/or faculty supervisor any issues that may affect the performance of assigned responsibilities or the overall success of the experience.



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5. Appreciate diversity in all of its forms and respect various social and political viewpoints; do not discriminate on the basis of race, creed, color, sex, religion, age, nation/ethnic origin, disability, or sexual orientation.

Source of Policy: Career Center Office

Related Policy: _____

Approved by: 
Chancellor Andrea Lewis Miller

Responsible Administrator: Career Services Director

LCTCS Policy Reference: _____

LCTCS Guideline Reference: _____

Date: 10/09/14