

Guidelines for Salem State College Employers Posting Internships: Employer Manual

We look forward to listing your internship opportunity on our electronic database for students.

We provide a wide range of internship opportunities to students from over 30 majors and welcome calls from employers. Employers interested in listing an internship can visit our website at www.salemstate.edu/careersvs and follow the “Employers” link located on the lower left hand column. There, you will find a link to “Post a Job” and you will have the capability through our on-line database, Career Services On-Line (CSO), to create an employer profile and manage all of your company’s job and internship listings. Once you submit a posting it is sent to our office via Career Services On-Line where it will be approved or we will contact you for further information or clarification. Feel free to contact us at 978.542.6406 at any time related to your internship needs.

How long is an internship?

- Unlike part-time employment, which has no defined end-date, internships require only a semester commitment. As an employer, this enables you to “try out” an intern for Fall, Spring or Summer.
- Internships may be offered for one semester to satisfy a project need, but are often made available on a rotating basis each semester.

Can I invite the student to extend their internship?

- While employers and students make a commitment to the internship for September-December, January-May, or May-August, you are welcome to offer the student the option to extend that commitment.

Can An Intern Receive Credit? How Does Credit Work?

- Employers often ask about having their internship evaluated for *credit*. Students who elect to earn credit for their internship must have their internship pre-approved by their academic department. Faculty Sponsors evaluate the duties of the internship to determine whether the experience is credit-worthy and at completion assign a grade to the student based upon both the internship performance and additional academic assignments.
- Many students also participate in *non-credit* internships as a means to gain experience in and exposure to their field, or because their program of study does not allow for credit-bearing internships.

What do I need to know about being an internship supervisor?

There are six easy criteria. We usually find these do not pose difficulty for potential supervisors.

- The intern must have one primary supervisor on site.
- The supervisor must have expertise in the content area of the internship.
- The internship supervisor agrees to provide career-related duties requiring a college education.
- The supervisor must meet with the intern to provide weekly supervision in order to monitor progress and assist the intern in accomplishing learning objectives.
- The organization agrees to notify Career Services or the Faculty Sponsor (if credit-bearing) of any changes in intern status, or of any performance or other issues which may arise during the course of the internship.
- The internship supervisor must be a professional staff employed by the organization and not be a family member of the intern. In addition, a few academic programs, such as Psychology, may require the supervisor not be an entry level professional.

Experiences that do not meet these supervision criteria can be listed instead as either freelance or part-time positions.

Should I provide an orientation for the student?

- Remember your first day on your first job? We find that interns who receive an orientation to their workplace often feel more comfortable more quickly and this helps you as an employer.
- Employers agree to orient the intern or designate another staff person to provide an intern orientation including: safety issues as part of the internship, location of the worksite, workplace practices, information on company standards (dress code, professional behavior, ethical issues), and sexual harassment and discrimination policies.
- Interns want very much to become successful members of your group. Providing an orientation helps students to enhance their feeling of belonging to your organization while helping them to shorten their learning curve. It also helps you to set a welcoming, positive tone for their internship experience.

I have a Full-time Internship to Post. Can I list that?

- Our internship model allows students to complete coursework while participating in an internship. For that reason, we are able only to list full-time internships for the summer and not during Fall/Spring semesters during the regular academic year.
- Our policy is not to list internships that are full-time and unpaid except on a case by case basis. Please contact us to discuss your particular internship needs if this presents a concern.

Do I Need to Withhold Taxes on a Paid Internship?

- We welcome paid internships for students. In order to accept an internship, many Salem State students must reduce hours at their regular work so offering a paid internship assists the student in learning about their career while meeting basic expenses.
- Most departments' welcome paid internships and we find students who receive some compensation for their internship feel enhanced self-esteem and evidence a new understanding of themselves as a new and growing professional.
- From a payroll perspective, interns are, by definition, trainees and do not possess the expertise of an independent contractor. If the internship is paid, the intern cannot be paid as an independent contractor and must have payroll taxes withheld.

I am a Non-Profit and Cannot Offer a Paid Internship. What are the Five Most Often Utilized Incentives To Attract Stu

- Many employers will offer an intern the ability to reimburse their travel costs to help offset gas costs to an internship.
- Other employers may provide a lunch subsidy.
- Yet others provide a bonus for above average performance.
- Some employers offer a scholarship of between \$250-\$1,000 to offset books for the following semester.
- Employers also offer professional development seminars or financially support attendance at conferences.
- Many employers also offer internship stipends.

Career Services accepts internships which provide excellent learning experiences, whether they are paid or unpaid. We value outstanding learning opportunities for our students and post both paid and unpaid internships.

Students will, of course, first look for paid internships. Any compensation or assistance you can provide a student related to the internship will position you as a more competitive employer.

Career Services does not have expertise in tax law and thus advises employers to check with their Tax Accountant to ensure the option selected is the option that best fits your organization.

I'm Interested In Hiring an International Student. What Do I Need To Know?

- International students ARE able to complete unpaid internships but need to be Pre-Authorized by the College for internships that offer any type of compensation.
- International Students who obtain credit-bearing internships work with Center for International Education at Salem State College to obtain authorization BEFORE starting their internship experience.
- Compensation requiring authorization includes: stipends, bonuses, reimbursement for travel expenses, and all other forms of monetary payment.
- Authorization is given, pending student eligibility, for internships for credit for specified dates that usually correspond to our semester system. Any work performed before or after the dates authorized is not part of the internship authorization unless otherwise pre-approved by the Center For International Education on campus.
- International Students can produce documentation for the I9 process to confirm eligibility to work on a paid credit-bearing internship.
- Other paid work opportunities require different authorization. Authorization for other types of paid employment may require external approval by INS. Please contact us for information as helpful to you.
- We recommend that employers seeking to hire an International Student part-time at the conclusion of an internship, begin that process while the internship is in progress.

Please contact Career Services for additional information or for clarification of these policies or regarding a specific student's status.

What Forms Do I Need To Complete? What are Learning Agreements and Scoping Documents?

What are Site Visits?

- As normal practice for any workplace, the Intern Supervisor agree to complete an intern evaluation utilizing Salem State forms at the conclusion of the internship. This provides a wonderful professional development opportunity for the student intern and exposure to standard work practices.
- Students from a variety of majors, and those participating in non-credit internships, are encouraged and sometimes required to create a learning agreement. Learning Agreements clarify the internship learning goals of the student intern, the duties and activities that allow the student to work on internship goals, and the outcomes that demonstrate the intern accomplished these goals, as well as outline expectations of the employer. The Intern, Faculty Member or Career Services Staff, and Supervisor sign off on this document. Career Services encourages Internship Supervisor/Mentors to clarify learning goals for the internship. Internship Learning Agreements provide an excellent vehicle for this purpose.
- You may also be contacted by a faculty member to discuss the progress of the intern and/or host a site visit. Site visits provide an opportunity for the Faculty Sponsor or Career Services Internship professional to visit the site and meet with you in person. Your willingness to partner with us helps ensure a successful internship experience and is required pre-requisite for listing an internship with us.

Safety

The safety of our interns is our number one concern. The following information will help you to ensure a safe workplace for internship experiences.

- The intern is not allowed to work alone at the site or in a department when staff is not on site due to potential safety issues.
- We recommend including your interns for purposes of workman's compensation as this does not generally pose any cost burden to our employers and interns are working on-site. Please feel free to contact us with any questions.
- We understand some internships involve home visits. Due to safety concerns, interns may not do home visits alone and are required to be accompanied by a staff member from your site.
- If your internship requires the use of a vehicle, or the possibility of transporting clients, we require adequate insurance that covers all interns at the site. Please contact us with any questions.
- As an employer we ask that you affirmatively sign off on the ability to provide an intern an environment free from all forms of harassment and safe work facilities.
- *We strongly urge employers not to take interns to meetings or events with alcohol present, especially when the intern is not of legal drinking age.*

Equal Opportunity Employer and Other Information

- In posting internships, the employer certifies that the intern will not displace a regular paid position and that the organization is an Equal Opportunity Employer.

Other Issues:

What if my work is 75% or more clerical?

- We cannot post internships that are largely clerical and do not represent an opportunity to learn about a career requiring a college education. Of course, most work has a clerical component. However, as internships are learning experiences, we ask that the internship supervisor provide duties that offer a minimum of 70% substantive work related to a college major or career field.

Do You Accept Personal Services positions as internships?

- We don't post jobs for lawn care, babysitting, or other personal services positions.

I'm a home-based office and a new start-up. Can I list my internship?

- Employers must be located in commercial space and organizations must be in business for a minimum of one year.
- Salem State Career Services is not able to list home-based internships or internships related to personal services.

I have a great opportunity for a student but no space on-site for them to work. Can interns work from their residence hall or homes?

- Students must intern at the internship site, versus completing their internship from their home or residence hall. This allows our students to obtain professional experience from an on-site employer mentor.
- Internship employers agree to provide interns with an appropriate workspace and tools with which to perform their duties, for example, access to a computer and appropriate software and office space.

If your opportunity does not fit with the internship criteria above, one option would be to list it as a volunteer, part-time, or contract position. Please contact Career Services, 978.542.7170 for more information.

What's Salem State's policy on Sexual Harassment?

“Salem State College prohibits any member of the College Community, male or female, from sexually harassing another employee, student or other person having dealings with the institution. We take sexual harassment very seriously at Salem State College, and under no circumstances will we tolerate such behavior.” (9/1/96) Sexual Harassment is defined as: “unwelcome verbal, non-verbal and/or physical behavior of a sexual nature which has the effect of interfering with a person's academic, employment or other status, or of creating a sexually intimidating, hostile or offensive environment. Sexual harassment incidents can involve a male harasser and a female victim, a female harasser and a male victim, and also same gender harassment.” (9/1/96 Policy Memo) Please refer to our Sexual Harassment Policy, available on line. For additional information or to discuss a specific situation, please contact Career Services, 978.542.6406.

What about Hold Harmless Agreements?

Very rarely we receive calls from employers asking the College to sign a Hold Harmless agreement, which are general releases for any and all liability incurred by the employer. As is true for most Colleges nation-wide, Salem State College will NOT sign such agreements. We do NOT accept internships that require these agreements, asking the College to assume liability for an employer.

Neither faculty, nor students should sign these agreements. If your organization requires such an agreement, we will not be able to list your internship.

Can I have students sign Intellectual Property and/or Confidentiality Agreements?

We understand that the work an intern may participate in has implications for your bottom line profits. Intellectual Property agreements clearly let all parties understand that what is developed on site at your particular internship belongs to the employer. Confidentiality Agreements inform students that what they learn on the internship related to new product development or other sensitive information is to remain confidential and not be shared when on other internships or with other employers. Some employers have students sign such agreements.

The following is our policy on these agreements.

- Any agreement a student will be asked to sign needs to be mentioned in the internship description.
- In addition, as an employer listing an internship with Career Services, we should receive a copy of any and all agreements students will be asked to sign, at the time you list the internship with us.
- A student should be presented in the interview with any information about Intellectual Property or Confidentiality Agreements, and allowed to ask questions and see a copy, so as to fully understand the ramifications of accepting a specific opportunity before accepting.
- Students should not sign agreements right after receiving them. Students should be allowed ample time to have the agreement reviewed by a lawyer, or to discuss it with their faculty or Career Services.

This manual is not meant to be comprehensive, but rather utilized as a guide. Please contact us with any questions, or to discuss your internship opportunity in more detail. We would be happy to assist you with any of your hiring needs!

For More Information, Please Contact:

Career Services

978.542.6406

internship@salemstate.edu