

## **Guidelines for Salem State University Employers Posting Internships: Employer Manual**

Employers interested in listing an internship complete an easy internship listing form, found in the employer section of our website at [www.myinterfase.com/salemstate/employer](http://www.myinterfase.com/salemstate/employer). You may add your listing directly to the database, or email forms to [career@salemstate.edu](mailto:career@salemstate.edu). Employers are contacted to confirm that we have received your listing and to answer any questions you might have. Feel free to contact us at 978.542.6406 at any time if you have questions regarding the process. We look forward to hearing from you!

### **How long is an internship?**

- Internships require a one semester commitment, and may be offered fall, spring, or summer terms. However, as an employer, you may choose to extend that offer to the student.

### **Can An Intern Receive Credit? How Does Credit Work?**

- Students who elect to earn credit for an internship must have it pre-approved by their academic department. Faculty Internship Advisors evaluate the duties of the internship to determine credit worthiness, and number of credits. Upon completion, faculty assigns a grade to the student based on the internship performance, additional academic assignments, and the employer's feedback.
- Many students also participate in non-credit internships as a means to gain experience in and exposure to the world of work.

### **Internship supervisor**

- There must be one primary supervisor on site who monitors and assists the intern in accomplishing learning objectives.
- The supervisor must have expertise in the content area 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 to have a certain level of experience and/or be licensed.

### **Should I provide an orientation for the student?**

- Employers must provide an intern orientation which includes: safety issues, workplace practices, company standards (i.e. dress code, professional behavior), and sexual harassment and discrimination issues. Providing this orientation will help interns feel like part of your organization, while also helping them shorten their learning curve.

### **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 encourage employers to list full-time internships for the summer and not during the regular academic year. Please contact us to discuss your particular internship needs.

### **Do I Need to Withhold Taxes on a Paid Internship?**

- 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 Can Not Offer a Paid Internship. What are some Incentives to Attract Students?**

- By reimbursing for travel expenses, providing a lunch subsidy, book scholarships, stipends, etc., you will attract more students and increase your competitiveness as an employer.

### **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 university for internships that offer ANY type of compensation.
- Career Services works closely with the Center for International Education to insure adherence to this policy
- 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?**

- 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.
- Students are encouraged and sometimes required to create Learning Agreements, which clarify the internship's duties, goals, and expectations. The Internship Supervisor would be required to sign this document.
- You may also be contacted by a faculty member to discuss the progress of the intern and/or host a site visit.

#### **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.

#### **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, and be provided with an appropriate workspace and tools with which to perform their duties.

*If your opportunity does not fit with the internship criteria above, one option may be to list it as a volunteer, part-time, or contract position. Please contact Career Services, 978.542.6406 for more information.*

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

“Salem State University prohibits any member of the University Community, male or female, from sexually harassing another employee, student or other person having dealings with the University. The University is committed to providing a working, living and learning environment that is free from all forms of sexually abusive, violent, harassing or coercive conduct. This policy seeks to protect the rights of all members of the University Community (trustees, faculty, librarians, administrators, staff, and students) and other persons having dealings with the University, to be treated with respect and dignity.” (December, 2012 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?**

These are general releases for any and all liability incurred by the employer. As most colleges nation-wide, Salem State University will NOT sign such agreements, and will not accept internships that require them.

#### **Can I have students sign Intellectual Property and/or Confidentiality 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 see our website or contact us for with any questions and more detailed requirements. We are happy to assist you with any of your hiring needs!

For More Information, Please Contact:

Career Services

Phone: 978.542.6406

Website: [www.salemstate.edu/careersvs](http://www.salemstate.edu/careersvs)

Email: [career@salemstate.edu](mailto:career@salemstate.edu)