



LEARN AND EARN

INTERNSHIP PROGRAM

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Career Services



LEARN & EARN INTERNSHIP PROGRAM

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 (National Association of Colleges and Employers, 2011, page 2)

Experiential Learning does NOT address human services practicums, allied health clinicals, or other required fieldwork experiences leading to professional licensure or certification. Also, the internship educational opportunities are distinct from volunteer community service or classroom-based service learning opportunities. (MCC, 2011)

Students enrolled in academic credit programs may participate in an academic credit internship, if available, for which a student may earn academic credits in an agreed-upon, short-term, supervised work experience related to a student's field of study. For those students successfully completing non-credit programs, a non-credit internship may be available, whereby students can derive similar benefits as the academic credit internship but not receive academic credits.

An internship can be full-time or part-time, and paid or unpaid. An unpaid internship must meet certain Department of Labor standards and is generally discouraged. Both non-credit and academic credit internships allow students to apply classroom studies and theories in a real-world environment, while increasing skill sets, confidence and experience. Also, students can expand their professional network and gain additional professional references. While neither expressed nor guaranteed, many internships can lead to gainful employment in a student's chosen field.

All documents utilized by Springfield Technical Community College's Internship Program have been prepared and reviewed by the Massachusetts Community Colleges (MCC) and are published in its handbook:

Massachusetts Community Colleges- Experiential Education: Internships and Cooperative Education, A Handbook for Practitioners & Administrators, 2011. MCC, 100 Cambridge Street, Suite 1310, Boston, MA 02114. Phone: 617-542-2911. www.masscc.org.



LEARN AND EARN

INTERNSHIP PROGRAM

STUDENT FORMS



Career Services



LEARN AND EARN INTERNSHIP AGREEMENT
PART A. TO BE COMPLETED BY THE STUDENT

Student's Name: _____
Last First Student ID#

Student Phone: _____ **Student Email:** _____

Academic Major: _____ **Concentration:** _____

Course Number: _____ **Course Name:** _____ **Credits:** _____ **Term:** _____ **Year:** _____

Student Responsibilities:

- I will consult with my Site Supervisor, STCC's Career Services Office for a non-academic credit internship, or my Faculty Advisor for an academic credit internship, prior to completing this Internship Agreement.
- I will perform appropriate professional-level duties and accept performance feedback from the Site Supervisor throughout the internship.
- I will respect and comply with all company rules and policies regarding, but not limited to, confidentiality, honesty, punctuality, professionalism, behavior and dress.
- I will comply with all College policies and procedures including, but not limited to, documenting work hours, completing all academic assignments if required, class attendance and/or meeting with my faculty advisor or Career Services Office staff at scheduled times.
- I will notify my faculty advisor or STCC's Career Services Office and site supervisor of any circumstances that may impair my performance or ability to complete my internship.

Learning Outcomes:

Both academic and non-academic learning outcomes for the student experience are intended to encompass all of the following:

- Develop technical skills and professional communications in a work setting.
- Understand industry and organizational structures, culture, and ethics.
- Apply and reflect on the connections to academic theory and practice.
- Strengthen critical thinking, research skills, and problem-solving skills.
- Develop awareness of self, others, and social responsibility in a work, career, and global context.
- Establish a network of professional contacts, mentors, references.

Learning Objectives:

(Please consult with your faculty advisor for an academic credit internship, the Career Services Office for a non-academic credit internship, and Site Supervisor when developing your learning objectives.)

By the end of this internship, I plan to achieve the following learning objectives specific to my placement:

1. _____
2. _____
3. _____
4. _____
5. _____

The information I have provided in this form is accurate and I agree to abide by the terms stated herein. I recognize that, as an intern from Springfield Technical Community College, I represent the College to the community. I, therefore, agree to conduct myself professionally at all times during my internship and to abide by all rules and procedures of the host site.

Student Name (printed) : _____

Student Signature: _____ **Date:** _____



LEARN AND EARN INTERNSHIP STATEMENT OF UNDERSTANDING FOR ACADEMIC CREDIT INTERNSHIP

The following terms and conditions relate to the *Learn and Earn* Internship Program for Academic Credit at Springfield Technical Community College. Please review them carefully and sign your name below as an indication that you have read, understand and agree to the statements. If you have any questions regarding the information within, please do not hesitate to ask the Career Development staff for clarification.

1. I understand that in order to qualify for an Internship course at STCC, a student must have completed two semesters* and have a G.P.A. of 2.5* or higher. (* some academic departments including General Studies only require 12 college level credits to have been completed in order to qualify. For students with a 2.0-2.5 G.P.A., a discussion with the Director of the program is advised.)
2. I understand that securing an Internship placement is a shared responsibility and that given all the external factors that relate to securing employment, no guarantee is given that every qualified student will secure a position.
3. I understand that I will be billed for either course like any other academic course I might register for. For those students who qualify for financial aid, your financial aid award may cover this course. Any questions regarding financial aid should be directed toward the Financial Aid Office at STCC.
4. I understand the Internship course is made up of an experiential component known as the placement and an academic component.
5. I understand that once I have secured an Internship position, I can register for three (3) or possibly more Internship credits. Depending on a student's academic program, these credits will be used as either elective credits or may, in some cases, take the place of a required course. A discussion with the Director is advised.
6. I understand that if I withdraw from the College during the course of the semester, I will notify the Career Services Office at once.
7. I understand that I will share the responsibility of staying in touch with the faculty coordinator that will be assigned to me. This assignment will happen once I have secured a qualified position and register for an Internship Course.
8. I understand that although rare, at times external factors affect a student's internship placement. These factors include such things as business closings, business mergers, labor actions, natural disasters and employee layoffs. In situations such as these, the student will not be penalized academically and all efforts will be made to place them in a similar position for the duration of the semester.
9. I understand that the employer is under no obligation to offer employment beyond the end of the semester/internship nor is the student under any obligation to accept an offer if presented with one.
10. Understand that I am expected to attend/view all Internship related seminars as noted in my learning contract.
11. I understand that if I have any questions at any point that relate to this program, it is my responsibility to present these questions to staff within Career Development Department at the college or my faculty advisor.

Student's Signature: _____ Date: _____

Printed Name: _____ Student's ID #: _____



**LEARN AND EARN INTERNSHIP STATEMENT OF UNDERSTANDING
FOR NON- CREDIT INTERNSHIP**

The following terms and conditions relate to the *Learn and Earn Non-Credit Internship Program* at Springfield Technical Community College. Please review them carefully and sign your name below as an indication that you have read, understand and agree to the statements. If you have any questions regarding the information within, please do not hesitate to ask the Career Services Office staff for clarification.

1. I understand that securing an Internship placement is a shared responsibility and that given all the external factors that relate to securing employment, no guarantee is given that every qualified student will secure a position.
2. I understand that my internship will receive no academic credit from STCC, but that I will benefit from the work experience in my field of study.
3. I understand that if I withdraw from the College during the course of the semester, I will notify the Career Services Office at once.
4. I understand that I will share the responsibility of staying in touch with the STCC Career Services Office. I agree to maintain communications with the WDC and advise the WDC of any and all concerns, problems etc.
5. I understand that although rare, at times external factors affect a student's internship placement. These factors include such things as business closings, business mergers, labor actions, natural disasters and employee layoffs. In situations such as these, the STCC Career Services Office will assist in providing new internship possibilities.
6. I understand that the employer is under no obligation to offer employment beyond the end of the internship nor is the student under any obligation to accept an offer if presented with one.
7. I understand that I am expected to attend/view all Internship related seminars as noted in my learning contract.
8. I understand that if I have any questions at any point that relate to this program, it is my responsibility to present these questions to staff within Career Services Office at STCC.
9. I understand that I must demonstrate the utmost professionalism, especially in terms of confidentiality, ethics and business etiquette. Personal phone calls and use of cell phones must be avoided.
10. I understand that I must complete all work and assignments, and ask for additional work upon completion of assigned tasks.
11. I will adapt to and abide by the preferred practices and procedures established by the internship provider. This would include all company practices and procedures, including safety and health, dress code, scheduled hours, report to work time and professionalism.
12. I understand that the standard number of hours to complete my internship is 150 hours, but I may continue my internship after completing 150 hours based on mutual agreement of myself and the internship site.
13. I understand that as a paid intern, I am an *Employee at Will* and, as such, I may be dismissed at any time.

Student's Signature: _____ Date: _____

Printed Name: _____ Student's ID #: _____



LEARN AND EARN INTERNSHIP ACKNOWLEDGEMENT OF RISK AND CONSENT

SECTION 1 (TO BE COMPLETED BY STUDENT AND REVIEWED BY FACULTY ADVISOR OR Career Services Office)

Internship Site: _____

Faculty Advisor or Career Services Office Counselor:

Internship Activities include but are not limited to:

SECTION II (TO BE COMPLETED BY THE STUDENT)

I understand that there are certain dangers, hazards and risks that may be associated with my participation on the *internship* activity(s) described above. I further understand that all risks cannot be prevented. I have considered the risks associated with participating in the *internship* and knowingly and voluntarily assume all such risks. Furthermore, I represent that I am physically and mentally capable of participating in this *internship* and that I am capable of using equipment, if any, associated with the *internship*.

On behalf of myself, and my family, heirs, assigns, and personal representatives, I hereby agree to indemnify, hold harmless, release from liability and waive any legal action against the College, its governing board, officers, agents and employees (collectively, "the Released Parties") for any personal injury, death, or property damage I may suffer or cause to a third party arising out of or in any way connected to my participation in the *internship* or while in transit to or from said *internship*.

I represent that I am covered by adequate medical/health/accident insurance for any injury that I may suffer at the *internship* site. In the event I require medical services due to an injury suffered during the *internship*, I understand and agree that the College does not provide medical services or medical personnel at the *internship* site and is under no obligation to provide transportation for me to obtain medical services.

I understand and agree that this document shall be construed in accordance with all the laws of the Commonwealth of Massachusetts. If any term or provision of this document shall be held invalid or unenforceable, the remaining terms and provisions shall remain in full force and effect. I understand that by signing this document I am representing that I have read and understand all of its terms and conditions and that I fully intend to be bound by same. I also understand that I may wish to consult with an attorney prior to signing this document.

STUDENT'S NAME _____

STUDENT'S SIGNATURE: _____

DATE: _____



LEARN AND EARN

INTERSHIP PROGRAM

FACULTY FORMS



Career Services



LEARN AND EARN ACADEMIC CREDIT INTERNSHIP AGREEMENT
PART B. TO BE COMPLETED BY THE DESIGNATED FACULTY MEMBER

Student's Name: _____

Faculty Name: _____ **Title:** _____

Email: _____

Academic Criteria:

Total Hours Required: _____ Credit is awarded based on a student working a minimum of 45 hours per credit hour, in accordance with national educational practices. Some programs may require more. See the course syllabus for the number of hours to earn credit for this Experiential Learning experience.

Method of Grading:

Grading policy, all academic assignments and class/ (*faculty*) meetings are further outlined in Syllabus.

_____ % Daily Journal
_____ % Class/ (Faculty)/ meetings
_____ % Final Project :) Research Paper, Portfolio, Presentation)
_____ % Supervisor Evaluations
_____ % Other: _____

College Responsibilities:

- The College shall assign a Faculty Supervisor to a student participating in an internship.
- The Faculty Supervisor shall consult in establishing learning objectives, working with the students and site supervisor(s) to ensure a productive learning experience.
- The Faculty Supervisor shall establish consistent communication with the student.
- The Faculty Supervisor shall establish a method of grading the student.
- The Faculty Supervisor shall consult with the Site Supervisor regarding the student's performance at least twice during the internship.
- The Faculty Supervisor shall determine whether a student has satisfactorily completed the internship and award a grade based on the student's performance, accomplishment of the learning objectives and required experience.
- The Faculty Supervisor shall assist the student or employer with addressing/resolving the issues or disputes that may arise at the internship.

I have reviewed this form and the learning objectives proposed. I agree to oversee the student's progress in fulfilling these learning objectives and shall assess his/her performance pursuant to the Grading Method referenced above at the completion of the internship experience.

Faculty Name (Print) _____

Faculty Signature _____ **Date** _____

Academic Dean or Designee signature required: I have reviewed this document and conclude that the proposed placement will provide the student with learning opportunities related to his/her academic program and/or career goals, satisfies the College's academic standards and requirements and that the credits offered are reasonable and appropriate upon the satisfactory completion of the proposed placement.

Designee Name (Print) _____

Designee Signature _____

Coordinator _____

(MCC, 2011)



LEARN AND EARN

INTERNSHIP PROGRAM

INTERNSHIP SITE FORMS



Career Services



LEARN AND EARN INTERNSHIP SITE APPLICATION
PART C. TO BE COMPLETED BY THE SITE SUPERVISOR

Student's Name _____

Internship Host Site Name: _____

Site Address: _____

Site Supervisor Name: _____ Title: _____

Site Supervisor Phone: _____ Email: _____

Internship Start Date: _____ & End Date _____ To Fulfill _____ Hours _____

Student's Internship Schedule: _____

Will Interns Be Paid: Yes. _____ At a rate of \$ _____ per hour. No _____

If no, please refer to the U.S. Dept. of Labor Fair Labor Standards Act or the DOL January, 2018

Internship Guideline update on the next page.

Please state specifically the Student's key intern duties and responsibilities during this experience or attached a Job Description.

Internship Site Responsibilities

- Internship Host Site will provide supervision to oversee the student's internship.
- A Site Supervisor will review the student's learning outcomes and their related objectives, and modify those objectives as necessary, in order to ensure a productive learning experience in consultation with the faculty coordinator.
- The Site Supervisor, working with the Faculty Coordinator (for an academic credit internship) or the STCC Career Services Office (for a non-academic credit internship), shall provide an internship experience that will enable the student to work toward achieving the learning objectives.
- The Host Site Supervisor will meet **regularly** with the student to discuss the internship experience.
- A Site Supervisor's shall consult as necessary with the Faculty Coordinator (for an academic credit internship) or the Career Services Office (for a non-academic credit internship) regarding the student's progress and provide a midterm and final evaluation of the student's job performance.
- The Internship Site shall provide the student with relevant on-the-job training, including instruction in safety procedures and internal workplace guidelines.
- The Internship Site shall expect the student to actively participate in work activities which contribute to the student's educational training, but the student may not replace a regular paid employee.
- The Internship Site shall expect the student to act in a professional manner at all times.
- The Internship Site may dismiss a student at any time for performance or behavioral issues. Where practicable, the Site agrees to consult with the Faculty Coordinator or Career Services Office prior to any such dismissal decision is made.

- The Internship Site agrees not to discriminate based on a student's race, color, gender, age, national origin, religion or disability in recruitment, hiring, placement, assignment to work tasks, hours of employment, levels of responsibility and pay.

The Internship Site agrees to permit the student to participate as an intern pursuant to this Agreement. The learnings objectives stated herein are realistic and the Site Supervisor shall work with the student to achieve those objectives. The college has made no representations about the quality of the student's work and the college will not be providing on-site supervision of this student during the internship.

Host Site Supervisor's Name (Please print) : _____

Host Site Supervisor's Signature: _____ **Date:** _____



(MCC, 2011)



2018 Department of Labor Updated Internship Guidelines

In January 2018, the Department of Labor issued new guidance to help companies determine when interns working for “for profit” employers are considered “employees” under the Fair Labor Standards Act, entitling them to minimum wage and overtime. In the guidance, the Department of Labor adopts the “primary beneficiary test,” which examines the economic reality of the internship to determine whether the intern or the employer is in fact the primary beneficiary of the relationship. The test consists of the following seven factors:

1. The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee—and vice versa.
2. The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.
3. The extent to which the internship is tied to the intern’s formal education program by integrated coursework or the receipt of academic credit.
4. The extent to which the internship accommodates the intern’s academic commitments by corresponding to the academic calendar.
5. The extent to which the internship’s duration is limited to the period in which the internship provides the intern with beneficial learning.
6. The extent to which the intern’s work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
7. The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

The guidance is clear that the test is flexible and that no single factor above determines whether the internship is legitimate. It is also a significant departure from the test previously applied by the Department of Labor, which included six mandatory conditions that had to be met for an individual to qualify as an intern. One of those conditions was that the employer derive no immediate advantage from the activities of the intern, which, as one can imagine, posed many challenges for companies seeking to offer a meaningful internship experience. While the primary beneficiary test eliminates that condition and offers employers more flexibility for their internship programs, because there is no bright-line rule for whether an individual is considered an intern or an employee, companies need to carefully review and consider each of the seven factors in designing their internship programs.

In addition to the Department of Labor’s primary beneficiary test above, companies must ensure that they are complying with the laws of the state where their interns are located when designing their internship programs. For example, in Massachusetts, the law is more stringent as to who may be classified as an intern. In Massachusetts, all interns must be paid minimum wage and overtime unless they are receiving school or academic credit or are considered a “trainee” enrolled in a training program at an educational, religious or charitable

institution. The Massachusetts Department of Labor Standards has indicated that it would use the primary beneficiary test adopted by the Department of Labor to determine whether an individual qualifies as a “trainee” under Massachusetts law.

Companies with internship programs should review their policies to make sure they are consistent with the new primary beneficiary test and the applicable state law. If you are unsure whether your program complies, consider consulting with legal counsel. It may be wise to either make changes to your internship program or to pay your interns minimum wage and monitor their hours to avoid overtime.