INTERNSHIP HANDBOOK

CAMERON UNIVERSITY™
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Welcome to the
Student Internship Program

An Academic Internship class involves students that are moving toward graduation. These students are on the verge of making life-long career decisions. The purpose of this Handbook is to outline the Cameron University Student Internship Program.

Section I of this Handbook outlines the general purposes of the program. Section II explains what is expected of organizations/individuals that serve as participating employers in the program. Section III outlines the requirements for participating student interns and internship faculty.

We are pleased you have elected to join the Cameron University Student Internship Program. Whether you are a student, a faculty member, or an employer, we are confident you will find the Internship Program an excellent resource in building a better tomorrow for the entire regional community served by Cameron University.
Section I
General Purpose of Program

A. Why Should Students Want To Serve In an Internship?

The Student Internship Program provides students with quality avenues for career exploration and valuable work experience opportunities. An internship experience provides them with first-hand knowledge of what employers expect regarding skill levels, attitudes, and work climate—all of which are necessary components for successful employment.

The internship also gives students an opportunity to creatively use their developing skills, while functioning as a part of a business/non-profit team. The goal of the program is to place students with organizations that provide hands on experiences. Those learning experiences should enable students to make informed career decisions.

Information on available internships is disseminated through the University Career Services Office and through internship course instructors.

This section of the handbook outlines requirements for student interns. Questions that arise about a particular internship should be addressed to the internship course instructor.

B. What is an Internship Program?

The Student Internship Program provides students with opportunities to explore various careers and gain work experience and knowledge regarding current practices as well as the innovations, improvements, and changes taking place in business and industry. This information, along with the knowledge of employers’ expectations regarding skill level requirements, attitudes, and work climate is a critical part of their educational process.

The Student Internship Program allows students to take responsibility for initiating their own self-improvement in the classroom. By observing and experiencing firsthand the demands of a “real-world workplace,” interns receive the tools needed to bring about specific changes in their study habits. This type of experience is invaluable.

The term “Intraship” applies when a student is already employed by the company with which they complete an internship. For credit to be approved, the student must be learning a new position or taking on a new project or completely different duties within the company.
Program Duration

Internships operate for specific periods of time. As a general rule, the standard minimum is 45 hours of work per credit hour of enrollment. For a 3 credit hour course, a student must normally intern for a minimum of 120 clock hours, with the remaining 15 clock hours dedicated assignments, as determined by the course instructor and described in the syllabi and assignment schedules provided by each instructor (including such items as performance documentation, journal, papers/reports, portfolios and presentations).

Level of Commitment

• Monetary – The internship option may be unpaid or paid. The decision as to whether to provide compensation is between the employer and the intern.¹

• Time – Student must spend a minimum of 120 hours for a 3 credit hour course with the approved employer during the internship period.

C. Internship Mission

• To provide a real-world experience for the student; and

• To improve the quality of education by providing “hands-on” business experience opportunities.

Objectives

• To assist students in understanding:

♦ The importance of a prepared workforce in a businesses or non-profit organization and its implications on the nation’s economy;

♦ The relevance of business training in the workplace;

♦ The management practices in operating a business or organization;

♦ Technology, equipment, and the methods used in businesses and non-profit organizations; and

¹ For more information, see the National Association of Colleges and Employers website, https://naceweb.org/internships/compensation.aspx. See also the DOL Fact Sheet #71 that sets forth rules as to whether an intern must be paid the minimum wage and overtime under the Fair Labor Standards Act, attached as Appendix B8-9.
♦ The opportunities that various occupations offer.

• To apply the knowledge of the academic environment to “hands-on” situations in businesses and non-profit organizations;

• To increase awareness of the importance of teamwork and leadership;

• To encourage students to continue to expand their skill base; and

• To expand students’ knowledge of applications within their chosen area.
Section II
Expectations of the Business/Non-Profit Client

A. Why Should Businesses or Official Non-Profit Organizations Get Involved?

Throughout the nation, business and non-profit organizations are recognizing a public duty and a self-serving need to support the efforts of universities to improve the quality of higher education.

To improve the quantity and quality of their labor force in a cost-effective manner, businesses and non-profit organizations are taking more proactive approaches in cooperative ventures with universities.

Businesses and non-profit organizations across the nation have voiced increasing needs for competent workers who are:

1. Well-schooled in fundamental skills;
2. Capable of adapting to change in the workplace;
3. Job-ready for work that is available now; and
4. Able to quickly learn tomorrow’s job requirements.

An important part of the interaction between businesses/non-profit organizations and education is the provision of student internships. These internships are meant to provide students with a more thorough understanding of the operation of businesses and nonprofit organizations. However, in addition to the obvious long-term benefits to businesses and nonprofits—as students are more adequately instructed about the “real world of work”—there is an additional short-term benefit. Internships also provide businesses and non-profit organizations with enthusiastic employees who offer current knowledge in their field of study for short-term projects.

This section of the handbook outlines what is expected of business and non-profit participants in the internship process. Questions may arise as you review its content. In that event, please feel free to contact Paula Merrifield, Cameron University Career Services Coordinator, 580-581-2209 or the internship course supervising instructor.
B. Business and Non-Profit Organization Requirements

All businesses and non-profit organizations participating in the Student Internship Program (internship hosts) are asked to provide the following:

- Internship slots for a minimum of 120 hours total for 3 credit hours
- A written job description (or descriptions) for each internship slot;
- A mentor/supervisor assigned to no more than 2 interns assigned through the program;
- Periodic communications with the Instructor of Record or the supervising professional instructor including, but not limited to:
  - On site visitation with the Instructor during internship;
  - Evaluation of internship; and
  - A follow-up visitation with the Instructor upon internship completion;
- Participation in the exit presentation (post internship) functions.

Internship hosts are asked to provide an in-house orientation for each intern to familiarize them with the business/organization, clarify his or her work assignment, outline work expectations, finalize his or her schedule and time line, and arrange for work space and equipment needs. Periodic meetings should be held between Interns and the Mentor/Supervisor to assist in the transfer of ideas and materials for intern portfolio and final report.

Compensation Issues - For Profit Employers. Cameron University is not involved in any negotiations between a business and an intern regarding the payment of compensation. Internships may be offered with or without compensation; however, the Department of Labor provides specific criteria for determining whether an employment relationship exists with interns for purposes of complying with minimum wage compensation laws. The criteria are listed in FLSA Fact Sheet #71, which is attached at Appendix B8-9. Please review the rules provided by the Department of Labor to determine whether the internship qualifies for an exemption from minimum wage compensation.

Equal Opportunity Compliance
In the event a business wants Cameron University to assist in recruiting interns, Cameron must advertise the opportunities in order to ensure compliance with Equal Opportunity laws. Faculty and staff may not hand-select students to complete internships or other opportunities, regardless of whether such positions are paid or unpaid.
Section III
Requirements of Participating Student Intern

A. Student Internship Guidelines

Student Interns will be expected to do the following:

**Student Internship Application.** The first step for students must complete an Internship Application. See Appendix A1.

___ Complete the internship class application form Appendix A1. It must be typed or printed so as to be legible.

___ Read Student Instruction Sheet, Section III and follow instructions.

___ Submit any back-up documentation you feel pertinent to the application (e.g., a resume is highly recommended, references, letters of support, etc.)

___ Carry out responsibilities as outlined by their business/nonprofit mentor/supervisor;

___ Actively seek opportunities to learn about the company and about available career opportunities;

___ Prepare a written journal with a few pictures, final report on the work experience and portfolio with a professional oral presentation;

___ Attend orientation with the employing business/nonprofit;

___ Request and schedule any needed meetings with the business/nonprofit and mentor/supervisor;

___ Respond to periodic evaluation and visitations by the instructor;

___ Participate in oral communications, emails, or postings to Blackboard with instructor; and

___ Complete a **minimum** of 120 hours of supervised work for 3 credit hours and not less than 15 hours of paperwork, journal, report, portfolio and presentation.

___ Students will be evaluated by the client supervisor/mentor for workplace performance. Refer to the Evaluation Form (Appendix B3) regarding criteria for evaluation.

___ Students must also refer to the course syllabus and any assignment schedules for additional information regarding course requirements.
B. Student Instruction Sheet for CU Credit Internship

The following is required of each student prior to the semester in which the student intends to complete an internship:

1. Read the Internship Handbook thoroughly. Be prepared to complete all Section III requirements.


3. After you are approved to pursue an internship, and well in advance of the semester in which you propose to complete an internship, find an organization willing to provide an internship, and share with the organization a full copy of the Internship Handbook. Ensure the organization is willing to meet the requirements of Section II: Expectations of Business/Non-Profit Internship Provider

4. Obtain and submit to the Internship Coordinator for your department the following information and completed forms from the Organization providing the internship: Appendix: B1, B2 and B3. Be sure you have all 9 of the following information from the Organization providing the internship:
   
   i. Full name of organization, street address & telephone number.

   ii. Letter or memorandum or email from proposed Internship Provider stating the student has the internship, internship title, and job description.

   iii. Proposed Supervisor’s name, email, and telephone number.

   iv. Beginning and ending date of proposed Internship.

   v. Hours student is expected to work each week and schedule of work.

   vi. Full or part time, paid or unpaid. (See Handbook regarding DOL requirements and guidelines)

5. CU supervising faculty name. Note: Faculty is responsible for providing the student with a syllabus and requesting the creation of the internship class from the Chair of the Department. Course number is dependent on HOURS. Hours required for each class hour = ______.

6. Student (and / or faculty) must see the Department Internship Coordinator with the above information and student information (ID, address, telephone number, email, student classification, graduation data, international student info as required) to be entered into the Internship Database and have contract information run off. Note: the Chair of the Department will not create a class until the contract has been signed by all parties.

7. Students are required to obtain all appropriate signatures and return the document to the secretary to scan. Scanned documents (softcopy will be placed in the student’s file on the X drive). The secretary will also make a copy of the document for the student’s file. Original copy will go back to the student. For paid internships, international students must take the waiver to the appropriate office and obtain approval.

8. Students will follow the syllabus provided by the CU Faculty member.
C. Interview Procedures

Whether you apply for an existing internship or whether an internship is created at your request or the request of Cameron University, you may be required to participate in an interview. If the opportunity already exists and is one for which you apply, the general process is as follows.

All applications matching the job description requirements of the internship slots provided will be turned over to the business or non-profit organization contact person. When this is complete, the business or nonprofit will take over the interviewing process.

For additional information on how to prepare your resume, and how to prepare for interviews, be sure to take advantage of the resources available in Career Services.

http://www.cameron.edu/career_services

If you are contacted for an interview, please consider the following:

• Dress in conservative business attire. *Dress for the job you really want – not for the current internship opportunity you seek!* This attire may change once you are hired, but for the interview, dress accordingly.

• Arrive a few minutes early to be sure you are in the right place, and to have time to collect yourself. You do not want to go into an interview out of breath, sweating, or ruffled. It is always a good idea to have time to stop by a restroom with a mirror and make sure you look polished and professional, ready to impress the interviewers.

• Prepare for the interview by putting together a short list of questions you may ask when the opportunity arises. At the end of almost every interview, your interviewers will ask whether you have any questions for them. Show you have prepared for the interview by having well-thought out questions that reflect you know something about the organization. These questions will help you define the position as well as the company’s expectations of you.

• Follow up immediately with any requests from your interviewers for additional information. The time frame is tight; any delay in submitting requested information may result in your elimination from consideration.

• Respond to any internship offer within 3 days by informing the instructor and the business or organization.
Section IV

Responsibilities of the University

A. Departmental Internship Coordination Procedures

*If internship opportunities are brought to faculty or to the school/department by an organization or individual, by law these must be turned over to Career Services (x6769) so they may be properly advertised. Departmental Required Forms are: A1, B2, B3, & B4 plus syllabus.*

1. Students:
   a. *Note: Students will find their own Internships.*
   b. Student secures an internship.
   c. Student finds a faculty member that agrees to act as the Internship Course Instructor.
   d. Student will bring the following information to the Department Internship Coordinator.
      i. Internship Course Instructor (Also called the Faculty Liaison in the Internship Packet).
      ii. Email or letter/ memorandum with offer of internship.
      iii. Number of hours working each week in internship (see Internship Packet for requirements).
      iv. Beginning and ending date of internship.
      v. Paid vs. non-paid (If non-paid, be sure it meets DOL requirements in Internship Packet).
      vi. Foreign Student Waiver requirements.
      vii. Organization providing internship.
         1. Street address of organization.
         2. Internship job title.
         3. Internship job description (should be in email listed in d ii.).
      viii. On-site supervisor of internship
         1. Supervisor’s email
         2. Supervisor’s telephone number
   e. Internship Coordinator will
      i. Input data into the Internship Database
      ii. Determine if student is international and print out International Student Waiver.
      iii. Print all required forms for the Student.
   f. Student will:
      i. Gather appropriate signatures starting with faculty
ii. Return signed to the Internship Course Instructor.

iii. If international, take International Student Waiver to International Student Admissions Coordinator.

g. Internship Course Instructor will:

   i. Obtain Chair’s signature on Form B3.
   ii. Coordinate with the Chair to secure appropriate course number and CRN (based on hours required – allowances vary by department). Note: Be sure and inform chair whether class is graded as S/U or A – F.
   iii. Provide student and chair a copy of the Internship syllabus and go over all instructions with the student.
   iv. Turn packet in to Department Secretary or Student Worker to be scanned.
   v. Place scanned packet in the student’s file on the X-Drive
   vi. Turn signed packet back to the student (hardcopy can go to the Interns Supervisor.
   vii. Verify the course has been created.
   viii. Follow-up on all syllabus requirements.
   ix. Grade the class based on requirements of syllabus.
   x. Talk periodically with the Internship Supervisor to ensure student is meeting expectations, appearing for work, etc.

h. Department Chair will:

   i. Create the Internship Class.
   ii. Sign appropriate forms.

i. Department Coordinator will provide reports (as required) to Career Services.
B. **Student Internship Class**  
**Responsibilities of the Instructor**

Internship instructors will do the following:

- Serve as the liaison between business/organization and the student;
- Formally promote the program;
- With student input, help identify potential “job sites” for internships;
- Assist business/non-profit organizations in setting up interviews (as requested);
- Orient interns on the expected outcomes of the internship;
- Conduct periodic communications with each intern and his or her mentor as needed;
- Conduct evaluations with the business/non-profit organization and the intern; and
- Evaluate each intern based on portfolio, final report, oral presentation, and client evaluation.
Cameron University Student Internship Program
* Student Internship Application

Name ________________________________________________________________

Last  First

Home Address _________________________________________________________

Street/P.O. Box  City  State  Zip

Home Phone ______________________ Cell Phone___________________________

E-mail ______________________ Alternate E-mail___________________________

Home Campus: __________________________

ACADEMIC INFORMATION

Course Name & Number___________________________________________________

Academic Major __________________________ Minor________________________

Classification ___________ Expected Graduation ___________ month _________ year

What classes are you currently taking?________________________________________

___________________________________________________________________________

Please describe your dream job._______________________________________________

___________________________________________________________________________

I am interested in the:  Internship  Intraship (circle one)

What work experience do you possess? _______________________________________

___________________________________________________________________________

What are your occupation & career goals?_____________________________________

___________________________________________________________________________

List other interests or hobbies: _____________________________________________

___________________________________________________________________________

What do you hope to gain from this course and experience? ______________________

___________________________________________________________________________
Cameron University Student Internship Program
Time Log/Journal

Please record regularly the time spent on the internship program. The completed time log is to be included in the portfolio. Additional blank copies of this form should be made.

<table>
<thead>
<tr>
<th>Date/ Total Hours</th>
<th>Beg Time/End Time</th>
<th>Activities and Reflections</th>
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APPENDIX B
EMPLOYER FORMS
# Cameron University Student Internship Program

## INTERNSHIP/PRACTICUM CONTRACT

### I. CONTRACT PARTNERS

<table>
<thead>
<tr>
<th>Internship/Practicum Sponsor (“Organization/Facility”)</th>
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<tbody>
<tr>
<td>Organization</td>
<td>Mailing Address</td>
</tr>
<tr>
<td>On-site Supervisor</td>
<td>Supervisor’s Title</td>
</tr>
<tr>
<td>Supervisor’s Phone</td>
<td>Supervisor’s E-mail address</td>
</tr>
</tbody>
</table>

### Student

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID Number</td>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>E-mail address</td>
<td>Major/Degree</td>
<td></td>
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### Faculty Liaison

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
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<tr>
<td>Phone</td>
<td>E-mail address</td>
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### INTERNSHIP DETAILS

<table>
<thead>
<tr>
<th>Internship Course Title:</th>
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<tbody>
<tr>
<td>Course Prefix:</td>
<td>Course Number:</td>
</tr>
<tr>
<td>Internship Semester:</td>
<td>Fall</td>
</tr>
<tr>
<td>Beginning Date:</td>
<td>Ending Date:</td>
</tr>
<tr>
<td>Hours/Week:</td>
<td>Total Hours:</td>
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<tr>
<td>Is this a paid internship?</td>
<td>Yes</td>
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<tr>
<td>If yes, how much?</td>
<td></td>
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<tr>
<td>Is the internship a required course for your degree?</td>
<td>Yes</td>
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</tbody>
</table>
II. INTERNSHIP/PRACTICUM OBJECTIVES AND ASSIGNMENTS

The Academic student learning outcome objectives and assignments are listed in the Course Syllabus. The Employer and the student should list the specific internship objectives and tasks to be accomplished.

III. THE UNIVERSITY, FACILITY AND STUDENT JOINTLY AGREE:

1. Access to student records shall be governed by the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, commonly known as “FERPA,” and all other applicable laws.

2. As applicable, the provisions of Executive Order 11246, as amended by EO 11375 and EO 11141 and as supplemented in Department of Labor regulations (41 CFR Part 60 et. Seq.) are incorporated into this Agreement. The parties represent that all services are provided without discrimination on the basis of race, color, religion, national origin, disability, sex, political beliefs, or veteran’s status; they do not maintain nor provide for their employees any segregated facilities, nor will the parties permit their employees to perform their services at any location where segregated facilities are maintained. In addition, the parties agree to comply with the applicable provisions of Section 504 of the Rehabilitation Act and the Vietnam Era Veteran’s Assistance Act of 1974, 38 U.S.C. § 4212.

3. This agreement entails no compensation or payment between the University and the Facility; it is recognized that any agreement for compensation is solely between the Facility and the Student. All parties acknowledge that the performance of services by the Student for the Facility is on an at-will basis, terminable by either party at any time. If the Facility releases the Student from the internship/practicum, or if Student resigns from the Facility, Facility and Student will promptly notify the University of the termination of services.

4. Neither party nor any of its participants shall publish any materials as a direct result of the internship/practicum, without giving the non-publishing party an opportunity to review and object to the publication in advance. No confidential information of the Facility, its staff or clients may be included in any publication without prior written notice to the Facility.

5. When circumstances indicate that a student must be immediately withdrawn from the internship/practicum, the Facility shall promptly inform the Faculty Liaison, and the Faculty Liaison shall withdraw the Student.

6. The parties agree not to use each other’s names or logos in any publications or advertising without prior written approval from the other party.

7. An Internship/Practicum may require the Student to obtain a security clearance. The Facility is responsible for assisting and guiding the Student through the security clearance process.

8. The Faculty Liaison will assign the course grade, based upon the criteria identified in either the course syllabus or in Section II of this document.

9. The Student acknowledges that the performance of services under this internship/practicum agreement does not entitle the Student to any future employment with the Facility, and that any arrangement for future work opportunities with the Facility is a matter of negotiation solely between the Student and the Facility, at the sole discretion of the Facility.
IV. RESPONSIBILITIES OF THE UNIVERSITY:

1. The University shall designate a Faculty Liaison to coordinate all aspects of the internship/practicum with the Facility. The Faculty Liaison shall ensure that the Student and Facility have completed all necessary documentation, assist with the development of student assignments and training activities, and assign the final course grade.
2. The University shall require each participating student to complete, sign and return Attachment A, “Student Acknowledgement and Release.”

V. RESPONSIBILITIES OF THE FACILITY:

1. The Facility is responsible for the actual supervision and control of the Student’s activities within the Facility. The Facility will designate one or more staff persons with appropriate qualifications (“Supervisor(s)”) to instruct and supervise the Student.
2. The Facility is responsible for providing the Student with the training and resources necessary to support the Student’s learning experience, including training about the Facility’s policies, procedures, and performance expectations.
3. The Facility will be responsible for prompt submission of reports that adequately describe the Student’s progress, if the University requires.
4. The Facility will communicate immediately with the Faculty Liaison any concern regarding the Student’s performance or progress.
5. The Facility will work to create an Internship/Practicum work schedule that minimizes conflicts with the Student’s and University’s schedules.
6. Upon reasonable request, the Facility agrees to permit the University or its accreditation agencies to inspect the areas of the Facility relevant to the Internship/Practicum.
7. The Facility agrees to provide each Student in the Facility with the relevant policies, rules, procedures, and expectations with which the Student is required to comply.

VI. RESPONSIBILITIES OF THE STUDENT:

The Student’s responsibilities are specified in Attachment A, “Student Acknowledgement and Release”. A Student may not participate in an Internship/Practicum at Cameron University until the Student Acknowledgement and Release has been signed and returned to the Faculty Liaison.

Signatures of Approval

Please obtain the signatures in the order in which they appear below. This Internship/Practicum Contract is not effective and the student is not eligible for course credit until all of the following signatures have been obtained.

Student ______________________________ Date __________________
On-Site Supervisor __________________________ Date __________________
Faculty Liaison ____________________________ Date __________________
Chair ________________________________ Date __________________
Cameron University Student Internship Program

ATTACHMENT A TO INTERNSHIP CONTRACT
STUDENT ACKNOWLEDGEMENT AND RELEASE

On this ____ day of ________________, 20___, ___________________, ("the Student") accepts the following responsibilities in order to participate in the Internship/Practicum at ______________________:

A. The Student acknowledges that his/her participation in the Internship/Practicum is wholly voluntary and the Student agrees to all the terms and conditions contained in this document (and those incorporated within this document), without which agreement the University would not be willing to allow the Student’s participation.

B. The Student shall act professionally and ethically at all times at the Facility.

C. The Student shall respect the confidentiality of information that the Facility indicates is confidential, and any personal, sensitive, or private information that he/she discovers or has access to, including but not limited to medical records, both during and after the Internship/Practicum.

D. The Student shall adhere to Facility and University policies, procedures, and operating standards, and complete and submit all required documentation, including proof of immunizations, drug tests or background checks.

E. The Student shall participate in any evaluation conferences requested by the University or Facility.

F. If this Internship/Practicum requires a security clearance, the Student acknowledges that he/she has the responsibility for completing all steps necessary to apply for security clearance and may not begin the Internship/Practicum until the required security clearance is obtained.

G. The Student is responsible for acquiring and maintaining his/her own health and accident, automobile, and professional liability insurance, if required.

H. Participation in this Internship/Practicum does not make the Student an employee of the Facility or the University or entitle him/her to financial remuneration, unless agreed to by the Facility and Student in advance and in writing.

I. The Student travels to and from the Internship/Practicum at his/her own expense and risk.

J. The Student understands that a (letter grade/pass or fail) will be awarded for this course and that the Student is responsible for initiating the withdrawal process if circumstances arise that make completion of the Internship/Practicum impossible.

K. The Student acknowledges that Cameron University has made no representations regarding the safety and conditions of the Internship/Practicum, that the Student has had the opportunity to discuss the location and conditions of the Internship/Practicum with the Faculty Liaison and has not expressed any concerns.

These terms shall serve as a release and assumption of risk for myself, my heirs, estate, administrator, assignees, legatees, members of my family, and any other representative. I agree to indemnify and hold harmless, the University and its employees, agents, officers, and trustees (individually and their official capacity) from and against any and all claims, demands, actions or causes of action that I may hereafter have for injuries, damages or loss in connection with my participation in this Internship/Practicum. I have read this form and have had the opportunity to ask any questions related to it. I fully understand that by signing this form, I am giving up legal rights and/or remedies that may otherwise be available.

APPROVED:

_________________________________________  ________________________________
Student signature                          Date                           Print Student name
(or parent/guardian if student is under age 18)

_________________________________________  ________________________________
Witness signature                         Date                           Print witness name
Cameron University Student Internship Program
* Work Assignment Form

Job Title: __________________________________________________________________________

Business/Organization Name: __________________________________________________________

Address: ____________________________________ Phone No. ____________________________

Mentor/Supervisor Name: ___________________________ Phone No. ______________________

Instructor Name (if different): __________________________ Phone No. __________________

Internship Job Description: __________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Duration of Assignment: ______________ Normal Work Hours: _________________________

Hours per Week: _______ Duties and Responsibilities of Intern: __________________________
________________________________________________________________________________
________________________________________________________________________________

Preferred Education: ________________________________________________________________

Required Skills: ________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Desired Skills: ________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Other Requirements:________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
Cameron University Student Internship Program
Intern Evaluation Form

INTERN NAME: ________________________________ COMPANY: ______________________________________

INTERNSHIP COURSE INSTRUCTOR:__________________________________ DATE:__________________

INTERNSHIP WORK SUPERVISOR:___________________________________ DATE:__________________

PURPOSE OF EVALUATION:
To assess productivity and job performance of the intern.

INSTRUCTIONS:
Listed below are a number of characteristics and skills. Place an “X” mark in each rating box, using the following scale as the rating guide.

Excellent=Outstanding
Good=Definitely above average
Fair=Doing an average job
Poor=Substandard but making progress
Unacceptable=Unsatisfactory

You are encouraged to document your evaluative comments for each of the qualities evaluated, especially if the rating is exceptionally high or low.

Three common mistakes in rating are: (1) a tendency to rate nearly everyone as “average” in every category instead of being more critical in judgment. (2) The “Halo Effect”, which is a tendency to rate the same individual “excellent” on every trait or “poor” on every trait based on the overall picture one has of the person being rated. (3) The “Recency Error”, which is a tendency to rate an individual based on recent factors (could be positive or negative). You must evaluate the individual’s performance for the entire period of time being considered.

QUALITY is the correctness of work duties performed.

□ □ □ □ □ □
Excellent Good Fair Poor Unacceptable

QUANTITY OF WORK is the amount of work an individual does in a work day.

□ □ □ □ □
Excellent Good Fair Poor Unacceptable

COURTESY is polite attention an individual gives other people.

□ □ □ □ □
Excellent Good Fair Poor Unacceptable

INITIATIVE is the desire to attain goals, to achieve.

□ □ □ □ □
Excellent Good Fair Poor Unacceptable

CONFIDENTIALITY is the ability to be trusted with information of a confidential nature.

□ □ □ □ □
Excellent Good Fair Poor Unacceptable
PERSONAL APPEARANCE is the personal impression an individual makes on others (Consider cleanliness, grooming, neatness, and appropriateness of dress on the job.)

- Excellent
- Good
- Fair
- Poor
- Unacceptable

DEPENDABILITY is the ability to do required jobs well with a minimum of supervision.

- Excellent
- Good
- Fair
- Poor
- Unacceptable

ATTENDANCE is faithfulness in coming to work daily and conforming to work hours.

- Excellent
- Good
- Fair
- Poor
- Unacceptable

VERSATILITY is the flexibility to adapt to changing situations.

- Excellent
- Good
- Fair
- Poor
- Unacceptable

TIME MANAGEMENT is the proper utilization of working hours as well as attention to limits on lunch and rest periods.

- Excellent
- Good
- Fair
- Poor
- Unacceptable

OVERALL EVALUATION:

- Excellent
- Good
- Fair
- Poor
- Unacceptable

WORK SUPERVISOR COMMENTS

________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

EVALUATED BY:

________________________________________________________

SUPERVISOR’S SIGNATURE Phone Number
Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act

This fact sheet provides general information to help determine whether interns must be paid the minimum wage and overtime under the Fair Labor Standards Act for the services that they provide to “for-profit” private sector employers.

Background
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.
Similar To An Education Environment And The Primary Beneficiary Of The Activity
In general, the more an internship program is structured around a classroom or academic experience as opposed to the employer’s actual operations, the more likely the internship will be viewed as an extension of the individual’s educational experience (this often occurs where a college or university exercises oversight over the internship program and provides educational credit). The more the internship provides the individual with skills that can be used in multiple employment settings, as opposed to skills particular to one employer’s operation, the more likely the intern would be viewed as receiving training. Under these circumstances the intern does not perform the routine work of the business on a regular and recurring basis, and the business is not dependent upon the work of the intern. On the other hand, if the interns are engaged in the operations of the employer or are performing productive work (for example, filing, performing other clerical work, or assisting customers), then the fact that they may be receiving some benefits in the form of a new skill or improved work habits will not exclude them from the FLSA’s minimum wage and overtime requirements because the employer benefits from the interns’ work.

Displacement And Supervision Issues
If an employer uses interns as substitutes for regular workers or to augment its existing workforce during specific time periods, these interns should be paid at least the minimum wage and overtime compensation for hours worked over forty in a workweek. If the employer would have hired additional employees or required existing staff to work additional hours had the interns not performed the work, then the interns will be viewed as employees and entitled compensation under the FLSA. Conversely, if the employer is providing job shadowing opportunities that allow an intern to learn certain functions under the close and constant supervision of regular employees, but the intern performs no or minimal work, the activity is more likely to be viewed as a bona fide education experience. On the other hand, if the intern receives the same level of supervision as the employer’s regular workforce, this would suggest an employment relationship, rather than training.

Job Entitlement
The internship should be of a fixed duration, established prior to the outset of the internship. Further, unpaid internships generally should not be used by the employer as a trial period for individuals seeking employment at the conclusion of the internship period. If an intern is placed with the employer for a trial period with the expectation that he or she will then be hired on a permanent basis, that individual generally would be considered an employee under the FLSA.

Where to Obtain Additional Information
This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

For additional information, visit our Wage and Hour Division Website: http://www-wagehour.dol.gov and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).

U.S. Department of Labor
Frances Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210

1-866-4-USWAGE
TTY: 1-866-487-9243
Contact Us

* The FLSA makes a special exception under certain circumstances for individuals who volunteer to perform services for a state or local government agency and for individuals who volunteer for humanitarian purposes for private non-profit food banks. WHD also recognizes an exception for individuals who volunteer their time, freely and without anticipation of compensation for religious, charitable, civic, or humanitarian purposes to non-profit organizations. Unpaid internships in the public sector and for non-profit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible. WHD is reviewing the need for additional guidance on internships in the public and non-profit sectors.
APPENDIX C
FACULTY FORMS
Samples

(You are welcome to use, revise or replace as you deem appropriate)
# Cameron University Student Internship Program

## Grade Sheet for Oral Portfolio Presentation

Student Name _______________________________________________

_________________________________________________________

Time of Presentation________________________________________

Total Points Possible – 100 Points

<table>
<thead>
<tr>
<th>Points Received</th>
<th>Total Points Possible</th>
<th>Development of Presentation</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td></td>
<td><strong>Introduction</strong></td>
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<tr>
<td></td>
<td></td>
<td>Attention Grabbing Introduction</td>
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<td></td>
<td></td>
<td>Your Name, Major/Minor</td>
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<td>(a little about yourself)</td>
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<td></td>
<td></td>
<td>Company/Supervisor</td>
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<tr>
<td></td>
<td></td>
<td>Thesis</td>
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<tr>
<td>40</td>
<td></td>
<td><strong>Body of Presentation</strong></td>
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<tr>
<td></td>
<td></td>
<td>Internship Summary</td>
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<td></td>
<td>Company SWOT Analysis</td>
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<td></td>
<td></td>
<td>Suggested Internship Changes</td>
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<tr>
<td></td>
<td></td>
<td>Short Summary of Portfolio</td>
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<tr>
<td></td>
<td></td>
<td>Professional In-Depth Presentation</td>
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<tr>
<td>10</td>
<td></td>
<td><strong>Conclusion</strong></td>
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<tr>
<td></td>
<td></td>
<td>Summary</td>
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<td></td>
<td></td>
<td>Reflection –What did you learn?</td>
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<tr>
<td></td>
<td></td>
<td>Q &amp; A</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td><strong>Delivery</strong></td>
<td></td>
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<td></td>
<td>Professional Dress (suit) &amp; PowerPoint - Required</td>
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<td></td>
<td></td>
<td>Mannerism/Gestures/ Eye Contact</td>
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<td></td>
<td></td>
<td>Speaks Clearly/Cadence/No A’s and Ummmm’s</td>
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<td></td>
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<td>Posture</td>
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<td></td>
<td></td>
<td>Organization</td>
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<tr>
<td>20</td>
<td></td>
<td><strong>Division of Organizational Leadership Panel Award of Points</strong></td>
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</tr>
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</table>

**Comments:**

**Total Points Awarded**


<table>
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<tr>
<th>Category</th>
<th>Items</th>
<th>Possible PTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. FORMS (10%)</td>
<td>Student Information Sheet, Work Assignment Form, Intern Evaluation Form</td>
<td>10</td>
</tr>
<tr>
<td>II. RESUME’ (20%)</td>
<td>Cover Letter, Resume’, Management style or philosophy, List of References &amp; Reference letters*, Unofficial Transcripts, Volunteer Work*, Licenses, Workshop &amp; Conference Certificates*</td>
<td>20</td>
</tr>
<tr>
<td>III. RESEARCH PAPER (10%)</td>
<td>Introduction – Brief to the point with thesis sentence(s), Body - information about Internship &amp; Intraship documented with journal in appendix, Reflection – Introspection on expected, learned, future use of experience, Conclusion</td>
<td>10</td>
</tr>
<tr>
<td>IV. JOURNAL (40%)</td>
<td>Time-Log with dates, times, a few pictures &amp; daily work assignments &amp; Reflections - Place in the appendix</td>
<td>40</td>
</tr>
<tr>
<td>V. SELF-ANALYSIS (10%)</td>
<td>Reflective Summary of Self Findings - Place in the appendix</td>
<td>10</td>
</tr>
<tr>
<td>VI. FORMAT (10%)</td>
<td>Good introduction, transitions, conclusions, Reasonable assumptions if made, Correct APA format, Information concise but with enough depth to explain, No Typos, spelling, mechanics</td>
<td>10</td>
</tr>
<tr>
<td>Total points possible</td>
<td></td>
<td>100</td>
</tr>
</tbody>
</table>

*Optional Items

**COMMENTS:**

**TOTAL POINTS:**
Cameron University Student Internship Program
Research Paper Guidelines

Cover page  Student’s Name
Business/Non-Profit Organization
Course Name
Instructors’ Names
Date

Executive Summary  A one-page condensation or summary of the report/paper

Introduction  To include: management structure, general description of business or nonprofit, supervisor/mentor job title, leadership style, management style, and description of your supervisors/mentors responsibilities

Description of Intern Work Responsibilities
  What you did
  When was the work performed
  Why was the work assigned to you
  What you learned
  How you will use this experience

Client Analysis  SWOT (Strengths, Weaknesses, Opportunities, and Threats)

Specific Topic Analysis  An issue of importance, either a challenge or specific recent accomplishment of the business that you research, and analyze, with data based conclusions. This topic must be approved by the employer and the instructor in advance.

Samples of Work  Projects worked on or completed for samples.
You may provide a description thereof (only if documents are unavailable) with permission of the instructor.

Conclusion  To include recommendations for client and/or internship program

Biography (end of paper)

Appendix  Must include journal and pictures

Note: Students must use APA style of writing. The body of the report should be in research narrative form.
(See other documents regarding paper in Blackboard).
Cameron University Student Internship Program
BLACKBOARD POSTING REQUIREMENTS

Please review the following actions and check each one as completed to ensure everything is in order. Make sure that the instructor has received your documents.

Assignments – Please submit all assignments under your BlackBoard (BB) Assignments tab and also include in your final portfolio the following:

DURING THE 1ST OR 2ND WEEK OF CLASSES in BB:
_____ Introduce yourself under the Intro BB discussion board
_____ Student Information sheet signed by course instructor
_____ Develop resume, cover letter, reference page and any other suggested career material with course instructor or Career Services (after their approval take career material with you to internship interview – also place in career section of your portfolio (see other materials you may wish to include in rubric)
_____ Work Assignment Form*
_____ Student Internship Contracts*
_____ Completed Internship Confidentiality Agreement (if required by organization)

* All forms must be word processed or typed (they are attached at end of this Manual)
* Include required form signatures
* Submit under assignment tab in BB area

Internship – Academic Assignments Checklist

_____ Keep a detailed weekly journal with some reflections and pictures to use in report and include in portfolio

_____ Post weekly updates in your discussion board (see Syllabus and Assignments Schedule)

_____ Develop Portfolio

_____ Make appointment with course instructor for professional oral presentation two weeks before your finals week

NOTE: If you have any questions, please contact your internship course instructor.