



Cameron University Internship Handbook

Department of Business

Updated Spring 2022

CONTENTS

Welcome to the Student Internship Program	3
Section I: General Purpose of Program.....	4
A. Why Should Students Want To Serve In An Internship?	4
B. What is an Internship Program?	4
C. Internship Mission	5
Section II: Expectations of Business/Non-Profit Internship Provider	7
A. Why Should Businesses or Official Non-Profit Organizations Get Involved?.....	7
B. Business and Non-Profit Organization Requirements	8
Section III: Requirements of Participating Student Intern.....	9
<i>(Sample Forms – may be altered by internship course instructor)</i>	
A. Student Internship Guidelines	9
B. Student Instruction Sheet for CU Credit Internship	10
C. Interview Procedures.....	11
Section IV: Responsibilities of the University.....	12
<i>(Sample Forms – may be altered by department and internship course instructor)</i>	
A. Departmental Internship Coordination Procedures... ..	12
B. Responsibilities of the Instructor	14

APPENDICES

A. STUDENT FORMS

Student Internship Application.....	Appendix A1
Time Log	Appendix A2

B. EMPLOYER FORMS

Internship Contract.....	Appendix B1
Student Release	Appendix B4
Work Assignment Form	Appendix B5
Intern Evaluation Form.....	Appendix B6
FLSA Fact Sheet #71.....	Appendix B7

C. FACULTY FORMS (samples)

Grade Sheet for Oral Portfolio Presentation	Appendix C1
Written Portfolio Grade Sheet.....	Appendix C2
Research Paper Guidelines.....	Appendix C3
Blackboard Posting Requirements.....	Appendix C4

Welcome to the Student Internship Program – Department of Business

The Cameron University Department of Business exists to educate and prepare the diverse students it serves to become skilled professionals who will add value to their organizations, their professions, and their communities. The Department strives to expand understanding of the effective and efficient operation of organizations and their dynamic environments. The Department creates a student-centered approach to lifelong learning as well as innovative and experiential business-based learning opportunities.

Cameron University's Department of Business offers Accounting and Business approved internships for students who are interested in expanding their coursework with practical experiences within business professional roles. A business academic internship involves junior level or above students, seeking to gain experience and professional exposure within a career field. The purpose of this Handbook is to outline CU's Department of Business 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.

Contact Information

Dr. Krystal Brue, Chair Department of Business, kbrue@cameron.edu

Dr. Syed Ahmed, Professor of Economics, syeda@cameron.edu

Dr. Abdulhamid Sukar, Professor of Economics, abduls@cameron.edu

Dr. Aubree Walton, Professor of Business Law and Accounting, aubreeh@cameron.edu

Dr. Ken Masters, Associate Professor of Management, jmasters@cameron.edu

Dr. Ali Soylu, Assistant Professor of Management, asoylu@cameron.edu

Dr. Sonik Mandal, Assistant Professor of Finance, smandal@cameron.edu

Dr. Greg Treadwell, Assistant Professor of Accounting, gregoryt@cameron.edu

Dr. Jingjie Su, Assistant Professor Management, jsu@cameron.edu

Professor Karen Hardin, Assistant Professor of Org Leadership, karenh@cameron.edu

Professor Bernadette Lonzanida, Instructor in Accounting, bernadel@cameron.edu

Section I

General Purpose of Program

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

The Internship Program provides students with quality avenues for career exploration and valuable work experience opportunities. An internship experience also provides students with first-hand knowledge of what employers expect regarding skill levels, attitudes, and work climate, 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.

Additionally, an "Intraship" program 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

Business internships operate for a designated timeframe and can be offered for 1-3 hours of academic credit. As a general rule, the standard minimum is 40 hours of work per credit hour of enrollment. For a 3 credit hour course, a student must intern for a minimum of 120 clock hours, with the remaining 15 clock hours dedicated to pre-internship orientation and internship assignments, as determined by the course instructor and described in the syllabus. Assignments include performance reports, weekly journal, papers/reports, lessons learned, portfolios and presentations.

Level of Commitment

- Internship – Students interested in enrolling in the Internship course are responsible for locating a business or not-for-profit organization.
- 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 – Students must spend a minimum of 120 hours for a 3 credit hour course with the approved employer during the internship period.
- Orientation – Students must attend a pre-internship orientation. The orientation will include a distribution of the course syllabus and a discussion of the assignments, submission dates, and grading.

C. Internship Mission

The two primary internship goals are to provide a real-world experience for the student and to improve the quality of education by providing “hands-on” business experiences.

General Internship Objectives

1. To assist students in understanding:
 - a. The importance of a prepared workforce in a businesses or non-profit organization and its implications on the nation’s economy;
 - b. The relevance of business training in the workplace;
 - c. The management practices in operating a business or organization;
 - d. Technology, equipment, and the methods used in businesses and non- profit organizations; and
 - e. The opportunities that various occupations offer.
2. To apply the knowledge of the academic environment to “hands-on” situations in businesses and non-profit organizations;
3. To increase awareness of the importance of teamwork and leadership;
4. To encourage students to continue to expand their skill base;
5. To expand students’ knowledge of applications within their chosen area; and
6. Additional specific internship objectives may be provided by the instructor.

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.

Section II

Expectations of the Business/Non-Profit Client

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

Businesses 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 businesses and non-profit participants in the internship process. Questions may arise as you review its content. In that event, please feel free to contact the Department of Business, 580-581-2842 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 of for a minimum of 40, 80, or 120 hours total for 1, 2 or 3 credit hours respectively.
- A written job description (or descriptions) for each internship slot;
- An onsite Mentor/Supervisor assigned to the intern(s) throughout 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 assignments, 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 the 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. 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

Perspective Interns who are seeking academic credit should work with a faculty member or the Department of Business to secure internship approval. Students who are interested in a business internship must have complete 30 credit hours in business courses with a 3.0 GPA and be classified as a Junior. Student who are interested in an accounting internship must have completed 12 credit hours in accounting courses with a 3.0 GPA and be classified as a Junior. To arrange an internship, the student must select a site, secure site approval, and submit a typed internship proposal letter and internship application to a business faculty member within the appropriate content area. The letter and internship application should propose the company, internship on-sight supervisor (who should hold professional credentials for content area supervision and not be related to the intern), days/hours of internship, internship responsibilities, internship goals, and internship job description. For approval to be granted the quality, conditions, and goals of the internship will be evaluated. Work performed by the intern should be equivalent to that of a newly hired professional and exceed basic or introductory level duties. For example an accounting intern must do more than basic bookkeeping or introductory level accounting. All internships should provide the equivalent workloads to a junior/senior level college course. If the student is requesting an intraship the student must be learning a new position or taking on a new project or completely different duties within the company.

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 and submitted prior to the start of the semester.

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

___ Submit any back-up documentation you feel pertinent to the application prior to the start of the semester (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;

___ Attend orientations with instructor and with the employing business/nonprofit to discuss expectations;

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

___ Respond to periodic evaluation and visitations by the instructor;

- ___ Prepare a written journal (typically weekly) with a few pictures, final report on the workexperience and portfolio with a professional oral presentation;
- ___ Participate in oral communications, emails, virtual meetings, or postings to Blackboard with instructor; and

- ___ Complete a ***minimum*** required hours (1-credit hour course: 40 hours of supervised internship, 2-credit hour course: 80 hours of supervised internship, or 3-credit hour course: 120 hours of supervised internship and no less than 15 hours of paperwork, journal, report, portfolio and presentations.)

- ___ Students will submit a final report on the workexperience or prepare and make a formal presentation regarding their internship experiences;

- ___ Students will be evaluated by the client supervisor/mentor for workplace performance. Refer to the Evaluation Form (Appendix B6) 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.
2. Complete and submit STUDENT FORMS Appendix A1 by the end of Week 1 of the semester.
3. After you are approved to pursue an internship, and 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 faculty instructor by Week 1 the following information and completed forms from the Organization providing the internship: Appendix: B1-B6. 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. Additionally, the Chair of the Department will not create a class until the contract has been signed by all parties*
6. Students are required to obtain all appropriate signatures and return the document to the department admin to scan by the end of Week 1. 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.
7. 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 and secure their own Internships.*
 - b. Student finds a faculty member who agrees to act as the Internship Course Instructor. Students must submit the following information to their Instructor.
 - 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 and job description
 - viii. On-site supervisor of internship
 1. Supervisor's email
 2. Supervisor's telephone number
 - c. The Department of Business Admin 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.
 - d. 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.
 - e. 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.
 - f. Turn packet in to Department Admin to be scanned.

- 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. Placed scanned packet in the student's file on the X-Drive
 - vi. Turn signed packed 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.

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.

APPENDIX A

STUDENT FORMS

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.

Date/ Total Hours	Beg Time/End Time	Activities and Reflections

APPENDIX B
EMPLOYER FORMS

Cameron University Student Internship Program
INTERNSHIP/PRACTICUM CONTRACT

I. CONTRACT PARTNERS	
Internship/Practicum Sponsor (“Organization/Facility”)	
Organization	Mailing Address
On-site Supervisor	Supervisor’s Title
Supervisor’s Phone	Supervisor’s E-mail address
Student	
Last Name	First Name MI
Student ID Number	Phone
E-mail address	Major/Degree
Faculty Liaison	
Last Name	First Name MI
Phone	E-mail address

INTERNSHIP DETAILS		
Internship Course Title:		
Course Prefix:	Course Number:	Number of Credit Hours Available: _____
Internship Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____		
Beginning Date:		Ending Date:
Hours/Week:		Total Hours:
Is this a paid internship? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how much? _____		
Is the internship a required course for your degree: <input type="checkbox"/> Yes <input type="checkbox"/> No		

Cameron University Student Internship Program

INTERNSHIP/PRACTICUM CONTRACT

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
(or parent/guardian if student is under age 18)

Print Student name

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 (Appendix B3)

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

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.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excellent	Good	Fair	Poor	Unacceptable

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

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excellent	Good	Fair	Poor	Unacceptable

COURTESY is polite attention an individual gives other people.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excellent	Good	Fair	Poor	Unacceptable

INITIATIVE is the desire to attain goals, to achieve.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excellent	Good	Fair	Poor	Unacceptable

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

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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

How was the student exposed to business expectations? _____

How did the student expand their knowledge of business operations? _____

Describe professional & technical skills that the student developed. _____

Additional work supervisor comments _____

EVALUATED BY:

SUPERVISOR'S SIGNATURE

Phone Number

U.S. Department of Labor Wage and Hour Division

(Updated January 2018)

Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act

This fact sheet provides general information to help determine whether interns and students working for “for-profit” employers are entitled to minimum wages and overtime pay under the Fair Labor Standards Act (FLSA).¹

Background

The FLSA requires “for-profit” employers to pay employees for their work. Interns and students, however, may not be “employees” under the FLSA—in which case the FLSA does not require compensation for their work.

The Test for Unpaid Interns and Students

Courts have used the “primary beneficiary test” to determine whether an intern or student is, in fact, an employee under the FLSA.² In short, this test allows courts to examine the “economic reality” of the intern-employer relationship to determine which party is the “primary beneficiary” of the relationship. Courts have identified the following seven factors as part of the test:

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.

¹ The FLSA exempts certain people who volunteer to perform services for a state or local government agency or who volunteer for humanitarian purposes for 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 for public sector and non-profit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible.

² E.g., *Benjamin v. B & H Educ., Inc.*, --- F.3d ---, 2017 WL 6460087, at *4-5 (9th Cir. Dec. 19, 2017); *Glatt v. Fox Searchlight Pictures, Inc.*, 811 F.3d 528, 536-37 (2d Cir. 2016); *Schumann v. Collier Anesthesia, P.A.*, 803 F.3d 1199, 1211-12 (11th Cir. 2015); see also *Walling v. Portland Terminal Co.*, 330 U.S. 148, 152-53 (1947); *Solis v. Laurelbrook Sanitarium & Sch., Inc.*, 642 F.3d 518, th Cir. 2011).

Courts have described the “primary beneficiary test” as a flexible test, and no single factor is determinative. Accordingly, whether an intern or student is an employee under the FLSA necessarily depends on the unique circumstances of each case.

If analysis of these circumstances reveals that an intern or student is actually an employee, then he or she is entitled to both minimum wage and overtime pay under the FLSA. On the other hand, if the analysis confirms that the intern or student is not an employee, then he or she is not entitled to either minimum wage or overtime pay under the FLSA.

Where to Obtain Additional Information

This publication is for general information and is not a regulation. 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](#)

APPENDIX C
FACULTY FORMS
Samples

**(Faculty are welcome to use, revise or
replace as deemed appropriate)**

Cameron University Student Internship Program

Grade Sheet for Oral Portfolio Presentation

Student Name _____

Time of Presentation _____

Total Points Possible – 100 Points

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

Cameron University Student Internship Program

Written Portfolio Grade Sheet

100 points

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

*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
- _____ Prepare and submit reflection paper.

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