Fast Facts

WHO WE ARE
Millersville University of Pennsylvania is a top-ranked public university located in the Northeast region of the United States. It is committed to offering students a high-quality, comprehensive university experience of exceptional value.

Dedicated to providing nationally recognized programs that embrace the liberal arts, Millersville offers academic opportunities that are supported by outstanding faculty who are accomplished scholars and practitioners. Founded in 1855 as the first Normal School in Pennsylvania, Millersville University is one of 14 universities within Pennsylvania’s State System of Higher Education. Dr. John M. Anderson became the 14th president of Millersville University of Pennsylvania in April 2013. Throughout his career he has been a strong advocate for community engagement and sustainability.

STUDENTS (2014 ENROLLMENT)
• 8,075 total students
• 7,200 undergraduate students
• 875 graduate students
• Female: 57%
• Male: 43%
• Minority: 20%
• Pennsylvania residents: 95%
• Student-faculty ratio: 21:1
• Average class size: 29

WHERE WE ARE
• Located in Millersville, Pa., population: 8,288 (2010 Census)
• Beautiful 250-acre suburban campus
• 90 buildings, including Bolger Conference Center and Winter Visual and Performing Arts Center
• Downtown Lancaster campus—Ware Center is located at 42 North Prince Street, Lancaster, Pa.
• Millersville is located 3 miles from the city of Lancaster
• 1-1/2 hours from Philadelphia
• 2-1/2 hours from Washington, D.C.
• 3 hours from New York City

FACULTY & STAFF
• Faculty: 301 full-time
• Full-time instructional faculty with a Ph.D. or terminal degree: 98%
• Staff & administration: 605 full-time

UNDERGRADUATE PROGRAMS
Millersville University offers:
• 60 bachelor’s degree programs
• 2 associate degree programs

ALUMNI
• 65,000 living in 50 states, with 79% living in Pennsylvania

GRADUATE PROGRAMS
The College of Graduate Studies and Adult Learning offers:
• 25 master’s degree programs
• 40 certificates and certifications
• 3 doctoral degree programs
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Experiential Learning and Career Management

Experiential Learning and Career Management (ELCM) provides student-centered career programs, experiences and learning opportunities to assist students in achieving personal and professional goals.

Millersville University’s Experiential Learning and Career Management serves students, alumni and employers with high-quality career programs and provides students with work-based experience and employment opportunities. We serve employers and organizations seeking to fill full-time, permanent salaried positions or experiential opportunities, such as internships, service learning or volunteer endeavors. If your organization seeks students, graduating seniors or alumni with an excellent education and potential for success, let us help you connect with our pool of talented students to achieve your recruiting goals. Each year more than 230 companies and organizations benefit from the talent, energy and knowledge of Millersville University students.

Recruiting Opportunities, Guidelines and Policies

SUCCESSFUL RECRUITING AT MILLERSVILLE
The Experiential Learning and Career Management staff wants to help you make your on-campus recruitment program a success. We would be pleased to help:

- Connect you with important faculty, staff and student organizations.
- Provide you with information about the University’s students and academic programs.
- Familiarize you with the University and its offices.
- Advise you about recruiting activities that may work most effectively.
- Offer insight into developing successful information sessions and classroom visits.
- Manage your visit to make the most effective use of your time.
- Learn about and prepare for career fairs and related activities both on and off campus.

Millersville University graduates combine academic excellence with a strong work ethic. Couple this with outstanding career preparation and you will see why our graduates are the right people with the right skills for the workforce of the 21st century. Working together, we can make our relationship a productive one.

Please contact Experiential Learning and Career Management at 717-871-7655 to set up a meeting to discuss your goals and objectives.

ROOM RESERVATIONS
Employers who meet with students during class visits, club and organization meetings, or job and internship fairs may be interested in conducting more in-depth screening on the Millersville University campus. Employers can contact ELCM to reserve interview space on campus. The employer will be responsible for all scheduling arrangements with the students. Employers will be limited to two room reservations per academic semester.
INFORMATION TABLES
Employers who want to interact with students in an informal setting to promote their employment opportunities are welcome to meet students in the Student Memorial Center (SMC). This informal setting provides a great opportunity for students to ask questions about your organization, possible positions and the qualifications you are seeking. Tables are scheduled subject to space availability and for maximum visibility during the allotted time. Please note that we do not schedule tables on the weekends, over the summer or during other major events on campus. To arrange an information table, contact ELCM at 717-871-7655 or careers@millersville.edu. Organizations are limited to two visits per semester.

ON-CAMPUS JOB AND INTERNSHIP FAIRS
ELCM hosts two annual job and internship fairs (fall and spring) for employer representatives to meet with students and alumni. Several hundred students and alumni participate each semester to meet with representatives from over 100 employer organizations. If you have never attended these events and are interested in receiving an invitation to register, contact ELCM at 717-871-7655 or careers@millersville.edu.

CENTRAL PA EMPLOYMENT CONSORTIUM (CPEC)
The CPEC consortium is made up of 16 South Central Pennsylvania colleges and universities, along with five business and corporate members. The CPEC Job & Internship event is held in February at the Radisson Hotel Harrisburg, Camp Hill, Pa. To register for this event, go to www.cpec.info.

TEACHER RECRUITMENT DAY CONSORTIUM (TRD)
The TRD Consortium is made up of 11 central Pennsylvania colleges and universities. In the spring the TRD Consortium hosts a Teacher Recruitment Day job fair on the Millersville University campus. Over 500 students and alumni from the consortium schools participate in this event. For more information about this event, visit the TRD website: www.collegecentral.com/trd.

JOB POSTINGS ON MU CAREER CONNECTION
MU Career Connection is a free service for employers to post career-related full-time and internship positions appropriate for individuals working towards a minimum of a bachelor’s degree. Students and alumni create accounts on the system to access postings from employers. In addition, employers are able to post part-time, seasonal and full-time opportunities that may be of interest to current Millersville University students. Please see ELCM’s Information for Employers web page on how to post positions at www.millersville.edu/elcm/career-connection/Employers.php.

For the job posting to be approved, the following criteria must be met:
1. Employer must have a legitimate website with a published history of at least one year.
2. Contact person must have a professional email address that is affiliated with the employer (no personal emails such as Yahoo, Gmail, Hotmail, etc., will be accepted.)
3. Company address must be complete and accurate, with a recognized U.S.-based address and phone number.
4. ELCM does NOT accept postings for jobs that take place in private homes, including temporary, part-time or summer jobs, such as but not limited to child care, pet-sitting, or home maintenance work.
5. Does NOT involve any outlay of cash to the student/job seeker.
6. Does NOT require the job seeker to spend money and then seek reimbursement.
7. Does NOT request the job seeker to accept and cash checks prior to formal employment starting.

In an effort to better protect Millersville University students and alumni from unethical and/or fraudulent companies or postings, Experiential Learning and Career Management staff reserve the right to research individual companies and postings to determine if the opportunity in question will ultimately be beneficial and meet the needs of Millersville University students and alumni.

PRINCIPLES FOR PROFESSIONAL CONDUCT
Millersville University’s Experiential Learning and Career Management (ELCM) is a member of the National Association of Colleges and Employers (NACE). In accordance with our commitment to maintain the standards of this organization, Experiential Learning and Career Management expects students and employers to adhere to the principles of college recruiting in the NACE Principles for Professional Conduct for Career Services and Employment Professionals. For more information, go to www.nacelife.org/principles.
DISCLAIMER
Millersville University's Experiential Learning and Career Management employment resources are provided free of charge to employers and to student and alumni job seekers. Experiential Learning and Career Management serves only as a clearinghouse of information regarding job and internship opportunities. The listing of a position should not be interpreted as an endorsement. Accordingly, Millersville University expressly disclaims any liability in connection with any potential or actual employment that results from any applicant's response to any job posted in Experiential Learning and Career Management or within MU Career Connection online. In that respect, Experiential Learning and Career Management and its staff are not responsible for safety, wages, working conditions or any other aspect of off-campus employment. Students and alumni should personally research openings and agencies prior to entering into any contractual arrangements or exchange of monies in any form.

EQUAL EMPLOYMENT OPPORTUNITIES (EEO)
Employers recruiting at Millersville University will be expected to maintain EEO compliance and follow affirmative action principles in recruitment activities. Employers should consider all interested students and alumni for employment opportunities without regard to race, color, national origin, religion, age, sex, veteran status or disability, and provide reasonable accommodations upon request.

Experiential Learning and Career Management will:
1. Notify employing organizations of any selection procedures that appear to have an adverse impact based upon students' race, color, national origin, religion, age, sex, veteran status or disability;
2. Assist recruiters with accessing certain groups on campus to provide a more inclusive applicant pool;
3. Respond to complaints of EEO noncompliance, working to resolve such complaints with the recruiter or employing organization, and, if necessary, referring such complaints to the appropriate campus department or agency.

Employment professionals will cooperate with the policies and procedures of Experiential Learning and Career Management, including certification of EEO compliance as well as compliance with all federal and state employment regulations.

DISCONTINUATION OF SERVICES
ELCM reserves the right to discontinue services to employers who have violated any recruitment and employment policies. ELCM also reserves the right to limit or terminate services to employers deemed not appropriate for the interests of our students and alumni.

ELCM staff will investigate all allegations of misconduct by employers and grievances with respect to job postings or work assignments. During the investigation we may revoke an employer's use of services. If ELCM determines that a complaint is justified, we may choose not to offer recruiting activities to the employer and will notify that employer in writing of the decision.

SOLICITATION ON CAMPUS
Millersville University students, faculty, staff and individuals not affiliated with the University may not solicit or sell commercial products or services on campus without the prior approval of the office responsible for the facility. Potential employers may not solicit or sell commercial products on campus until the appropriate office responsible for the facility determines that the solicitation will not unnecessarily disrupt the operations of the University or the educational environment of the students. This does not include fundraising events conducted by officially recognized Millersville University organizations. However, these organizations must have the approval of the Vice President for Student Affairs and Enrollment Management or designee in order to solicit the students or sell any product or service in the residence halls or on campus.
THIRD-PARTY RECRUITERS
Third-party recruiters are defined as agencies, organizations or individuals recruiting candidates for temporary, part-time or full-time employment opportunities other than for their own staffing needs. Third-party recruiters that do not charge an application fee may utilize MU Career Connection to post announcements regarding specific job and/or internship opportunities. Third-party recruiters that charge a fee to candidates will be denied access to Experiential Learning and Career Management and MU Career Connection.

Experiential Learning and Career Management will request contact information for the organization for which the third party is providing recruiting services if/when there is concern related to a company. Experiential Learning and Career Management must respect the confidentiality of this information and may not publish it in any manner. Any disclosure of student information outside of the third-party recruiting organization and the company they are representing will be with prior consent of the student.

FOREIGN-BASED ORGANIZATIONS
Employers that are foreign-based with no U.S. locations and third-party recruiters who represent foreign-based organizations with no U.S. locations will not be eligible to use MU Career Connection immediately. Said companies and their representatives are asked to first establish a working relationship with a Millersville University faculty member or administrator. The faculty member or administrator who agrees to vouch for the organization may then contact Experiential Learning and Career Management for further discussion. Alternatively, the employer may send ELCM a minimum of 1) two reference letters from two career services professionals representing accredited U.S. colleges or universities with whom the employer has worked on a professional basis, and 2) a minimum of one reference letter from a recent college graduate who is also a current employee with at least six months’ experience with the foreign-based organization.

COMMISSION-ONLY OPPORTUNITIES
Employers with these opportunities must explicitly state the nature of compensation in the job posting and all written and electronic correspondence with candidates.

UP-FRONT FEES
Employers requiring up-front fees to be paid by candidates must state the nature and amount of all fees in their job postings and all written and electronic correspondence with candidates. One-time application fees or costs (e.g., housing/living expenses, required materials to purchase, expenses related to additional training and certificate expenses, etc.) must also be specified.

EXTENDING OFFERS TO CANDIDATES
Experiential Learning and Career Management requires that employers supply accurate information on their organization, employment opportunities and compensation packages when extending an offer. Employing organizations are responsible for information supplied and commitments made by their representatives.

Experiential Learning and Career Management does not have specific restrictions on when offers may be extended. We do ask that employers communicate decisions to candidates within a reasonable time frame and communicate that time frame to the candidates.

Employers are expected to refrain from using any undue pressure to accept the job offer (including but not limited to rescission of an offer if not accepted in less than the two-week time frame), or to renege on an acceptance of another offer. If conditions change and require the employing organization to revoke its commitment, the employing organization will pursue a course of action for the affected candidate that is fair and equitable, including (but not limited to) financial assistance and outplacement services. This is in accordance with the National Association of Colleges and Employers (NACE) Position Statement on Rescinded and Deferred Employment Offers. This document provides additional recommendations, legal considerations and ethical considerations for employers. For more information, go to www.nacweb.org/rescinded_offers.
WHAT IS A CREDIT-BEARING INTERNSHIP AT MILLERSVILLE UNIVERSITY?

Experiential Learning and Career Management's credit-bearing internship program is one approach of experiential education which supports the University's mission of providing diverse, dynamic and meaningful experiences to inspire learners to grow both intellectually and personally, enabling them to contribute positively to local and global communities.

Millersville University recognizes that academic internship experiences are a valuable part of education, allowing students to engage in a professional experience at an organization while developing new skills and learning about a field or industry that complements classroom learning. The opportunity to apply theory to practice is treated like any other academic course where students can earn credit toward graduation.

DEFINITION OF AN INTERNSHIP

Student work and observation experiences go by a number of different names, including internships, co-ops, practicums, externships and part-time jobs. Sometimes it's hard to tell what an experience should be called—definitions can vary among schools and employers. Following are some general definitions provided by the National Association of Colleges and Employers (NACE).

INTERNSHIPS: An academic internship is a form of experiential education that integrates knowledge and theory learned in the classroom with practical application and skill development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths, and give employers the opportunity to guide and evaluate talent. At Millersville, student interns must earn a minimum of three academic credits. This work/learning arrangement is supervised by a faculty member and by a designated employee of an organization. The internship is in the student's major field of study, usually the length or equivalent of an academic term, may be part-time or full-time, paid or unpaid. An integral component of the experience that distinguishes it from other types of work is one or more forms of structured and deliberate reflection contained within learning agendas or objectives.

COOPERATIVE EDUCATION: Cooperative education provides students with multiple periods of work in which the work is related to the student's major or career goal. The typical program plan is for a student to alternate terms of full-time classroom study with terms of full-time, discipline-related employment. Since program participation involves multiple work terms, the typical participant will work three or four work terms, thus gaining a year or more of career-related work experience before graduation. Virtually all co-op positions are paid, and the vast majority involve some form of academic credit.

PRACTICUMS: A practicum is generally a one-time work or service experience completed by a student as part of an academic class. Some practicums offer pay, but many don't. Almost all are completed for academic credit.

EXTERNSHIPS/JOB SHADOWING: An externship or job-shadowing experience allows a student to spend between a day and several weeks observing a professional on the job. Such experiences are unpaid; however, some colleges and universities pick up travel and/or living expenses. Externships and job-shadowing experiences are generally not done for academic credit.

To ensure that an experience is educational and thus eligible to be considered a legitimate internship by the NACE definition, Millersville University recommends the following criteria, recommended by NACE, be met:

1. The experience must be an extension of the classroom: a learning experience that provides opportunity to apply knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment and facilities provided by the host employer that support learning objectives/goals.
During the 2015-16 academic year, over 350 Millersville University students completed an internship for academic credit. Internships have become an essential piece of the educational experience for college students. By participating in an academic internship, students explore their interests as they begin to build a bridge between college and career, clarifying their desired professional goals while further developing their professional and interpersonal skills for the competitive workplace. Additionally, internships assist the employer by providing the freedom for existing staff to pursue new or more creative projects. Interns may also bring new solutions from the classroom to solve existing problems.

How Employers Benefit from Internships

Internship programs offer a competitive edge in retaining educated talent. Connecting, engaging and eventually converting interns to full-time, permanent employees will help keep educated talent in Pennsylvania and positively impact migration trends and skilled workforce shortages.

A few of those benefits include:

- Year-round source of highly motivated pre professionals.
- Visibility of the company/organization is increased on campus.
- Quality candidates for temporary or seasonal positions and projects.
- Flexible, cost-effective workforce not requiring a long-term employer commitment.
- Proven, cost-effective way to recruit and evaluate potential employees.
- Employer’s image in the community is enhanced, as the organization contributes expertise to the educational enterprise.
- Employers establish a productive, ongoing relationship with Millersville University.
- Employers contribute to the professional growth and development of the next generation.

National Association of Colleges and Employers (NACE) research into internships consistently shows that students who have completed an internship are more likely to stay with their employer—even if the internship was done with another company (www.naceweb.org).

How Our Program Works

Students in Millersville University’s credit-bearing internship program earn academic credits for their internship, a benefit for you, the employer, because it provides additional accountability. This also means that the student must complete some minimum requirements in order to earn those credits.

REQUIREMENTS

- All academic internships are completed for a minimum of 3 credits.
- Participation in a credit-bearing internship generally occurs over a period of 12 to 15 weeks, for at least 120 to 450 hours, which may work out to 10 to 30 hours per week, as the hour requirement varies per major.

Students must:

- Pay tuition for academic internship credits (including summer internships).
- Earn a favorable work evaluation from the employer.
- Have a minimum of five communications/interactions with the faculty internship supervisor establishing learning objectives, goal setting, providing progress reports and evaluating the experience.
- Write an outcome paper that is a reflection of the internship experience.
- Complete an evaluation/assessment of the academic internship experience.
- Complete any additional departmental assignments.
WORK CYCLES
Internship work cycles usually coincide with Millersville University semesters.
   Fall: End of August to mid-December
   Spring: Mid-January to first week of May
   Summer: Mid-May to late August

There is flexibility in the beginning and end dates. However, retroactive credit cannot be awarded. Also, employers may request that students commit to back-to-back cycles, or positions can be extended if there are increased responsibilities and it is agreeable to all parties.

THE HIRING PROCESS
Complete the Internship Job Description Form online at www.millersville.edu/elcm/files/internshipform.php. This is your marketing tool—write a description that is clear and exciting, and which sets your expectations for the internship and educates the students on their responsibilities, as well as the skills needed to be successful.

Please note: ELCM does not post remote or virtual internships or internships that take place in a home residence.
   1. Submit the Internship Job Description to ELCM.
   2. When approved as academically viable, ELCM will advertise the position to students.
   3. As students indicate interest in the position, ELCM emails their résumés to the employer.
   4. The employer screens, interviews and hires as they would any new employee.
   5. The employer reports the results of the hiring process to ELCM.

During the course of the semester, the employer will guide the student by:
   • Providing training, mentoring and supervision for the intern student.
   • Encouraging professionalism by assisting the intern student in developing communication, interpersonal, decision-making and other skills.
   • Providing opportunities for increased responsibility; keeping the intern student directed toward accomplishing his/her learning objectives.
   • Maintaining an open channel of communication with regular meetings.

FACULTY SUPERVISION
Throughout their internship, students will be required to stay in contact with their faculty supervisor. One on-site visit from the faculty supervisor is required during the internship, preferably toward the middle of the given work period. During the visit the intern’s immediate employing supervisor, the student and the faculty supervisor should discuss the internship experience and the student’s performance.

Roles and Responsibilities
Internship experiences at Millersville University are considered to be academic courses. As such, there are specific requirements for all parties involved. As internships are reciprocal experiences, it is important that all parties understand their responsibilities.

The Millersville University Experiential Learning and Career Management Affiliation Agreement is a legal document concerning the relationship between every employer of a Millersville intern and Millersville University. Both parties are addressed as independent contractors, and no liability is assumed by either party. The document outlines both the University’s responsibilities and those of the employing organization. The agreement is valid for up to five years. The first time an organization hosts a Millersville University intern, Experiential Learning and Career Management will send out a copy of this document for the employer to sign and return to ELCM. The affiliation agreement is located in the Forms and Resources section of this guide.

EMPLOYER:
   • Provide ELCM with a current, detailed job description of work tasks to be performed prior to any student placement.
   • Provide training, mentoring and supervision for the intern student.
• Provide a supervised learning experience that helps the student grow in their field.
• Encourage professionalism by assisting the intern student in developing communication, interpersonal, decision-making and other skills.
• Provide opportunities for increased responsibility and new learning opportunities; keeping the intern student directed toward accomplishing their learning objectives.
• Assignments should be meaningful, challenging and related directly to the student’s curriculum and career goals.
• Maintain an open channel of communication with regular meetings.
• Expose the student to professional surroundings.
• Have a genuine interest in the progressive development of student potential.
• Meet with the student’s faculty supervisor during the semester.
• Prepare and return a final evaluation of the student’s performance approximately two weeks prior to the student’s departure date (may also use employer-established standard evaluation methods).
• Allow for student leave time to attend University-sponsored programs and academic, registration functions.
• Contact ELCM at 717-871-7655 or the student’s faculty supervisor immediately should any problems or questions arise.

EXPERIENTIAL LEARNING & CAREER MANAGEMENT:
• Facilitate management and activities of the credit-bearing internship program to provide consistency of operations.
• Promote and maintain relationships with students, employers and faculty.
• Provide eligibility forms for students to be signed by the department internship coordinator.
• Make every attempt to provide positions for all eligible students who seek internships.
• Communicate and promote internship positions with students and faculty.
• Make positions accessible to students and faculty by means of an electronic database.
• Counsel students on appropriate experiences, and establish that they are prepared for the job search.
• Manage registration of academic internship credits for students.
• Distribute employer and student evaluation forms.
• Provide accurate and up-to-date information about program policy in an easily accessible format.
• Maintain records and analyze data.

STUDENT:
• Advise ELCM of interest early in the term preceding the intended academic internship term. This also applies to any anticipated extension of a current intern assignment.
• Read and understand program expectations as outlined in the internship handbook and orientation guidelines.
• Register and pay tuition for the appropriate internship course, which is designated by the department subject abbreviation and course number.
• Conduct oneself in a professional, ethical manner on the job site; adhere to employer’s confidentiality policies and conform to employer’s work schedule, office routine, etc.
• Complete the contracted work period.
• Satisfactorily complete all academic requirements as stated in the internship handbook and registration session, and as requested by the academic department. This includes the outcome paper with a copy submitted to ELCM with the student evaluation.

FACULTY SUPERVISOR:
• Determine from the department coordinator the conditions of the student assignment (internship location, duration, work function and responsibilities).
• Accumulate a minimum of five communications with the student during their intern experience. Meetings with the student should occur on at least three separate occasions, one of which must be an on-site visit, preferably around mid-term, if the student’s experience occurs within a 100-mile radius of Millersville University.
• Complete midterm on-site visitation responsibilities, including a rating/review of the student’s work performance and consultation with the student and their immediate employer supervisor.
• Collect all student assignments and evaluations, and, based on this material and student contact, determine and report the student’s grade at the end of the term.
• Whenever possible, initiate new or expanded contacts for the development of additional internship experiences.
• Whenever possible, assist the internship student with registration and other liaisons with campus offices.
Paid vs. Unpaid Internships

Millersville University Experiential Learning and Career Management recommends that all organizations hosting unpaid internships review the U.S. Department of Labor’s Fair Labor Standards Act on Internship Programs.

The fact sheet may be located online or in the Forms and Resources section of this guide. For more information, go to www.millersville.edu/elcm/career-connection/Employers.php and click on the document titled “Internship Programs Under the Fair Labor Standards Act (FLSA).”

Workers’ and Unemployment Compensation

Workers’ compensation boards have found that interns contribute enough to a company to make them employees.

It’s wise to cover interns under your workers’ compensation policy even though you aren’t required to do so. Student interns are generally not eligible for unemployment compensation at the end of the internship.

Guidelines for a Successful Internship Program

WRITE AN EFFECTIVE INTERNSHIP JOB DESCRIPTION

Draft an internship/job description that clearly explains the intern’s duties. A good description will structure the experience for the intern and for your organization to measure goals and accomplishments during the internship experience. Producing effective position descriptions involves the development of challenging work assignments that complement students’ academic programs. A basic way to do this is to design a preliminary list of work activities that will fit the needs of your department/organization. Later, when the intern is selected and joins your team, you will have a chance to review the work activities and modify them according to the intern’s knowledge and personal work/learning goals.

Consider including the following:

- Purpose of the internship and how it contributes to the organization’s overall mission.
- Essential activities/job functions that will be required of the intern.
- Name of the department where the intern will work.
- Expectations regarding outcomes of tasks/projects.
- Physical and mental requirements of the internship—this may include a list of the academic majors suitable for the internship, the GPA, class standing and any technical or job-specific skills the intern would need to perform the internship successfully.
- Length and required number of hours per week for the internship.
- Supervisor responsible for mentoring and evaluating the intern’s progress.
- Any training that will be provided.
- Application and selection processes and who will be the contact for questions related to the description.
RESPOND TO INITIAL ISSUES
• Create recruiting and work schedules that correspond to Millersville’s academic calendar.
• Establish salary schedule for the student. ELCM staff can supply information on past earnings in similar positions.
• Identify credentials candidates should possess.
• Develop policy regarding assistance with transportation, relocation and/or housing when appropriate.

PLAN AHEAD
• Market the program within your organization to obtain commitment to its successful implementation and operation.
• Select work areas and supervisors who will receive and welcome an intern student.
• Orient the intern to your organization by providing an orientation or giving them a tour and information about the company’s history, vision, culture and services.

RELATE THE WORK TO THE STUDENT’S CURRICULUM
• Assignments should be meaningful, challenging and related directly to the student’s major field of study and career goals.
  • Provide a supervised learning experience that helps the student grow in his or her field.
  • Take advantage of the cutting-edge knowledge the student possesses.

ASSIGN PROGRESSIVE RESPONSIBILITIES
• Students should move from routine activities early in the semester to more complicated assignments as they mature and gain expertise, based on their academic background.
  • Interns should be eager to learn, quickly master new skills and seek new challenges.

MAKE THE STUDENT FEEL PART OF THE ORGANIZATION
• Students should feel that they are contributing to the enterprise and are valued members of the team, not just temporary labor.
  • Meeting with top management gives the students a sense of belonging and creates a favorable impression.
Volunteer Central

Volunteer Central is Millersville University’s connection to community and academic partnerships for students, faculty and staff. We facilitate civic engagement services, including community service, service learning and Federal Work Study opportunities.

ELCM helps students and faculty connect with, build and sustain meaningful service initiatives with community organizations. Our goal is for these relationships to be reciprocal, enabling our students to gain valuable insight into themselves and their studies while meeting community needs.

Millersville University values civic and community engagement and has received national recognition for its efforts in contributing to the local and regional community. Thousands of students complete over a quarter million service hours annually through academic service learning and extra curricular community service. Millersville University has been named to the President’s Higher Education Community Service Honor Roll by the Corporation for National and Community Service every year since its inception in 2006. Selection to the Honor Roll is recognition from the highest levels of the federal government of Millersville University’s commitment to service and civic engagement on our campus and in our nation. The President’s Higher Education Community Service Honor Roll annually recognizes institutions of higher education for their commitment to and achievement in community service. The President’s Honor Roll increases the public’s awareness of the contributions that colleges and their students make to local communities and the nation as a whole. Additionally, the University is the recipient of the Carnegie Community Service Classification, which is awarded to institutions after a rigorous application process. The Carnegie Foundation for the Advancement of Teaching selected Millersville University for its 2010 Community Engagement Classification.

We invite all nonprofit organizations to contact us so that our bright, energetic students can help you achieve your mission. The Volunteer Central section of ELCM’s website (www.millersville.edu/elcm/volunteer) will lead you to the online forms to request assistance from student volunteers. We welcome your calls at 717-871-7655.
MILLERSVILLE UNIVERSITY INTERNSHIP JOB DESCRIPTION FORM
Also available online at www.millersville.edu/elcm/files/internshipform.php

Organization/Firm: ______________________________________________________________
Employer Type (Nonprofit/Government/For-Profit): __________________________________
Contact Person: ________________________________________________________________
Title: __________________________________________________________________________
Address: _________________________________________________________________________

We are not able to accept remote or virtual internship opportunities or internships with home-based businesses/organizations. If you require any further clarification of this policy, please contact our office directly.

Phone: (______) __________________________ Fax: (______) ____________________________
Email Address: ___________________________________________________________________

PLEASE COMPLETE THE FOLLOWING INFORMATION. YOU MAY ALSO PROVIDE DETAILS ON COMPANY LETTERHEAD.

1. Job title: ______________________________________________________________________
2. Duties and responsibilities—please provide a description that is clear and exciting, and which sets your expectations for the internship and educates the students on what they will be working on, as well as the skills needed to be successful:
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

If this job is for a particular student, please indicate his/her name: __________________________

3. Specific majors sought: __________________________________________________________
4. Additional qualifications or comments: ____________________________________________

5. Requirements: U.S. citizenship ☐ Yes ☐ No Car ☐ Yes ☐ No
6. Starting date: __________________________ Concluding date: __________________________
7. Application deadline: ____________________________________________________________
8. Position available which semester(s)? ☐ Fall ☐ Spring ☐ Summer ☐ Ongoing
9. Number of openings: ______________________________________________________________________
10. Student level: ☐ Sophomore ☐ Junior ☐ Senior ☐ All
11. Salary $ ____________ . _____ ☐ Hourly ☐ Weekly ☐ Stipend ☐ Commission only ☐ Unpaid
12. Hours: ☐ Part-time (minimum 15 hours per week) ☐ Full-time (minimum 35 hours per week)

NONDISCRIMINATION STATEMENT:
This employer does not discriminate based on age, sex, race, religion, national origin, marital status or handicap.

☐ Agree ☐ Disagree

In accordance with the Fair Labor Standards Act, the U.S. Department of Labor (April 2010) acknowledges unpaid internships as “fair” and legal only if the six criteria are met. Please indicate you have reviewed and understand the FLSA requirements at the end of this guidebook.

☐ Agree ☐ Disagree

Signed: __________________________ Date: __________________________

Please return this form and/or any other information to:
Experiential Learning and Career Management, Millersville University, P.O. Box 1002, Millersville, PA 17551-0302
Email: intern@millersville.edu | Fax: 717-871-7955 | Phone: 717-871-7655
MILLERSVILLE UNIVERSITY INTERNSHIP AGREEMENT

This agreement establishes the relationship between Millersville University of Pennsylvania (referred to as the “University”), an educational institution in the State System of Higher Education, Commonwealth of Pennsylvania and Employer Organization Name, Employer Address (referred to as the “Organization”). The University offers degree programs in a wide variety of disciplines, which are academically enhanced by practical experiences outside of the traditional classroom setting. For this agreement the Organization shall provide practical experience pursuant to the terms of this agreement and serve as an internship site offering facilities, resources and supervision to students. Both parties agree to the following:

I. DUTIES AND RESPONSIBILITIES OF THE UNIVERSITY

1. The University will be responsible for internships that are conducted during a regular academic semester(s) or scheduled summer term(s). The University and the organization agree to schedule the internship hours to mutually benefit all parties involved and to conform to the scheduling formula of a minimum of 120 hours to 450 hours for 12 to 15 weeks, based on the minimum hours required by the student's major or minor department to earn academic credits for the experience.

2. The University shall certify eligibility for students registering internships for academic credit. Approved students will have the appropriate educational background and skills consistent with the advertised internship and departmental requirements for participation.

3. The University determines the amount of academic credit to be earned through the internship and establishes all academic requirements that the student must meet to earn the credit. The University establishes a grading system and criteria to earn the grade upon completion of the internship.

4. The University will assign a faculty member to monitor and evaluate the student's performance during the internship. The University will assume all costs associated with faculty supervision of the intern.

5. The University, at the beginning of the internship term, will provide the Organization with all evaluation materials and the expected timeline for submission.

6. The University agrees to advise students of any known policies, procedures and requirements of the internship as specified by the Organization.

7. The University, at the beginning of the internship term, will inform the Organization of course requirements, such as the intern's attendance at meetings/seminars or activities, that may take the intern away from the assignment.

8. The University may request termination of the internship placement for any student not complying with University guidelines and procedures for the internship program, as long as the Organization has been notified in advance.

9. The Organization understands that as an Agency of the Commonwealth, the University is prohibited from purchasing insurance. As a public university and state instrumentality, there is no statutory authority to purchase insurance, and it does not possess insurance documentation. Instead, it participates in the Commonwealth’s Tort Claims Self-Insurance program administered by the Bureau of Risk and Insurance Management of the Pennsylvania Department of General Services. This program covers Commonwealth/University-owned property, employees and officials acting within the scope of their employment, and claims arising out of the University’s performance under this Agreement, subject to the provisions of the Tort Claims Act, 42 Pa.C.S.A. §§8521, et seq.

II. DUTIES AND RESPONSIBILITIES OF THE ORGANIZATION

1. The Organization agrees to prepare an internship job description that outlines the duties and responsibilities of the intern. The University will use this document to determine the suitability of the internship for academic credit. Should changes to the job description be necessary after the internship is approved, the Organization agrees to notify the University of such changes.

2. The Organization agrees to notify the University of all selection criteria and any requirements of the selection process, including but not limited to background investigations, drug testing, health screenings, etc.

3. The Organization selects interns based on the Organization's needs and preferences.

4. The Organization determines the schedule that the intern will maintain on premises. The total scheduled hours will comply with standards established by the University for the award of credit hours: The minimum internship is 120 to 450 hours for a semester or summer term based on the student’s major or minor.

5. The Organization, at the beginning of the internship, determines the amount of compensation, if any, received by the intern. The Organization will inform the University if interns will receive an hourly wage, stipend or will serve in a nonpaid capacity.

6. The Organization agrees to provide suitable workspace and resources for the intern to complete the internship assignment. The Organization will also provide orientation, training, supervision and evaluation of the intern.
7. The Organization shall provide all reasonable information requested by the University on a student’s internship performance. If there are any student evaluations, they will be completed and returned according to any reasonable schedule agreed to by the University and the Organization.

8. The Organization agrees to make every possible accommodation to the University’s request for a faculty site visit during the internship. The Organization also agrees to allow the intern to attend University-required internship meetings/seminars during the internship.

9. Should the Organization become dissatisfied with the performance of a student, the Organization may request removal of the student. This should occur only after the University has been notified in advance and a satisfactory resolution cannot be obtained.

III. MUTUAL TERMS AND CONDITIONS

1. This Agreement will last for five years from the date of the final signature below. Either the University or the Organization may terminate this agreement with 90 days’ notice. Should the Organization wish to terminate the agreement prior to the completion of a semester/term, any student intern(s) will have the opportunity to complete their internship. In the event of a substantial breach, either party may terminate this agreement.

2. The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of the Americans with Disabilities Act.

3. The laws of the Commonwealth of Pennsylvania shall govern this Agreement.

4. The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this contract to each other shall not be construed to constitute a partnership, joint venture or any other relationship, other than that of independent contractors.

5. Neither of the parties shall assume any liabilities to each other. As to liability to each other or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this contract. This provision shall not be construed to limit the Commonwealth’s rights, claims or defenses which arise as a matter of law pursuant to any provisions of this contract. This provision shall not be construed to limit the sovereign immunity of the Commonwealth or of the State System of Higher Education or the University.

6. This Agreement represents the entire understanding between the parties. This Agreement shall only be modified in writing with the same formality as the original Agreement.

The authorized representatives of the parties have executed this Agreement as of the date indicated below.

MILLERSVILLE UNIVERSITY OF PENNSYLVANIA

Authorized Signature

Print Name

Print Title

ORGANIZATION

Authorized Signature

Print Name

Print Title

EFFECTIVE DATE OF AGREEMENT: (DATE OF LAST SIGNATURE)

Approved by PASSHE Legal Counsel 9/7/02
COMMUNITY SERVICE LEARNING PROGRAM AGREEMENT

This agreement is entered between Millersville University, hereinafter known as the “Institution,” and ________________________ 
__________________ hereinafter known as the “Organization,” a (Federal, State, or Public Agency), (Private Nonprofit 
Organization), a (Federal, State, or Local Public Agency), (Private Nonprofit Organization) – circle one, for the purpose of providing 
work to students eligible for the Community Federal Work-Study Program (CFWS).

TERMS OF EMPLOYMENT

There will be approximately (number of students) employed by this organization, and they will be paid the 
minimum wage per hour. The Institution using Community Federal Work-Study (CFWS) dollars will fund 100% of the student’s 
pay. The Organization is NOT responsible for paying any portion of the student’s compensation. Each student will work 
approximately ______ (# of hours) per week. The student(s) will be employed for approximately ____________________ 
time frame) or until the student(s) exhausts his/her CFWS award, at which point any hours worked will be on a volunteer basis.

Students will meet initially with the supervisor of the Organization to be interviewed. Students will be hired at the 
Organization's discretion. Once hired, the supervisor will assign work responsibilities. It is understood that all assigned 
work will be completed outside the Organization or its designated site. There will be no “homework” assigned to be completed 
outside the student’s scheduled hours. Students may be removed from a particular assignment or from the Organization by 
the institution, either on its own initiative or at the request of the Organization. The organization agrees that no student will 
be denied work or subjected to different treatment under this agreement on the grounds of race, color, national origin or sex. 
It further agrees that it will comply with the provisions of the Civil Rights Act of 1964 (Pub. L. 88-352;78 Stat. 252) and Title IX 
of the Education Amendments of 1972 (Pub L. 92-318) and the Regulations of the Department of Education which implement 
those Acts.

The Organization is considered the employer for purposes of this agreement. It has the right to control and direct the services 
of the student(s), not only as to the result to be accomplished, but also as to the means by which the result is to be accomplished. 
The Institution is limited to determining whether the student(s) meets the eligibility requirements for employment under the 
FWS program, to assigning student(s) to work for the Organization and to determining that the student(s) does perform their 
work in fact.

COMPENSATION

The Institution will disburse compensation to the student(s) for work performed for the Organization under this agreement after 
all of the following requirements have been met:

1. The student(s) is eligible for CFWS as indicated on the financial aid package issued by the Millersville University Office 
of Financial Aid.

2. Prior to the start of employment at the Organization, the student(s) must complete the paperwork necessary for 
payment to begin. This is done in the Office of Financial Aid. It is the supervisor’s responsibility to ask the student(s) 
if they have completed the paperwork BEFORE they are allowed to begin working. If the student(s) indicated that the 
payroll paperwork has not been completed, the student(s) is NOT permitted to begin working unless it is on a volunteer 
basis. They should be directed to the Office of Financial Aid to complete the paperwork.

3. The supervisor must sign the student’s time sheet(s) verifying that the hours listed have actually been worked. The 
student(s) must submit a time sheet(s) to the Office of Financial Aid by Monday at 11:30 a.m. following the Friday 
they were paid. A student(s) will receive a schedule of pay dates when they complete the payroll paperwork. Time 
sheets submitted after this time will not be processed until the subsequent pay date.

I have read and understood the agreement and agree to the Terms and Conditions. I understand that violation of this agreement 
may jeopardize the Organization’s ability to have FWS students at the Organization mentioned above. I will contact the Office of 
Financial Aid if there are any changes to this agreement.
Supervisor Name

__________________________________________________________

Email

__________________________________________________________

Signature

__________________________________________________________

Date

__________________________________________________________

Organization’s Name: ____________________________________________

_______________________

Address: _______________________________________________________

_______________________

Phone: (_____ ) ________________________________

_______________________

Coordinator of Community Service Learning Program

__________________________________________________________

Date

Return agreement to Experiential Learning and Career Management either in person or by fax at 717-871-7955.
INTERNSHIPS AND 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 they provide to “for-profit” private-sector employers.

U.S. DEPARTMENT OF LABOR
WAGE AND HOUR DIVISION (WHD)

APRIL 2010
FACT SHEET #71: INTERNSHIP PROGRAMS UNDER THE FAIR LABOR STANDARDS ACT

BACKGROUND
The Fair Labor Standards Act (FLSA) defines the term “employ” very broadly as including to “suffer or permit to work.” Covered and nonexempt 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 40 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.

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 intern is engaged in the operations of the employer or is 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 intern’s 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 40 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 to 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 the U.S. Department of Labor, Wage and Hour Division, website at www.wagehour.dol.gov, and/or call their toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).
Acknowledgements

National and local member organizations can offer excellent assistance. The following organizations and individuals have provided valuable assistance in the development of this employer’s guidebook:

**COOPERATIVE EDUCATION AND INTERNSHIP ASSOCIATION (CEIA)**
P.O. Box 42506
Cincinnati, OH 45242
Phone: 513-793-2342
Fax: 513-793-0463
www.ceiainc.org

**NATIONAL ASSOCIATION OF COLLEGES AND EMPLOYERS (NACE)**
62 Highland Avenue
Bethlehem, PA 18017-9085
Phone: 800-544-5272
Fax: 610-868-0208
www.naceweb.org

**NATIONAL SOCIETY FOR EXPERIENTIAL EDUCATION (NSEE)**
19 Mantua Road
Mt. Royal, NJ 08061
Phone: 856-423-3427
Fax: 856-423-3420
www.nsee.org

**MESSIAH COLLEGE**
Michael True
Senior Associate, Talent Development and Marketing
Messiah College
Mechanicsburg, PA 17055
mtrue@messiah.edu
Intern Spotlight
A credit-bearing internship allowed these students to engage in a professional experience with an organization, learn about an industry or field, and develop new skills that complement classroom learning.

JORDAN STEELE MAY ’17
Applied Engineering, Robotics & Control Systems Technology option, Tait Towers

HALIE PARKER MAY ’17 (l), ANTHONY KESSLER DEC. ’16 (r)
Halie Parker, Biology, Environmental Biology option, Department of Conservation and Natural Resources - Bureau of Forestry, with Dr. Aaron Haines, Certified Wildlife Biologist® and Assistant Professor of Conservation Biology at MU, and Anthony Kessler, Biology, Environmental Biology option, Pennsylvania Game Commission

NICOLE SCHONOUR MAY ’17
Multidisciplinary Studies, Education Studies option, Literacy Council of Lancaster/Lebanon

CHRISTIAN COPELAND MAY ’16
Speech Communication, Communication Studies option, Excentia

EVAN RUBIN MAY ’15
Sociology
Lancaster County Juvenile Probation