Employers' Guide to
Internships, Career Management and Volunteer Central

Experiential Learning & Career Management (ELCM)

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Millersville University 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 the Pennsylvania State System of Higher Education. The president is Dr. John Anderson.

Students (2013 enrollment)
- 8,283 Total students
- 7,393 Undergraduate students
- 890 Graduate students
- Female: 57%
- Male: 43%
- Minority 20.0%
- Pennsylvania residents: 95%
- Student-faculty ratio: 22:1
- Average class size: 31

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

Alumni
- 64,000 living in 50 states with 79% living in Pennsylvania

Where we are
- Located in Millersville, Pa., population: 8,288 (2010 Census)
- 250 acres of gently rolling landscape at Millersville campus
- 86 buildings including Bolger Conference Center and Winter Visual Performing Arts Center
- Downtown Lancaster campus – Ware Center is located at 42 North Prince Street, Lancaster, Pa.
- Millersville is located 3 miles from Lancaster City
- 1 1/2 hours from Philadelphia
- 2 1/2 hours from Washington, D.C.
- 3 hours from New York City

Academic Offerings
According to the 2013-2014 course catalog Millersville University offers:
- 57 bachelor's degree programs
- 2 associate degree programs
According to the College of Graduate and Professional Studies, Millersville offers:
- 25 master's degree programs
- 40 certificates and certifications

Admission Statistics
- 6,038 applications
- 1,318 students enrolling

2013 Freshman Profile
- 1017 average SAT I (CR – 506, M – 511, W – 490)
- 1410 – 1640 middle half of class SAT I (excludes special admits)

Graduation Rates
- Within 4 years: 38.3% (MU) (30.7% National*)
- Within 5 years: 58.1% (MU) (50.2% National*)
- Within 6 years: 64.5% (MU) (55.7% National*)
* IPEDS 2010 Report, 4-year public institutions.
EXPERIENTIAL LEARNING & CAREER MANAGEMENT (ELCM) provides student-centered career programs, experiences and learning opportunities to assist students to achieve personal and professional goals.

Millersville University Experiential Learning and Career Management is here to serve students, alumni and employers with high quality career programs and to provide students with work-based experience and employment opportunities. We serve employers and organizations who are seeking to fill full-time permanent salaried positions and/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 GUIDELINES & POLICIES

NACE Principles for Professional Conduct: Millersville University 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 expect students and employers to adhere to the principles of college recruiting in the NACE Principles for Professional Conduct for Career Services and Employment Professionals. http://www.naceweb.org/principles/?referal+knowledgecenter&menulD=203

Disclaimer
Millersville University's Experiential Learning and Career Management employment resources are provided free of charge to employers and to student/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 which results from any applicant's response to any job posted in Experiential Learning and Career Management or within MU ELCM 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
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/ alumni for employment opportunities without regard to race, color, national origin, religion, age, sex, veteran status or disability, and provide reasonable accommodations upon request. Visit: http://www.millersville.edu/socialeq/eeo/index.php
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 Vice President for Student Affairs or designee. Potential employer may not solicit or sell commercial products on campus until the Vice President for Student Affairs or his/her designee determines that the solicitation will not unnecessarily disrupt the operations of the University or the educational environment of the students. This does not include fund-raising events conducted by officially recognized Millersville University organizations. However, these organizations must have the approval of the Vice President of Student Affairs 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 ELCM 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 ELCM 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. Third-party recruiters that charge fees to students will not be permitted access to Experiential Learning and Career Management.

Foreign-Based Organizations
Employers that are foreign-based with no US locations and third-party recruiters who represent foreign-based organizations with no US locations will not be eligible to use MU ELCM Career Connection immediately. Said companies and their representatives are asked to first establish a working relationship with a Millersville University faculty or administrator. The faculty or administrator who agrees to vouch for the organization may then contact Experiential Learning and Career Management's website administrator for further discussion. Alternatively, the employer may send the website administrator a minimum of 1) two reference letters from two career services professionals representing accredited US 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 6 months experience with the foreign-based organization.

Job Postings
MU ELCM Career Connection is a free service for employers to post career-related full-time and internship positions that are appropriate for individuals with or 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 will also be able to post part-time, seasonal and full-time opportunities not requiring a degree that may be of interest to current Millersville University students.
Notes on eligibility to post positions
In order to be approved for posting, 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; as well as a recognized US-based address and phone number.
4. ELCM does NOT accept job postings that take place in private homes, including temporary, part-time or summer jobs, such as but not limited to: child care, pet-setting, 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 job seeker to accept and cash checks, etc. prior to formal employment starting.

In an effort to better protect Millersville University students and alumni from unethical and/or fraudulent companies/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/alumni.

Additional Information:
- **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 (i.e. housing/living expenses, required materials to purchase, expenses related to additional training and certificates expenses, etc.) must also be specified.

- **Volunteer/Service Learning Opportunities**
  Organizations seeking to recruit volunteers for service-oriented roles are asked to contact the Volunteer Central (717-872-2333 or Volunteer.Central@millersville.edu).
**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 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.

**Successful Recruiting at Millersville**

Experiential Learning and Career Management staff is here to help you make your on campus recruitment involvement a success. We would love to help you with the following:

- Make the faculty, staff, and student organization connections you need
- Tell you about the students and the academic programs on our campus
- Help you understand the complex nature of the University and its offices
- Advise you about recruiting activities that may work for you
- Review your advertising plans for clarity, accuracy, and timeliness
- Offer insight into developing successful information sessions and tables
- Help you learn about and prepare for the many career fairs and related activities both on and off campus
- Manage your visit so that you can make the most effective use of your time

Millersville graduates from all campus locations have that rare combination of academic excellence and a strong work ethic. Couple this with outstanding career preparation, and you will see why Millersville graduates are the right people with the right skills for the workforce of the 21st century. Working together, we can make your visit a productive one.

Contact Experiential Learning and Career Management at 717-872-3774 to set up a meeting.
Room Reservations
Employers who meet with students during class visits, club/organization meeting and job and internship fairs may be interested in conducting more in-depth screening on the MU 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 2 room reservations per academic semester.

Information Tables
Employers who are interested in meeting with students in an informal setting to market themselves to students are welcome to meet students in the Student Memorial Center (SMC). This informal setting is a great opportunity for students to ask questions about your organization, possible positions, and what the qualities the employer looks for in candidates. 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, summers or during other major events on campus. To arrange an information table contact Sue Hess at 717-872-3774 or Sue.Hess@millersville.edu. Organizations are limited to 2 visits per semester.

JOB AND INTERNSHIP FAIRS

On-Campus Job and Internship Fairs
ELCM hosts two annual job and internship fairs, (October and April) for organizations to meet with students and alumni. Registration for on-campus job fairs can be found through MU Career Connection. If you have never attended these events and are interested in receiving email invitations to register for these events, contact ELCM at 717-872-3774 or Sue.Hess@millersville.edu.

Consortium Sponsored Job & Internship Fairs
ELCM is part of two consortiums who host job and internship fairs during the Spring semester.

Central PA Employment Consortium (CPEC)
CPEC consortium is made up of sixteen south central Pennsylvania colleges and universities, along with five business and corporate members. The 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)
TRD Consortium is made up of 11 central Pennsylvania colleges and universities. In the spring TRD hosts a Teacher Recruitment Day job fair on the Millersville University campus. Over 700 students and alumni from the consortium school participates in this event. For more information about this event contact Michele Bote 717-872-3774 or Michele.Bote@millersville.edu or visit the TRD website www.collegecentral.com/trd.
ACADEMIC INTERNSHIP PROGRAM OVERVIEW

What is an Academic Internship at Millersville University?
Millersville University’s Academic Internship Program is one approach of experiential education which encourages a culture of free inquiry and self-reflective learning, where students apply their academic content into their future professions, preparing them to become well-rounded individuals for productive roles as engaged civic and community leaders and citizens. 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, students earn at least three academic credits. This work/learning arrangement is supervised by a faculty member and by a designated employee of an organization. The internship is 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 involves some form of academic credit.

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

During the 2012-2013 academic year, over 400 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 that 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 old problems.

Benefits Of Internships For Employers
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 work force not requiring a long-term employer commitment
- Proven, cost-effective way to recruit and evaluate potential employees
- Employers image in the community is enhanced as the organization contributes expertise to the educational enterprise
- Employers establish a productive, on-going relationship with Millersville University.
- Employers contribute to the professional growth and development of the next generation.

The National Association of Colleges and Employers (NACE) research into internships consistently shows that students who have taken part in internships are more likely to stay with their employer -- even if the internship was done with another company.

Results of 2010 Internship Survey show that 85-86 percent of those who have done an internship were still on the job after one year (compared to 81 percent who haven't done an internship). At the five-year mark, about 63-64 percent of employees who took part in an internship (with the company OR elsewhere) are still on the job, compared to 57 percent of employees who didn't do an internship (www.naceweb.org).
How Our Program Works

Students in Millersville University Internship Program are earning 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:

- All academic internships are completed for a minimum of 3 credits
- The student is required to work over a period of 12 - 15 weeks, for a at least 225 hours
- Students must pay tuition for academic internship credits (including summer internships)
- Earn a favorable work evaluation from the employer
- Have a minimum of five (5) contacts with the faculty internship supervisor establishing learning objectives, goal setting, providing progress reports and evaluating the experience
- Write an outcome paper which is a reflection of the internship experience
- Complete an evaluation/assessment of the academic internship experience
- Complete any additional departmental assignments

Students’ work cycles usually coincide with Millersville’s 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. Although, 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.

Take the First Step:

Complete the Job Description Form. The form is located online in the employer section at http://www.millersville.edu/elcm/coopform.php. This is your marketing tool - write a description that is clear, exciting, and educates the students on what they will be working on, as well as the skills needed to be successful. Recommendations are listed at the end of this guide; “Writing an Internship Description”. Please note: We do not post internships that take place in a home residence. All internships must be completed at a business office.

1. When approved as academically viable, the job is advertised to the students.
2. As students indicate interest in your position, we fax or email their résumés to you.
3. You screen, interview and hire as you would any new employee.
During the course of the semester, the employer will guide the student by:

- Providing training, mentoring and supervision for the intern student
- Encourage professionalism by assisting the intern student in developing communication, interpersonal, decision-making, and other skills
- Provide opportunities for increased responsibility; keeping the intern student directed toward accomplishing his/her learning objectives
- Maintain 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 towards 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 so far.

**Roles and Responsibilities**
Internships 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 the responsibilities involved.

Please contact ELCM at 717-872-3774 or the student's faculty supervisor immediately should any problems or questions arise.

**Employer:**
- Provide ELCM with a current detailed job description of work tasks to be performed prior to any student placement.
- Expose the student to professional surroundings.
- Have a genuine interest in the progressive development of student’s potential.
- Continually guide the student towards increased responsibility and new learning opportunities.
- Meet with the student's faculty supervisor during the semester.
- Prepare and return a final evaluation of student's performance approximately two weeks prior to the student's departure date (you may also use your standard evaluation methods).
- Allow for student leave time to attend university-sponsored programs and academic, registration functions.
The Millersville University Experiential Learning and Career Management Affiliation Agreement is a legal document concerning the relationship between each and 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 MU'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 our office. The affiliation agreement may be located in the resource section of this guide.

**Experiential Learning & Career Management:**
- Provide accurate and up to date information about program policy in an easily accessible format.
- Promote and maintain relationships with students, employers and faculty.
- Make every attempt to provide positions for all eligible students who seek internships.
- Make positions accessible to students and faculty by means of an electronic database.
- Counsel students on appropriate experiences and establish they are prepared for the job search.
- Provide eligibility forms for students to be signed by department internship coordinator.
- Facilitates registration of academic internship credits for students and distribute employer evaluation forms.
- 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 brochure and orientation guidelines.
- Register and pay tuition for the appropriate cooperative education course, which is designated by your department with the course number. Credits are considered part of a full-time course load, but must be paid for if fewer than 12 credits are taken in the semester of the internship. Please note that summer internships are paid for on a per credit basis—with a 3-credit minimum.
- Conduct oneself in a professional, ethical manner on the job site; adhere to employer's confidentiality policies. Conform to employer’s work schedule, office routine, etc.
- Complete contracted work period.
- Satisfactorily complete all academic requirements as stated in the Internship Orientation, 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 student placement (assignment location, duration, work function, and responsibilities).
- Accumulate a minimum of five (5) contacts with the student during his/her intern experience. Meetings with the student should occur on at least three (3) 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 mid-term on-site visitation responsibilities, including a rating/review of the student's work performance—and consultation with the student and his/her immediate employer supervisor.
- Collect all student assignments and evaluations, and, based on this material and student contact
- Whenever possible, initiate new or expanded contacts for the development of additional internship experiences.
- Whenever possible, assist the intern student with registration and other liaisons with campus offices.

Paid versus Unpaid Internships: U.S. Department of Labor's Fair Labor Standards Act on Internship Programs
If your organization provides unpaid internships, Millersville University's Experiential Learning and Career Management recommends that all organizations 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 Resource Section of this Guide.

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

- Recognize student learning objectives
- Meaningful positions to gain first-hand insight into their chosen field.
- Test their professional abilities and confirm career decisions.
- Establish contacts and gain experiences that will help them secure full time employment upon graduation.

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.
- Assign someone to expect the student and to provide an orientation on the first day.

Relate the Work to the Student’s Curriculum

- Assignments should be meaningful, challenging and related directly to the student’s curriculum 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, gain expertise and academic background.
- Interns are 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. Civic engagement is all about students and faculty getting engaged with the community - right here in Millersville and Lancaster, or with a national or international program. We are here to help students and faculty connect with, build, and sustain meaningful service initiatives with community organizations. Our goal is for these relationships to be reciprocal. Our students gain valuable insight of themselves and their studies while meeting community needs.

Millersville is very proud that as an institution we have made civic and community engagement a priority. We have received national recognition for our efforts and have contributed millions of dollars to the greater Lancaster community in the service hours our students have completed either through a service-learning class or voluntary service. The University is the proud recipient of the Carnegie Community Service Classification which is awarded to very few institutions after a rigorous application process. MU is also a recipient of the 2009 and 2013 Distinguished President's Higher Education Community Service Honor Roll. We have earned recognition of the President’s Higher Education Community Service Honor Roll every year since its launch in 2006. It 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.

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 our web site www.millersville.edu/elcm will lead you to the online forms that will put you in our system. Of course, we welcome your calls at 717-872-3774. To enter online follow these simple steps:

Step 1: Register your Non-Profit or Community Organization with MU Volunteer Central by filling out the Registration Form.

Step 2: Submit a Project Form so we can determine whether your project is suitable for a service-learning class, community service group or individual volunteer project, internship, or if there is another way for us to help meet your needs.

Step 3: If you are interested in having student volunteers from the MU Work Study Program, complete the form below and fax it to our office: 717-872-3915. For information about the MU Work Study Program, please visit http://www.millersville.edu/elcm/volunteer/work-study.php.
RESOURCES

The following documents may also be accessed online.

**Internship Job Description Form**
http://www.millersville.edu/elcm/coopform.php

**Community Service Learning Program Agreement:**
http://www.millersville.edu/elcm/files/work-study-Service-Learning-Program-Agreement.pdf
Recommendations for Writing an Internship 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 interns are selected and join your team, you will have a chance to review the work activities and modify them according to the interns’ knowledge and personal work/learning goals.

Consider including the following:

- The purpose of the internship and how it contributes to the organization’s overall mission
- The essential activities/job functions that will be required of the intern
- The name of the department where the intern will work
- The expectations regarding outcomes of tasks/projects
- The 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
- The length and required number of hours per week for the internship
- The supervisor responsible for mentoring and evaluating the intern’s progress
- Any training that will be provided
- The application and selection processes and who will be the contact for questions related to the description
MILLERSVILLE UNIVERSITY INTERNSHIP PROGRAM
Internship Job Description Form
also available online at http://www.millersville.edu/elcm/coopform.php

Organization/Firm: _______________________________________________________________________
Contact Person: _________________________________________________________________________
Title: __________________________________________________________________________________
Address: _______________________________________________________________________________
______________________________________________________________________________________

We are not able to accept internship opportunities 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 letterhead.
1. Job title:_____________________________________________________________________________
2. Duties and Responsibilities - please provide a description that is clear, exciting, 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 O Yes O No Car O Yes O No
6. Starting Date: _______________________________Concluding date:___________________________
7. Application deadline: __________________________________________________________________
8. Position available which semester(s)? O Fall O Spring O Summer O Ongoing
9. Number of openings:___________________________________________________________________
10. Student level: O Sophomore O Junior O Senior O All
11. Salary $   _________________ O Hourly O Weekly O Stipend O Commission only O Unpaid
12. Hours:     O Part-time (minimum 15 hours per week)
               O Full-time (minimum 35 hours per week)

NON-DISCRIMINATION STATEMENT:
This employer does not discriminate based on age, sex, race, religion, national origin, marital status or
handicap. O Agree O Disagree
Signed: __________________________________________        Date:  _______________________

Please return this form and/or any other information to: Experiential Learning and Career Management,
Millersville University, PO Box 1002, Millersville, PA 17551-0302   e-mail: intern@millersville.edu
fax: 717-872-3915     phone: 717-872-3774
Millersville University is an Equal Opportunity/Affirmative Action institution.
A member of Pennsylvania's State System of Higher Education
Millersville University of Pennsylvania
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 the Organization, located at Placement_Address_Line_1, Placement_Address_Line_2, in Placement_City, Placement_State, Placement_Zip (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 225 hours of site contact to equal three credits.

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 225 hours for a semester or summer term.
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 non-paid 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 5 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 Organization

Authorized Signature Authorized Signature

Print Name Print Name

Print Title 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 into 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 Federal Work-Study Program (FWS).

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 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) exhaust 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) meet the eligibility requirements for employment under the FWS program, to assigning student(s) to work for the organization, and to determining that the students(s) do perform their work in fact.

Compensation

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

1. The student(s) are 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) are 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 time sheets to the Office of Financial Aid by Monday at 11:30am following the Friday they were paid. 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 and phone no.

____________________________________________________________  _____________________________________________
Coordinator of Community Service Learning Program    Date

Return agreement to Experiential Learning and Career Management either in person or by Fax: 717-872-3915
Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act

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

Background
The Fair Labor Standards Act (FLSA) defines the term “employ” very broadly as including to “suffer or permit to work.” Covered and non-exempt individuals who are “suffered or permitted” to work must be compensated under the law for the services they perform for an employer. Internships in the “for-profit” private sector will most often be viewed as employment, unless the test described below relating to trainees is met. Interns in the “for-profit” private sector who qualify as employees rather than trainees typically must be paid at least the minimum wage and overtime compensation for hours worked over forty in a workweek.*

The Test For Unpaid Interns
There are some circumstances under which individuals who participate in “for-profit” private sector internships or training programs may do so without compensation. The Supreme Court has held that the term "suffer or permit to work" cannot be interpreted so as to make a person whose work serves only his or her own interest an employee of another who provides aid or instruction. This may apply to interns who receive training for their own educational benefit if the training meets certain criteria. The determination of whether an internship or training program meets this exclusion depends upon all of the facts and circumstances of each such program.

The following six criteria must be applied when making this determination:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

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

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

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

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

For additional information, visit the U.S. Department of Labor Wage and Hour Division Website: http://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).
Resources and 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 guide:

Cooperative Education and Internship Association (CEIA)
PO 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
Director, Internship Center
Messiah College
Grantham, PA 17027
mtrue@messiah.edu

Millersville University is an Equal Opportunity/Affirmative Action institution. Coordinators: Services for Students with Disabilities—Dr. Sherlynn Bessick, Director, Office of Learning Services, Lyle Hall, 717-872-3178; Title VI and Title IX—Mr. Hiram G. Martinez, Assistant to the President for Social Equity and Diversity, Delaware House, 717-872-3787; ADA Coordinator—Mr. Patrick C. Weidinger, Director, Safety and Environmental Health, Dilworth Building, 717-872-3015. 1/2014

A Member of the Pennsylvania State System of Higher Education