



The Office of
Experiential Learning & Career Management

Employers' Guidebook



INTERNSHIPS
CAREER SERVICES
VOLUNTEER CENTRAL



Phone - 717-872-3774
Fax - 717-872-3915
www.millersville.edu/ices

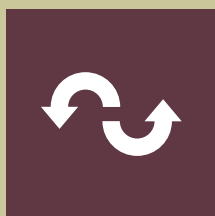
P.O. Box 1002
Millersville, PA 17551-0302



Millersville University

SEIZE THE OPPORTUNITY

CIVIC AND COMMUNITY ENGAGEMENT
AND RESEARCH PROJECT



EXPERIENTIAL LEARNING & CAREER MANAGEMENT

The Office of Experiential Learning & Career Management (ELCM) is the newest name of the former Co-op Office, Community and Academic Partnerships (CAP) and Internships and Civic Engagement Services. We have changed names over the years as our mission has grown to meet the needs of our constituents: students, faculty and the greater community.

Experiential Learning in the broadest sense refers to all knowledge students acquire through personal, hands-on experiences. This can include experiences such as internships, service-learning, volunteer work, practica and student teaching. The University acknowledges and values the fact that students learn both academically and personally from participating in these opportunities. While students gain from these experiences, we recognize that they must be reciprocal and the community must also receive value. It is to that end that we continually seek feedback from our partners.

Career Management encourages our students to take advantage of career development from their freshman year through graduation. In addition to encouraging experiential education and community service, a thoughtful plan is available for building skills that range from career decision making through job search and interviewing. Programs specific to Schools and Departments are available as are Internship and Job Fairs and on-campus recruiting.

The components that make up ELCM are:

Internship Office, 717-872-3774

Career Services, 717-872-3312

Volunteer Central, 717-871-2333

You may learn more about each of these through our website, www.millersville.edu/ices or call any of the above numbers for information. We pride ourselves on outstanding customer service so feel free to contact us.

Internship Program Overview

Welcome to the Internship Program at Millersville University!

Millersville University recognizes that internship and cooperative education (co-op) experiences are a valuable part of education obtained outside of the classroom. The opportunity to apply theory to practice is treated like any other academic course where students can earn credit toward graduation. Besides academic credit, internships and co-op opportunities have the benefit of providing practical experience in a student's chosen field.

The University's many diverse partnerships with businesses, human services organizations and governmental agencies create an environment ripe for success. Employers are able to widen their employee recruitment base, and at the same time, provide guidance and mentoring for the next generation of professionals. Best of all, most first time employers are impressed that the students "did so much more than I thought they would do."

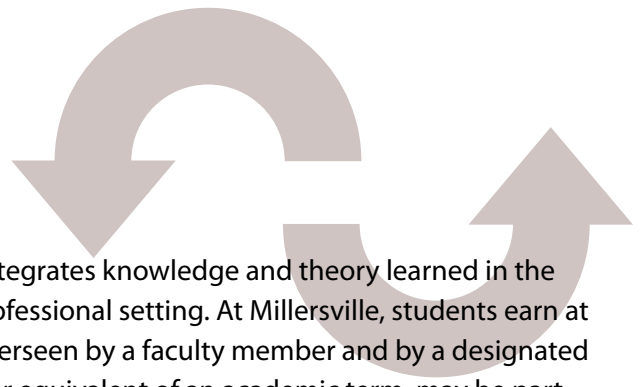
Students often report that not only did they learn a great deal, but that they also enjoyed their internship. The students may not realize the maturity and self-confidence they have gained, but it shows itself upon their return to the classroom. National studies indicate that students' grades improve after having had an internship, or co-op experience. The faculty here at Millersville has noticed that their classes are enriched by the comments and questions of former interns who have returned to complete their education.



The Office of Experiential Learning & Career Management (the Internship Office) is the central point of entry for employers and students. We maintain a web-based relational database of employers, jobs and students. This allows us to provide outstanding services by having a wealth of information at our fingertips. We host at least one internship fair a year, and coordinate on-campus interviewing for companies that prefer that method of recruiting. Job descriptions are the first step for employers seeking interns, while resumes and departmental permission open the door for students seeking internships.

We look forward to a long and rewarding relationship that will benefit you and our students. Visit our website at www.millersville.edu/intern or contact us at 717-872-3774.

Why Internships?



What is an Internship?

“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. At Millersville, students earn at least three academic credits. This work/learning arrangement is overseen 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.”

(Formulated by subscribers to the Internship-Net Listserv – May 2010 and amended by Millersville University – May 2011)

How Do Internships Benefit Employers?

Each year, more than 230 companies and organizations benefit from the talent, energy and knowledge of Millersville University students.

They profit in the following ways:

- Employers gain access to a pool of highly qualified, motivated and prescreened employees.
- Employers meet personnel demands during peak periods, for special projects or for on-going entry-level functions.
- Employers observe potential employees under actual working conditions.
- Employers minimize recruiting costs, training time and employee turnover.
- Employers release professional employees to do work commensurate with their experience.
- 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. We track one-year and five-year retention rates: Results of the 2010 Internship Survey shows that 85-86 percent of those who have done an internship are 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).

I have learned so much from this experience and think that everyone should do an internship. Before this internship I couldn't imagine what it would be like to work in a newsroom. I have had the opportunity to meet and get to know all the producers, photographers, reporters and anchors. Forming relationships with professionals is undoubtedly going to benefit me in the future with starting my career. I owe a lot to this experience and WGAL. These people really know what they are doing and are great teachers and role models.

-Amy Spacht, MU Student/Intern at WGAL

How Our Program Works

Students in MU's internship program are earning **academic credits** for their internship, a benefit for you, the employer, because it provides additional accountability. This also means that they must complete some minimum requirements in order to earn those credits:

- All internships are taken for at least 3 credits.
- The student is required to work over a period of 12 - 15 weeks.
- The student must accumulate at least 15 hours a week required by most academic departments.

Students' work cycles usually coincide with our 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. 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:

1. **Fill out the Job Description Form.** You may photocopy the form at the end of this guidebook for your use, or fill out the form in the employer section online at www.millersville.edu/intern. This is your marketing tool, so write the description to grab student interest, as well as let them know what they'll be doing. **Please note: We do not list internships that take place in a home residence. All internships must be completed at a business office.**
2. When approved as academically viable, the job is advertised to the students.
3. As students indicate interest in your position, we fax or email their résumés to you.
4. You screen, interview and hire as you would any new employee.
5. During the course of the semester, help the student meet two academic requirements:
 - Complete the evaluation form we send and review it with the student. (You may also use your standard evaluation methods as well).
 - Meet with the student's faculty advisor at least once during the semester.

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.

Location

There are no geographic limitations on where students may work. MU students have had internships in places as diverse as Mozambique and Hollywood. As more companies focus on the global market, more of our students seek international opportunities.

Roles and Responsibilities

Internships and Cooperative Education experiences at Millersville University are considered to be academic courses. As such, there are specific requirements for all parties involved. As internships and co-ops are reciprocal experiences, it is important that all parties understand the responsibilities involved.

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

Employer

- Provide the Internship Office 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 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 take care of University course registration requirements.

The Millersville University Internship 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 MU intern, the Internship office will send out a copy of this document for the employer to sign and return to our office.

Internship Office

- 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 co-ops or internships.
- Make positions accessible to students and faculty by means of an electronic database.
- Counsel students on appropriate experiences and ascertain they are prepared for the job search.
- Provide eligibility forms for students to be signed by department coordinator.
- Register students for co-op credits and distribute employer evaluation forms.
- Maintain records and analyze data.

Student

- Advise the Internship Office of interest early in the term preceding the intended co-op term. This also applies to any anticipated extension of a current co-op/intern assignment.
- Read and understand program expectations as outlined in the co-op 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/co-op. Please note that summer co-ops/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 Co-op Orientation, and as requested by the academic department. This includes the outcomes paper with a copy submitted to the Internship Office with the student evaluation.

Faculty Supervisor

- Obtain from the department coordinator information relative to the student's placement (assignment, location, duration, work function and responsibilities).
- Accumulate a minimum of five contacts with the student during his/her co-op/intern experience. One meeting must be an on-site visit preferably around mid-semester.
- Complete mid-semester 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, determine and report the student's grade to the Registrar's Office.
- Whenever possible, initiate new or expanded contacts for the development of additional cooperative education/internship opportunities.
- Whenever necessary, assist the student with registration and other liaisons with campus offices.

“The internship program at Millersville University is an invaluable portion of each student's degree program. For the Music Business and Technology program, it opens doors to job and networking opportunities that would otherwise take years in the industry to acquire.”

-Jennifer Jester, Assistant Professor, Music

Legal Issues

Do you have to pay interns?

The U.S. Fair Labor Standards Act (FLSA), which applies to all companies that have at least two employees directly engaged in interstate commerce and annual sales of at least \$500,000.00, severely restricts an employer's ability to use unpaid interns or trainees. It does not limit an employer's ability to hire paid interns (See Fact Sheet #71 from the U.S. Dept. of Labor – <http://www.dol.gov/whd/regs/compliance/whdfs71.htm>).

You don't have to pay interns who qualify as learners/trainees. The U.S. Department of Labor has outlined six criteria for determining trainee status:

1. Interns cannot displace regular employees.
2. Interns are not guaranteed a job at the end of the internship (though you may decide at the conclusion of the experience to hire them).
3. Interns are not entitled to wages during the internship.
4. Interns must receive training from your organization, even if it somewhat impedes the work
5. Interns must get hands-on experience with equipment and processes used in your industry
6. Interns' training must primarily benefit them, not the organization.

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.

Keep In Mind

Even if a student is earning college credit for an internship with an organization, the student is still permitted, under the FLSA, to be compensated.

Paid interns make ideal workers - hungry to learn, eager to make a good impression and willing to perform a multitude of tasks. The relatively small amount of money employers spend on intern wages and benefits is a good investment.

The employer should identify the specific terms and conditions of employment (e.g., the start and end dates of the internship; compensation; organizational and/or reporting relationships; principal duties, tasks or responsibilities; working conditions; confidentiality; and any other expectations of the employer). These should be discussed when recruiting an intern, and also at their orientation, so there is no misunderstanding regarding these matters. Also, it may make good sense to document such a discussion with a written agreement. This should be made in consultation with the educational institution.

If an intern is harassed at your organization, and you don't do anything about it, your organization opens itself to the risk of lawsuits. Take time to advise your interns of appropriate workplace behavior, the organization's harassment policy and complaint procedures.

For more information on these and other legal issues, go to: www.nacweb.org. Also see the website of the U.S. Citizenship and Immigration Services <http://www.uscis.gov/portal/site/uscis> (Source: "Starting And Maintaining A Quality Internship Program, 7th Edition," Michael True, 2011).

Recruiting MU Students

Recruiting energetic, talented students to meet your workforce needs has never been easier. We'll make sure the students with the right qualifications know about your internship position. When you submit a new internship position by completing the **Job Description Form** we get the word out.

1. We send out an email with job information to students looking for internships in the majors you've specified.
2. We post your internship on our "**Hot Jobs**" listing, which is on our home page and available to all students.
3. We add your position to our database, where all of the students who are looking for internships search for positions.

Internship Fairs

Nothing beats face-to-face contact. That's why we encourage employers to participate in our Internship Fairs. We hold an internship fair in the fall, as well as major-specific internship fairs during the spring semester. Great connections are made between our students and employers.

On-campus Recruiting

If you're looking for a more assertive approach to establish or maintain a strong internship program, you may wish to consider on-campus recruiting. We can help you set up an appropriate time and location to come on to campus and let students know about your company's opportunities. We'll also assist with on-campus interview schedules. To discuss this option with a knowledgeable staff member, please email us with your interest at ices@millersville.edu.

Contact Us for One-on-One Consultation

Our staff is more than happy to meet with you to discuss your specific situation. We will be able to suggest strategies to help you recruit the students you need. We can meet in person, talk on the phone or communicate through email. You can reach us at 717-872-3774 or ices@millersville.edu.

“ I firmly believe every student should be involved in an internship. It provides the experience one needs to get that first job, to confirm the student's career choice and to make contacts within the employment market. ”

-Rita Smith-Wade-El, Professor of Psychology and
Director of African American Studies

Internships

Guidelines for Success

Recognize Student 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 a salary schedule for the student. The Internship Office staff can supply information on past earnings in similar positions.
- Identify credentials that candidates should possess.
- Develop policies 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 a Co-op 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.
- Co-ops/Interns are eager to learn, quickly master new skills and seek new challenges.

The most frequent comment of the first time employers is that they accomplished tasks. 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.

Internships

Are you struggling on how you can hire the best candidate? Qualified talent is just a click away! The Career Services at Millersville University utilizes a database which provides employers 24-hour access to students and alumni. In addition, Career Services Employer Services include on-campus interviewing, job fairs and employer visits.

POST JOBS:

There are several ways to post openings. You can post them directly to Millersville University students by going to the employer link on our web page at www.millersville.edu/careerservices. You can also post jobs to all of the universities in the Pa. State System of Higher Education by clicking on the employer icon at www.collegecentral.com/pasystem. These posting sites are free.

ON-CAMPUS INTERVIEWS:

This service is for employers who are interested in speaking with qualified students on the Millersville's campus.

OPTION 1: Career Services office will send a resume packet of interested students for employer review and selection. The Career Services office will work with the students to create an interview schedule. Plan at least 4 weeks ahead for our office to arrange your campus visit. Contact the office at 717-872-3312 or castudent@millersville.edu to set up your campus interview date.

OPTION 2: Through the employer database, you can identify a pool of highly qualified students you would like to interview. You create the schedule and Career Services provides the interview space. Rooms are available on a first come first-served basis. This service is limited to employers who are filling positions for students who are seeking employment after graduation. To check space availability, contact the office at 717-872-3312.

PROGRAMS AND EVENTS

In an effort to better meet the hiring needs of our employers, Millersville University's Office of Experiential Learning & Career Management (ELCM) hosts events for the School of Humanities and Social Sciences, the School of Science and Mathematics and the School of Education. ELCM's goal is to facilitate your ability to identify and meet highly skilled students/alumni in targeted areas that will meet your needs. By having separate events you will be able to spend more time with students who are qualified candidates for your internship and/or job openings. You can learn more about upcoming events by visiting the Career Services homepage at www.millersville.edu/careerservices.

EMPLOYER VISIT:

We welcome the opportunity to meet with you one-on-one to discuss how you can connect with MU students and alumni. In addition, we can work with the Millersville community to arrange a campus visit. You can meet with faculty and University representatives to discuss how to develop partnerships and collaborative programs. Contact Career Services at 717-872-3312 to arrange a meeting.

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 to 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. Millersville is also a recipient of the 2009 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/ices will lead you to the online forms that will put you in our system. Of course, we welcome your calls at 717-871-2333.

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/ices/Volunteer%20Central/workstudy.php>.

COOPERATIVE EDUCATION/INTERNSHIP Job Description Form

(Form is submissible online at www.millersville.edu/ices)

Organization/Firm: _____

Contact Person: _____

Title: _____

Address: _____

Please note: We do not list internships that take place in a home residence.

Phone: () _____ Fax: () _____

Email Address: _____

Please complete the following information. You may also provide details on letterhead.

1. Job title: _____

2. Duties and Responsibilities: _____

3. Specific majors sought: _____

4. Additional qualifications or comments: _____

5. Requirements: 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 Unpaid

12. Hours: Part-time (minimum 15 hours per week) 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.

Signed: _____ Date: _____

IF THIS JOB IS FOR A PARTICULAR STUDENT, PLEASE INDICATE HIS/HER NAME: _____

Please return this form and/or your job description to:

Office of Experiential Learning & Career Management,
Millersville University
PO Box 1002
Millersville, PA 17551-0302

Phone: 717- 872-3774 Fax: 717-872-3915

Millersville University is an Equal Opportunity/Affirmative Action institution.
A member of Pennsylvania's State System of Higher Education.

March 24, 2011

▮

«Placement_Supervisor»

«Employer_Organization_Name»

«Address_Line_1»

«Address_Line_2»

«City», «State» «Zip»

Thank you for hiring a Millersville University student intern. I hope that the student proves to be a benefit to your organization, and that the learning opportunity enhances your workplace environment.

The purpose of this letter is to request your completion of our "Internship Agreement." This is a document that establishes your standing as an approved internship site with Millersville University, and provides a very basic framework for the duties and responsibilities of the university and your organization as they relate to internships. This is a standard requirement for every organization hosting a student intern from Millersville University (or any Pa. state-owned university). The document is not intended to create any additional obligation for your organization. I've included a one-page overview of the document for your reference, though the document itself is a fairly quick read.

Please review the document and sign where indicated. If you or another representative of your organization have any questions about this document, please do not hesitate to call me at 717-872-3774. Once it is signed, please make a copy for your records and return the original document to us in the enclosed self-addressed, stamped envelope that we have provided.

Thank you, again, for this opportunity—for our students and for us at the Internship Office. Your timely return of the signed agreement will be most appreciated.

Sincerely,

Holly Kalbach
Experiential Learning and Career Management

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 «Employer_Organization_Name» «Address_Line_1» «Address_Line_2» «City» «State» «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: 40 hours of site contact equals one credit. The minimum internship is 120 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

**Millersville University
Office of Internships & Civic Engagement Services
Internship Supervisor's Evaluation Form**

Your Name: _____

Student's Name: _____

Please evaluate the following areas of the student's work.

	Excellent		Fair	Unacceptable		Not Able to Evaluate
	5	4	3	2	1	
Attendance & Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Ethic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative/Self-Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technological Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problem-Solving Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relations with supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relations with co-workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relations with clients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Work Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please respond to the following statements.

In my estimation, this student:	Definitely		Somewhat		Not at all	Not Able to Evaluate
	5	4	3	2	1	
Is able to make the connection between academic preparation and applying his/her learned knowledge to practical situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has an appropriate level of technological skills for entry in to this field.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is able to write and speak clearly and effectively in a professional environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Showed good leadership skills and/or the capacity for being a good leader.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is able to make effective decisions when appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has learned more about this field of work during this internship.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Millersville University
Office of Internships & Civic Engagement Services
Internship Supervisor's Evaluation Form**

Based on your observation of the student, would you say:

The student was academically well-prepared? Yes No

The student is likely to succeed in a career in this field? Yes No

What areas of learning and/or improvement in skills would you recommend to better prepare this student for professional work in this field?

Would you consider hiring this student full-time if an opportunity arises? Yes No

Would you consider having another intern? Yes No

Additional comments or suggestions for the internship program in general?

Have you discussed or will you discuss this evaluation with the student? Yes No

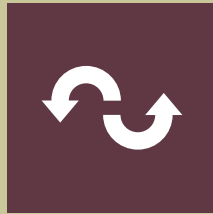
Supervisor's Signature _____ Date _____

Thank you for your time and effort in completing this important evaluation.

Please return to: Experiential Learning and Career Management
Millersville University
P.O. Box 1002
Millersville PA 17551
Phone: 717-872-3774

Fax: 717-872-3915

If you would like to share any additional comments or questions with us, please contact Sue Hess at sue.hess@millersville.edu or by phone at 717-872-3774. We welcome your feedback.



Millersville University

SEIZE THE OPPORTUNITY

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 Martinez, Interim Assistant to the President for Social Equity and Chief Diversity Officer, Delaware House, 717-872-3787; ADA Coordinator—Mr. Louis DeSol, Associate Vice President for Human Resources, Dilworth Building, 717-872-3017.

A Member of the Pennsylvania State System of Higher Education.