



UAH Career Services

On Campus Internship Guidelines

Definition and Purpose

UAH Career Services follows The National Association of Colleges and Employers (NACE) guidelines regarding internships. NACE defines an internship as follows:

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills 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.

Further, what separates an on-campus internship from standard on-campus student employment is that the internship must be a legitimate learning experience, essentially an extension of the classroom that incorporates hands-on application of theory that is of benefit to the student in his/her career goals.

Internship Criteria

To be considered a legitimate internship by NACE standards, the following criteria should be met:

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

Paid or Unpaid

Internships can be either paid or unpaid; however, if they are unpaid the student must be able to obtain academic credit for his/her experience.

All interns, regardless of their compensation, should enjoy similar basic protections in the work setting consistent with all laws, ethical considerations, and sound business practices. NACE Position Statement on unpaid internships.

If a student will receive pay for an internship, the wage is determined using the same method that is used for standard on-campus student employment, through the Student Employment Wage and Classification Guidelines. Students' ePAFS will be classified in the same way, although the first two position classifications, Student Aide I and Student Aide II, should not be used for an internship. Any of the Student Specialist positions can be chosen.

Credit Bearing Internship Guidelines

Students seeking credit for their internship should consult first with their academic advisor to be sure they meet departmental eligibility requirements. If they do, when you extend an offer to the student be sure to provide a detailed job description with the offer letter so that they can present all information to their advisor.

College of Arts Humanities & Social Sciences

The following programs offer credit bearing internships. Please have your student check with their internship advisor for the minimum number of internship hours required for their program.

Art Studio
Communication Arts
Honors Internship
Music
Technical Writing
World Languages & Cultures

College of Business

The following programs offer credit bearing internships. A 3 credit hour internship must include a minimum of 120 hours of on-site work over a 12 week period.

Accounting: Accounting, Federal Contract Accounting
Finance: General Finance, Corporate Finance, Federal Government Finance & Contracts
Information Systems: Cybersecurity, Business Analytics & Supply Chain
Management: Human Resources, Acquisitions, Supply Chain
Marketing: Acquisition Management, Supply Chain, Corporate Marketing, General Marketing

If you wish to hire a student for an internship who is not majoring in one of these fields or if the student wishes to obtain the experience, but chooses not to seek academic credit, s/he will follow the procedures for registering a non-credit bearing internship with the University by providing Career Services with a copy of the offer letter, completing an Internship Statement of Agreement and registering their internship in Banner.

All on-campus internships must be registered either for academic credit or through Career Services.

Posting an Internship

The first step in hiring an on-campus intern is to complete the form *Hire a Charger: On Campus Internships* found on our website: <http://www.uah.edu/career-services/hire/on-campus-hiring>.

Once the form has been submitted, Career Services will post the position on Charger Path and students can begin to apply.

Hiring the Intern

Hiring will follow the same procedures as any other position. If paid, an ePAF with the appropriate position number for your department will need to be entered. When creating the ePAF, please include the beginning and ending work dates or please be diligent in entering a termination ePAF at the end of the semester. Regardless of whether the position is paid or unpaid, please provide an offer letter (sample on our website) upon the satisfactory return of a background check.

Bear in mind that interns will have to follow the standard student employment guidelines for the maximum number of hours worked: 29 hours per week or a total maximum of 58 hours per pay period (regardless of how many positions they're holding as a student employee).

Supervisor/Mentor Responsibilities

An internship supervisor not only teaches the intern how to perform a duty or task, but is a mentor; a professional leader in the field that the intern is considering for a career. Guiding, supporting and teaching are the focus of the supervisor. Bear in mind that an internship is a learning experience benefitting the student, not just an on-campus position where the student is assigned rote responsibilities. It is an opportunity for the intern to develop professionally and explore facets of his/her chosen career field.

At the beginning of the internship term, please meet with the student to provide information about the work s/he will be doing and work with the student to set goals for the semester. Then, at the end of the term, meet once again to revisit those goals to see if the student was successful and to have any final discussions about the experience.

If the student is receiving academic credit for the internship, s/he may have to provide work samples or some evidence of the tasks being performed. Generally, these may be required at mid-term, the end of the semester, or both.

Conclusion

NACE suggests that when offering internships, three components must be considered:

- *The experience's legitimacy as an internship must be determined. To do so, the educational value of the experience must be considered of most importance.*
- *Once the experience can be ethically identified as an internship, the implications for compensation can be determined. An experience that meets all the criteria may be offered unpaid.*
- *Only an experience that meets the criteria provided in these guidelines should be labeled an internship.*

It is the goal of Career Services to work collaboratively with hiring departments, academic departments and students to ensure all have a quality, professional experience and it is our duty to be sure that each experience meets and adheres to these internship criteria. Our focus with our experiential learning program is to ensure students receive adequate and appropriate degree-related experience.

All NACE information can be found on their website: <http://www.nacweb.org/internships/>