

INTERNSHIP HANDBOOK



**Waldorf University
Career Center**

Revised October 2022

(Originated February 2018)

Table of Contents

Introduction.....	1
Responsibilities	
Responsibilities of the Student.....	2
Responsibilities of the Faculty Advisor.....	3
Responsibilities of Career Center Staff.....	4
Responsibilities of the Employer/Internship Supervisor.....	5
Guidelines for Students	
Frequently Asked Questions.....	6-7
Internship Requirements By Major.....	8
Tips for a Successful Internship.....	9-10
Resources for Finding an Internship.....	11
Some businesses/organizations that have hosted Waldorf interns.....	12
Applying for Internships.....	13
Internship Housing.....	14
Safety in the Workplace.....	15
Professionalism in the Workplace.....	16
Guidelines for Employers/Internship Supervisors	
Employer’s Guide to the Internship Program at Waldorf University.....	17
Important Information Regarding Unpaid Internships.....	18
U.S. Department of Labor Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act.....	19-20
Internship Request Form.....	21
Guidelines for Waldorf University Faculty and Staff	
Important Notes Regarding Unpaid Internships.....	22
Internship Compliance Form.....	23-25
Internship Paperwork	
Internship Learning Agreement.....	26-27
On-Site Supervisor Evaluation of Waldorf University Student Intern.....	28
Internship Evaluation by Student.....	29
Internship Hours Log.....	30

Introduction

This handbook is intended for students, employers/internship supervisors, and Waldorf University faculty and staff as a guide and resource for the internship process.

All participants in the Waldorf University Internship Program are responsible for following the process as outlined in this handbook, and for complying with all guidelines.

It is important for all participants to understand their respective roles and responsibilities to assure a positive experience for everyone involved.

Please feel free to contact Career Center staff if you have questions about Waldorf University's internship program.

Kathy Rollefson, Director of Career Planning
106 South 6th Street, Forest City, IA 50436
Email: careers@waldorf.edu
Phone: 641-585-8681
Fax: 641-585-8194

Waldorf University Internship Program Responsibilities of the Student

_____ Seek out and begin applying for internships 9-12 months before you plan to complete an internship.

_____ Make an appointment to talk with your faculty advisor about internships no later than the first semester of your junior year.

_____ Register for internship credits with the Registrar's Office. You must be registered for credits during the semester when you will participate in the internship. Be aware of dates for registration, add/drop and withdrawal dates.

_____ When you have secured an internship, see your faculty advisor to obtain the internship paperwork.

_____ Complete the Internship Learning Agreement and submit it, along with the job description page, to your faculty advisor to obtain approval of the internship for college credit.

_____ International students must notify Megan Gabriell, International Student Coordinator, in order to complete and file the required documentation with ICE before beginning internships.

_____ If internship site is outside of the state of Iowa, inform the Career Center so staff can follow procedures for obtaining state authorization for your internship.

_____ Provide a copy of the front and back of your health insurance card to the Career Center before beginning your internship.

_____ If internship is unpaid, provide Department of Labor Fact Sheet on unpaid internships (Fact Sheet #71) to internship supervisor before beginning your internship.

_____ Approximately two weeks after beginning your internship, submit a log sheet of your hours to your faculty advisor for census. Mail or email attachments are both acceptable.

_____ Submit completed hour log sheets, your supervisor's evaluation, your student evaluation of the internship, and any other required documents or assignments to your faculty advisor before end of semester deadline.

Please be mindful of the semester start and end dates to ensure you complete your internship hours as outlined in the university course catalog's academic calendar. It is your responsibility to be aware of these dates and to complete your hours during the semester term dates. Be aware if you are registered for a summer internship, term dates still apply and you will not have the whole summer to complete your hours. Any questions regarding this policy, please discuss with your advisor.

*This checklist should be helpful in staying organized and completing requirements for your internship. Also see *Tips for a Successful Internship* on pages 9-10 to learn how you can excel during the experience.*

Waldorf University Internship Program Responsibilities of the Faculty Advisor

Notify students about internship requirements within programs and any changes that are made to those requirements.

Advise students as they plan their internships, including registration/enrollment for credit (if a credit bearing internship).

Review Internship Learning Agreements that students and internship supervisors complete to determine if internships are credit worthy. Sign the first page of the Learning Agreement to show approval of an internship for college credit or advise the student on changes needed to gain approval.

Students should be made aware of term start and end dates to ensure completion of internship hours as outlined in the university course catalog's academic calendar.

Send international students to the International Student Coordinator so she can help them complete required documentation with ICE before they begin internships.

Forward copies of Internship Learning Agreements to the Career Center before internships begin.

Maintain email contact with students during internships, including a reminder to maintain and submit log sheets.

Review final log sheets, supervisor and student evaluations, and any other documents/assignments required by the department.

Submit final grades (if credit bearing) to the Registrar's Office. IP grades may be entered for summer internships (restrictions apply with percentage of hours completed required) with submission of final grades at a later date. Please consult with the Registrar's Office for details regarding IP grades and/or grade submission questions.

After grading, send internship paperwork to the Career Center (email attachments are fine if digital) to be filed in central location for institutional and external auditors. Internship paperwork will be shredded after seven years from date the internship was completed.

Waldorf University Internship Program Responsibilities of Career Center Staff

Staff will post internships on the Waldorf website at <http://www.waldorf.edu/faculty-staff/departments/career-center/internships/internship-search>.

Staff will notify students and faculty about potential internships with alumni or local businesses that have time sensitive application deadlines.

Staff will offer assistance with resume and cover letter writing and interview preparation as students are applying for internships.

Before internships begin, the Career Center Director will communicate with students via email about safety issues in the workplace.

Before internships begin, the Career Center Director will request a copy of the front and back of student's health insurance card for files.

The Career Center Director will be in communication with the Licensure and State Authorization Department at Columbia Southern Education Group to share information on internships that students plan to do out of the state of Iowa. This must be completed before students begin their internships.

The Director of Career Planning and other members of the Internship Compliance Committee will review unpaid internships offered through Waldorf University Departments. Students may not begin unpaid internships on campus until internships have been approved by the committee.

- The Career Center Director will notify the Business Office and Financial Aid Office of unpaid internships that have been approved in Waldorf University Departments.

When completed internship paperwork is received, the Career Center Director will add information to the Career Center's internship tracking spreadsheet and SARA (State Authorization Reciprocity Agreement) reporting spreadsheet.

Completed internship paperwork will be filed and stored in the Career Center. Paperwork will be shredded after 7 years from date of internship completion.

**Waldorf University Internship Program
Responsibilities of the Employer/Internship Supervisor**

Please see the Employer's Guide to the Internship Program at Waldorf University.

Waldorf University Internship Program Frequently Asked Questions

Why does Waldorf require internships? What will I gain from the experience?

- Participating in an internship will broaden your understanding of a career and/or industry related to your academic major or career interest. Your internship may help you define or refine your career goals.
- During your internship, you will have the opportunity to apply what you've learned in the classroom to real world work situations.
- You will gain on-the-job experience in your field of study.
- You will make valuable contacts in your field and gain professional references, which may help you land a job after graduation.

Is an internship a requirement for my major?

Internships are a requirement for the following majors at Waldorf University: Business, Communications, Criminal Justice, Foundations of Education, Health Promotion and Exercise Science, Psychology, Sport Management, and Theatre Arts.

Creative Writing majors may opt to complete thesis and additional Capstone course or do an internship.

English and History majors require either an internship or thesis before graduation.

The Biology major requires either an internship or research project before graduation.

Music majors complete an internship or a music performance before graduation.

How many internship credits are required for my major? How are internships graded?

Internships range from two to nine credits, depending on the student's academic major. You can find the number of internship credits required for your major by reviewing the Waldorf University Catalog, asking your advisor, or the Registrar's Office. A minimum of 25 hours of learning/work is required for 1 credit hour.

Internships are graded pass/fail or with a letter grade, depending on the academic major.

Students requesting to receive an IP (in Progress) for their internship, must have completed a majority of their hours during the semester term in which they have registered for the course. If an IP grade has been granted, the student will need to check with the academic advisor for deadline information to complete the internship in a reasonable amount of time. Each department has different expectations and deadlines. If completed satisfactorily, the student will receive a grade representing the quality of their work. If the student fails to complete the work satisfactorily before the end of such time, the grade is changed to F.

What steps must I take to get credit for my internship?

- Register for internship credits with the Registrar's Office before beginning your internship.
- Ask your advisor if your major has a prerequisite for coursework before you can do an internship for credit.
- When planning your internship, visit with your advisor to learn about additional requirements, such as journals, papers or portfolios that may be due at the completion of your internship.

- Completion of the Internship Learning Agreement, Internship Hours Logs, On-Site Supervisor Evaluation and Student Evaluation form is a requirement for all internships. When you have secured an internship, you can stop into your faculty advisor's office and get a copy of the internship paperwork. Return completed internship paperwork to your faculty advisor after you've completed your internship.
- Students must have their internship approved for college credit (by their faculty advisor) before going to work at the internship. If the internship is approved, your faculty advisor will sign the Internship Learning Agreement to indicate he or she has given approval of the internship for college credit.

When should I start looking for an internship?

We suggest that you begin your internship search 6-9 months before you would like to begin the internship. Why so early?

- If you wait too long, you will have to settle for what you can get instead of what you want.
- Internship deadlines begin as early as October or November for some well-known, well-established summer internship programs.
- It will show employers that you are motivated.

Are internships paid or unpaid?

Internships can be paid or unpaid, and this is left to the discretion of the employer.

What should I do if problems arise during my internship?

Occasionally problems arise during an internship. We strongly encourage the individuals involved to discuss the situation, negotiate on their own, and work toward agreement. Early intervention can usually lead to a solution that is acceptable to all involved. If a solution cannot be found, students should e-mail or call their faculty advisor or Kathy Rollefson, Director of Career Planning, (careers@waldorf.edu, 641-585-8681) with concerns.

Internship Requirements by Major

Major	Credits	Prerequisite	Requirements
Biology	4	Completion of at least 36 biology credits	Internship paperwork, written report & oral summary to be presented in Senior Seminar. *May replace internship with biology research.
Business	8	Requires admission to upper division	Internship paperwork
Communications	4-8	Junior or Senior status (unless waived by department)	Internship paperwork. Mark Newcom requires journal w/summary paper. Tiffany Olson requires submission of 2 graphic design projects that were completed during internship.
Creative Writing	2+	Consultation with Director of Creative Writing	*May opt to complete thesis and additional Capstone course in lieu of/or in addition to internship.
Criminal Justice	3-9	Requires admission to upper division	Internship paperwork. Student should contact advisor for information about additional requirements. *In lieu of internship, may choose 3 additional Criminal Justice electives.
English	3+		Internship paperwork. *Thesis may replace internship.
Foundations of Education	2-9	Senior status and approval of Education Department	Career Center's paperwork completed. Portfolio, 2-page summary paper, self-evaluation. The advisor may determine the final evaluation tool.
Health Promotion and Exercise Science	4	HPE310, HPE350, HPE365 Internship proposal and approval by departmental advisor.	Internship paperwork, reflection paper, and profession overview paper.
History	6	HIS210 and minimum of 21 credits in the History major. Approval by majority of department full-time faculty.	Internship paperwork. Written report. Thesis may replace internship.
Music (Arts Management)	6		Internship paperwork
Psychology	1-6		Internship paperwork
Sport Management	8	Requires admission to upper division	Internship paperwork
Theatre Arts	6-9	Permission and approval by the Director of Theatre and Department Advisor	Internship paperwork

Waldorf University Internship Program

Tips for a Successful Internship

Before the internship

- Think about what type of internship best suits you and your career goals. Make a list of realistic and attainable goals for your internship.
- Attend an Internship Information Session to learn about internship requirements, how to find an internship, how to make the most of your internship experience, etc.
- Ask your advisor if your major has a prerequisite for coursework before you can do an internship for credit.
- Contact the Registrar's Office to register for your internship credits.
- Meet with your faculty advisor or staff of the Career Center to discuss possible internship opportunities.
- Visit with your advisor to learn about internship requirements specific to your major, such as journals, papers, or portfolios.
- Apply for several internships. Follow the employer's directions closely when making applications. Some businesses/organizations will require that applicants submit a resume and cover letter. Pay attention to application deadline dates.
- Prepare for interviews, making sure that you are able to discuss your goals and objectives, why you chose the business/organization and how you can contribute to the business/organization.
- Contact your faculty advisor as soon as you have been accepted for an internship with a business or organization. Obtain the internship paperwork from your advisor.
- Read and sign the Internship Learning Agreement. Ask your on-site supervisor to read and sign the Internship Learning Agreement.
- Complete the Internship Learning Agreement Work Component and Job Description in collaboration with your on-site supervisor. Be sure that you understand your on-site supervisor's expectations for your internship. Make sure you understand the organization's expectations of you.
- Meet with your faculty advisor to discuss the proposed internship and request approval for college credit. Make sure your faculty advisor has given approval for college credit by signing the Internship Learning Agreement before you begin work at your internship.
- Arrange for housing, commuting, and finances during the internship, if applicable.

During the internship

- Perform duties and responsibilities to the very best of your ability, making every effort to meet all deadlines set by your on-site supervisor.
- Complete the Internship Hours Log each day that you spend working/learning at your internship.
- Communicate with your on-site supervisor when you have questions about work assignments and/or projects. Don't be afraid to ask questions. Remember that your internship is a learning experience for you.
- Take every opportunity to learn about the company/industry. Review the mission statement, annual report, procedure manual, and other materials provided by the organization.
- Meet with your on-site supervisor on a regular basis. Prepare for the meetings, bringing information on your progress with work assignments and projects, and questions you may have for him or her.

- Build professional relationships with your supervisor and other employees of the business/organization.
- During your last week at the internship, ask your on-site supervisor to complete the On-Site Supervisor Evaluation form. Schedule a meeting with your on-site supervisor to discuss your evaluation. The on-site supervisor can give you the original On-Site Supervisor Evaluation form so you can submit it, with the rest of your paperwork, to your faculty advisor.

After the internship

- Ask your on-site supervisor if you can list him or her as a professional reference.
- Consider sending your on-site supervisor (and others who may have helped you) a thank you note for allowing you to intern with the business/organization.
- Complete the Internship Evaluation by Student and submit the form, along with the Internship Learning Agreement and Internship Hours Log, to your faculty advisor. If your supervisor gave you the On-Site Supervisor Evaluation form, return it to your faculty advisor along with the other paperwork.
- Update your resume with your accomplishments.
- Network with your on-site supervisor and other employees of the business/organization.

Be sure to contact your faculty advisor with any questions or concerns (before, during, or after your internship).

Waldorf University Internship Program Resources for Finding an Internship

Not sure how to begin looking for internships? Here are some tips to get you started...

Employers often notify the Career Center about internship opportunities. We hear from local and regional employers, as well as nationwide and global companies. Stop in and visit with us about your interests and career goals so we can notify you when we learn about internships that may be a good fit for you.

If you're looking for internships, be sure to read email from Career Center Staff. We will send information about local internships and internships with time-sensitive application deadlines through email.

Be sure to check out Waldorf's Internship Search Site at <http://www.waldorf.edu/faculty-staff/departments/career-center/internships/internship-search>. The Career Center updates this site frequently as information is received from businesses/organizations and as we discover internship opportunities on-line.

Businesses and organizations in the City of Albert Lea and Freeborn County, Minnesota, are interested in offering job shadowing, mentoring, internship, and job opportunities to local college and university students! Check out the website for a listing of opportunities: <https://growalbertlea.com/programs/studentopportunities/>.

Check out Additional Sites For Your Internship Search on the Waldorf website: <http://www.waldorf.edu/faculty-staff/departments/career-center/internships/internship-websites>

"Like" the Waldorf University Career Center on Facebook to get information about internship opportunities in your newsfeed.

Check out business/organization websites to find out if they have internship programs.

Network with family, friends, professors, coaches, former employers, and others. Network through professional organizations or volunteerism. When networking, ask for advice, names of organizations and people to contact. Not sure how to network? Contact the Career Center and learn about this important job/internship search skill.

Attend career and internship fairs. Career Center staff will notify you of these fairs via email and Facebook throughout the academic year.

Contact Kathy Rollefson (641-585-8681) with any questions. You may also contact us at careers@waldorf.edu.

Some businesses/organizations that have hosted Waldorf interns

Aflac, Forest City, IA
American Cancer Society, Mason City, IA
Anytime Fitness, Waterloo, IA
Athletico Physical Therapy, Forest City, IA
Bankers Trust Company, Des Moines, IA
Boone Community Theatre, Boone, IA
Boys and Girls Club of Green Bay, Green Bay, WI
Brooklyn Summer Opera Institute, Brooklyn, NY
Brownville Village Theatre, Brownville, NE
Cargill, Hopkins, MN
CNN, Atlanta, GA
Coloff Digital, Forest City, IA
Crisis Intervention Service, Mason City, IA
Elko County Juvenile Detention, Elko, NV
Family Alliance for Veterans of America, Forest City, IA
FCIS Insurance, Forest City, IA
Forest City Community School, Forest City, IA
Francis Lauer Youth Services, Mason City, IA
FUTURE in Biomedicine, Iowa City, IA
Girl Scouts of Eastern Iowa and Western Illinois, Dubuque, IA
Globe Gazette, Mason City, IA
Green Lifestyle Film Festival, Los Angeles, CA
H & R Block, Forest City, IA
Hancock County Economic Development, Garner, IA
Hormel Foods, Austin, MN
Illinois State Police Training Academy, Springfield, IL
Indianola Public Library, Indianola, IA
Iowa Public Television, Johnston, IA
Iowa State University Extension and Outreach, Boone, IA
Kaiser Permanente, Pleasanton, CA
KIOW-FM, Forest City, IA
Lake Wapogasset Lutheran Bible Camp, Andery, WI
Living History Farms, Urbandale, IA
MacNider Art Museum, Mason City, IA
Manufacturers Bank & Trust Company, Forest City, IA
Mayo Clinic, Rochester, MN
Minneapolis Police Department, Minneapolis, MN
Minnesota Zoo, Apple Valley, MN
Neighborhood House, St. Paul, MN
Nevada Department of Wildlife, Elko, NV
Northeast Texas Children's Museum, Commerce, TX
Office of Senator Charles Grassley, Washington, DC
Owatonna Huskies Bullpen Club, Owatonna, MN
Sandler Center for the Performing Arts, Virginia Beach, VA
Southern Nevada Sports Hall of Fame, Las Vegas, NV
State Line Cooperative, Burt, IA
State of Iowa, 5th Judicial District, Des Moines, IA
St. Louis Bulldogs, Florissant, MO
Stone Mason Golf Course, Stillwater, MN
SUPERVALU, INC, Eden Prairie, MN
Surf Ballroom & Museum, Clear Lake, IA
Tucson Church of Faith, Tucson, AZ
United Way Freeborn County, Albert Lea, MN
Wells Fargo Financial, Des Moines, IA
Winnebago Cooperative Telecom Assn, Lake Mills, IA
YMCA of Southern Nevada, Las Vegas, NV

Waldorf University Internship Program Applying for Internships

Writing Resumes, Cover Letters, and Thank You Notes

Resumes and cover letters are often requested as a part of the application for internships. The Career Center will be happy to help you with writing resumes, cover letters, thank you notes, and other job search correspondence. We have handouts with instructions and examples to assist you.

Call or email us for an appointment or stop by the Career Center for individualized help. We'll sit down with you to talk about writing relevant documents that showcase your education, skills, and experience. Ask us about strategies for getting your application materials through employer Applicant Tracking Systems. After you've written your first draft, we'll review and proofread your documents and give you our feedback/suggestions.

Preparing for Interviews

Employers often ask individuals to interview for internships. Contact the Career Center if you'd like help preparing for your interview. We can provide you with handouts of information and tips to help you prepare for a successful interview. In addition, Career Center staff and some local business professionals are willing to conduct mock interviews with students. Take advantage of this wonderful opportunity before you need to do the real thing!

Waldorf University Internship Program Internship Housing

You will be responsible for housing, transportation, and expenses during your internship. The following information is provided to help you find housing while you participate in internship experiences in other cities or areas of the country. Inclusion in this section is not an endorsement or recommendation by the Career Center or Waldorf University.

Summer Intern Housing at The University of Minnesota – Minneapolis, MN
<https://housing.umn.edu/other/intern>

Summer Intern Housing at University of Illinois – Chicago, IL
<https://housing.uic.edu/affiliate/intern/>

HousingHelpers – Boulder, CO
<http://www.housinghelpers.com/blog/tag/intern-housing/>

Vanderbilt Summer Intern Housing – Nashville, TN
<https://www.vanderbilt.edu/ohare/summer-housing-for-non-vanderbilt-students-and-guests/>

Summer Internship Housing at Boston University – Boston, MA
<http://www.bu.edu/summerinternhousing/>

Educational Housing Services - New York, NY
<https://www.studenthousing.org/>

Summer Housing at Columbia University – New York, NY
<https://housing.columbia.edu/content/summer-housing>

Hofstra University – Long Island, NY
<https://www.hofstra.edu/about/campus/oem/confservices/individual-stays.html>

Washington Intern Student Housing (WISH) – Washington, DC
<https://internsdc.com/dc-living/>

Summer Intern Housing Program (SIHP) at Emory University - Atlanta, GA
<https://housing.emory.edu/housing-options/summer-intern.html>

Waldorf University Internship Program Safety in the Workplace

Please be aware that there are risks and safety issues in all workplaces. For your own protection, you should discuss with your internship site supervisor any safety issues or risks associated with job shadowing activities, learning experiences, or internship duties and responsibilities.

Regardless of if your internship is paid or unpaid, Workmen's Compensation Insurance at your internship site may not cover any medical costs for any injuries sustained during your participation in the internship. You will be responsible for medical costs, and because of this fact, are required to carry adequate primary health insurance for your protection. Therefore, we ask that you provide a copy of the front and back of your health insurance card to your internship site supervisor and the Waldorf University Career Center before you begin your internship.

Options for forwarding the front and back of your health insurance card:

- Hand-deliver your card.
- Take photos and send via email.
- Use U.S. Mail.

As you know, Waldorf University requires all full-time students to carry adequate primary health insurance, either your own policy or the plan through Waldorf University.

Waldorf University Internship Program

Professionalism in the Workplace

Waldorf University interns are expected to behave as professionals. Professionalism in the workplace is based on many factors, including how you dress, how you carry yourself, your attitude, and how you interact with others. Here are some tips for professionalism in the workplace:

Wear appropriate attire and pay attention to personal grooming for a professional appearance. If you're not sure what to wear, ask your site supervisor.

Arrive on time or a few minutes early at the beginning of each workday. Be on time for all meetings.

If you must be absent from your internship, contact your site supervisor as soon as possible to let him/her know the circumstances of your absence and when you will return to the workplace.

Maintain a positive attitude.

Be respectful, courteous, and tactful to co-workers and clients.

Remember to say "please" and "thank you".

Ask your on-site supervisor what kind of greeting he/she would like you to use when answering phone calls.

Use proper spelling, grammar, capitalization, and punctuation in all e-mail messages.

Return phone calls and e-mails from clients and coworkers promptly.

Turn off your personal cell phone while at work. If it is necessary to make a personal call, use your lunch break or other break.

Refrain from using the business/organization's e-mail for personal use.

Respect confidentiality.

Avoid interoffice politics and gossip.

Refrain from chewing gum or eating at the workplace unless you are invited to do so.

It is important to remember that you are a direct reflection of Waldorf University. Your behavior and performance will affect your future, as well as the future of other Waldorf University interns.

Employer's Guide to the Internship Program at Waldorf University

Overview of the Waldorf University Internship Program:

Students in most BA/BS majors at Waldorf University are required to complete at least one internship experience. Internships are short-term, meaningful work assignments that relate to the student's academic major or career interest. Internships help students connect their classroom work to a professional setting. Internships can be paid or unpaid, and this is left to the discretion of the employer. It is common for students to do their internships in the summer, but they can be completed at any time of the year.

When Waldorf students do a supervised internship, they earn 1 academic credit for every 25 hours of learning/work completed at the internship. Internships typically range from 2 to 9 credits, depending on the student's academic major.

Businesses/organizations that would like to offer an internship for Waldorf students may contact the Career Center via email (careers@waldorf.edu) with a description of the internship. Employers may request resumes, cover letters, and references for review and decide whom to interview and select for an internship.

At the beginning of the internship, the student, site supervisor, and faculty advisor complete a Learning Agreement, which outlines the internship goals and objectives. During the internship, the site supervisor initials the internship hours log to verify the student's hours of participation. Upon completion of the internship, the site supervisor completes the On-Site Supervisor Evaluation form. The forms are brief and should take relatively little time to complete.

The Role of the Site Supervisor:

The supervisor plays an important role in developing the intern's potential to make significant contributions to the organization. To achieve this goal, the supervisor may start by providing an orientation session. Suggestions for orientation topics include:

- Providing a job description to the student and explaining specific duties and expected standards of performance.
- Clarifying the work schedule, acceptable attire, deadlines, degree of independence, and reporting relationship.
- Taking the student on a tour of the business or organization, introducing the student to key personnel, and pointing out supplies, resources, and basic office procedures.
- Describing your organizational chart, if one is available, and explaining the student's role in the organization, while relating how your department fits into the big picture.
- Offering the student brochures, newsletters, manuals, and reports that can provide information about your organization's purpose, policies, and activities.

Once the internship has begun, the supervisor can further enhance the intern's job performance by:

- Scheduling regular meetings to review assignments, answer questions, and offer feedback, as well as encouraging the student to contribute ideas and suggestions.
- Reviewing performance on an informal on-going basis, discussing both strengths and areas of improvement.
- Including the student in staff meetings and explaining why and how certain departmental or company decisions are made.
- Sharing your own career path, by discussing the experience that brought you to your current position, as well as your future career goals.

Thank you for your interest in the Waldorf University Internship Program! We look forward to a partnership with your business/organization.

Waldorf University Internship Program

Important Information Regarding Unpaid Internships

Employers/Internship Supervisors:

Thank you for your interest in working with Waldorf University student interns. Because internships help students connect their classroom work to a professional setting and help students refine their career goals, internships are very important and exciting experiences for students.

As a courtesy to businesses and organizations offering internships, we would like to share some important information regarding the Department of Labor's regulations on unpaid internships.

In April 2010, The U.S. Department of Labor's Wage and Hour Division announced that it was stepping up enforcement efforts on unpaid internships that violate the Fair Labor Standards Act. In April 2010, the Division published Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act. The document discussed the 6 federal legal criteria that needed to be satisfied for internships to be unpaid. In January 2018, the Department of Labor revised Fact Sheet #71. The revised fact sheet includes a new Test for Unpaid Interns and Students with 7 factors as part of the test.

On pages 19 - 20 of this handbook, you'll find a copy of Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act from the U.S. Department of Labor's Wage and Hour Division. If your organization is a non-profit or government agency, please see footnoted information on the bottom of the first page of the fact sheet.

If you have questions regarding unpaid internships or Fact Sheet #71, please direct them to your legal advisors.

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

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

Background

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

The Test for Unpaid Interns and Students

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

1. The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee—and vice versa.
2. The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.
3. The extent to which the internship is tied to the intern’s formal education program by integrated coursework or the receipt of academic credit.
4. The extent to which the internship accommodates the intern’s academic commitments by corresponding to the academic calendar.
5. The extent to which the internship’s duration is limited to the period in which the internship provides the intern with beneficial learning.
6. The extent to which the intern’s work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
7. The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

¹ The FLSA exempts certain people who volunteer to perform services for a state or local government agency or who volunteer for humanitarian purposes for non-profit food banks. WHD also recognizes an exception for individuals who volunteer their time, freely and without anticipation of compensation, for religious, charitable, civic, or humanitarian purposes to non-profit organizations. Unpaid internships for public sector and non-profit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible.

² E.g., *Benjamin v. B & H Educ., Inc.*, ___ F.3d ___, 2017 WL 6460087, at *4-5 (9th Cir. Dec. 19, 2017); *Glatt v. Fox Searchlight Pictures, Inc.*, 811 F.3d 528, 536-37 (2d Cir. 2016); *Schumann v. Collier Anesthesia, P.A.*, 803 F.3d 1199, 1211-12 (11th Cir. 2015); see also *Walling v. Portland Terminal Co.*, 330 U.S. 148, 152-53 (1947); *Solis v. Laurelbrook Sanitarium & Sch., Inc.*, 642 F.3d 518, 529 (6th Cir. 2011).

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

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

Where to Obtain Additional Information

This publication is for general information and is not a regulation. For additional information, visit our Wage and Hour Division Website: <http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).

U.S. Department of Labor
Frances Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210

1-866-4-USWAGE
TTY: 1-866-487-9243
[Contact Us](#)

Internship Request Form

Waldorf University Career Center

106 South Sixth Street, Forest City, IA 50436

Phone: 641-585-8681 – Fax: 641-585-8194, Attn: Career Center – E-mail: careers@waldorf.edu

I. Employer's Contact Information

Organization Name: _____

Address: _____

Contact Person's Name and Title: _____

E-mail Address: _____ Web Site: _____

Phone: _____ Fax: _____

II. General Internship Information

Internship Application Deadline: _____

Intern's Title: _____

Internship Timeframe: _____ to _____

Work Schedule (days and times per week): _____

Internship Address (if different than the address above): _____

Compensation: Paid at \$_____ Unpaid

III. Intern's responsibilities, tasks, and learning opportunities

IV. Desired Qualifications

Waldorf University Internship Program Important Notes Regarding Unpaid Internships

Faculty and Staff:

Off Campus Unpaid Internships

Students doing unpaid internships off campus will need to provide the U.S. Department of Labor's Fact Sheet #71: *Internship Programs Under The Fair Labor Standards Act* to their internship supervisors before beginning internships. This informational sheet should be provided to businesses and organizations, so they are aware of the Department of Labor's regulations.

On Campus Unpaid Internships

Students doing unpaid internships on Waldorf's campus must notify the Career Center of their plans before beginning their internships. The Director of Career Planning will send the student's internship supervisor an Internship Compliance Form to complete. After the Director of Career Planning has received an electronic version of the completed form, it will go before the Internship Compliance Committee for review. After review, the committee will notify the internship supervisor and student of approval or any changes that need to be made for compliance.

INTERNSHIP COMPLIANCE FORM

*****This form is only to be used for unpaid internships on Waldorf University's campus.*****

(Please complete and return this form to Kathy Rollefson, Director of Career Planning, before allowing students to begin unpaid internships in your department. Feel free to contact Kathy in her office in the upper level of LVH Library, at 641-585-8681 or careers@waldorf.edu with questions.)

Waldorf University Department _____
Internship Supervisor's Name _____
Phone _____ E-mail _____

Student Intern's Name _____
Date proposed internship would begin _____
Number of Credits for Internship _____ Total number of clock hours for this internship _____
Intern's work schedule would be as follows _____
Internship Timeframe _____ to _____

Section I

The Department of Labor's Test for Unpaid Interns and Students is listed below.

Following each statement, please explain how the internship meets the criterion.

1. The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee – and vice versa.

2. The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.

3. The extent to which the internship is tied to the intern's formal education program by integrated coursework or the receipt of academic credit.

4. The extent to which the internship accommodates the intern's academic commitments by corresponding to the academic calendar.

5. The extent to which the internship's duration is limited to the period in which the internship provides the intern with beneficial learning.

6. The extent to which the intern's work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
7. The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

Section II

1. Please explain how this internship is structured around a classroom or academic experience.
2. Please provide a list of the student's learning objectives.
 - a. For each learning objective, provide a detailed list of duties and opportunities that will support the student's learning objective.
 - b. For each of the Duties/Opportunities, indicate whether the student will be participating in this activity by job shadowing, working one-on-one with you, or performing the activity independently.
 - c. Provide your information in the same format as that shown in the example below.

Learning Objective Example

Become familiar with NAIA participation rules.

Duties and Opportunities.

1. Intern will read about NAIA eligibility on the following website: <http://www.playnaia.org/>.
This will be an independent activity.
2. Intern will meet with me to discuss NAIA participation rules and her questions after she reads information from the NAIA website.
This will be a one-on-one activity.

Section III

1. What knowledge and skills do you expect the student to gain from this internship?
2. List the criteria and guidelines you will use to determine when the student has mastered the objectives as outlined in Section II #2 and the skills and knowledge as outlined in Section III #1?
3. Describe the mentoring relationship that will exist between the intern and internship supervisor.
4. Will other faculty/staff on campus work with and mentor the student as part of this internship? If so, who and how?
5. How often will you, as the internship supervisor, meet with the intern? How will you structure the meetings? Give examples of topics to be discussed during the meetings.

Internship Supervisor's Name _____ Date _____

Internship Learning Agreement

Student's Name _____
Major _____ Today's Date _____
Title of Internship (for transcript) _____
Start Date _____ End Date _____
Semester internship registered for _____ Compensation: Paid Unpaid
Number of Credits for this Internship _____ # of Supervised Internship Hours _____

1. **Faculty Advisor:** I have discussed and negotiated with the student the academic component, as indicated in the Learning Agreement. I further agree to make myself available to meet with the student to discuss the internship experience, to conduct an assessment, and to do an on-site visit when appropriate.

Name and Title of Faculty Advisor _____
Telephone Number _____ E-mail _____
Signature _____ Date _____

2. **Site Supervisor:** I have discussed the internship with the student and assigned the work components that appear on this agreement. I agree to provide the intern with an orientation concerning relevant organizational policies, procedures, and functions; meet regularly with the student; and make myself available for counsel and advice for the duration of the internship. I agree to conduct an evaluation of the student and to participate in a site visit if requested.

Name and Title of Site Supervisor _____
Name of Company/Organization _____
Address _____ City _____ State ____ Zip _____
Telephone Number _____ Fax _____
E-mail _____
Signature _____ Date _____

3. **Student Intern:** I concur with and accept all the academic and work assignments indicated in this Learning Agreement. I agree to complete all work assignments promptly and to the best of my ability. I accept the obligation of confidentiality in my work. Further, I agree to familiarize myself with and to adhere to the relevant organizational policies, procedures, functions, and standards of ethical conduct.

Name of Student Intern _____
Address _____ City _____ State ____ Zip _____
Cell Phone: _____ Work Phone: _____
E-mail _____
Signature _____ Date _____

International student? Yes/No If yes, please complete step 4.

4. **International Student Coordinator:** (If you are an international student, you **must** report to the International Student Coordinator for proper approval to proceed in an internship program). As the International Student Coordinator, I concur the above-mentioned student has registered for and meets the requirements necessary to proceed with this internship.

Name of International Student Coordinator _____
Telephone Number _____ E-mail _____
Signature _____ Date _____

Learning Agreement Work Component and Job Description

******* (To be determined by the site supervisor and the student intern)**

Describe the intern's job responsibilities, tasks, and learning opportunities. Be as specific as possible when listing duties, projects, meetings, training, informational interviews with professionals, etc.

Internship Evaluation by Student

Student's Name _____

Internship Employer _____ Supervisor's Name(s) _____

1. Describe your responsibilities:

2. What part of the experience had the most impact on you? Why?

3. What part of the experience was the most challenging for you? Why?

4. What part of the experience did you learn the most from? Why?

Rate the internship on the following criteria. Please make comments on any item.

Low				High	
1	2	3	4	5	working environment
1	2	3	4	5	friendliness and helpfulness of staff
1	2	3	4	5	supervisor's willingness to assist you
1	2	3	4	5	relation of internship to your degree
1	2	3	4	5	value of internship to you
1	2	3	4	5	rate the internship as to learning new information
1	2	3	4	5	opportunity to work independently
1	2	3	4	5	opportunity to work on specific task or project

* On the back of this page, make any other comments that will assist us in evaluating this internship placement. *

