Cazenovia College

Internship Program

Semester Internship
Site Supervisor Handbook
Thank you for agreeing to host a Cazenovia College Intern. Our internship hosts contribute to the success of Cazenovia College students by providing hands-on experiences in business and agency settings. Internships are a graduation requirement for most of our students and these experiences are invaluable to students.

By supervising a Cazenovia College student, you join hundreds of professionals who make it possible to continue Cazenovia College's tradition of “Building Futures” by providing experiential opportunities locally, state- and nationwide.

It is our hope that the students will be able to contribute in meaningful ways to your organization. The handbook will explain the Cazenovia College Internship program and offer some tips to you about supervising interns.
Cazenovia College Internship Program

Requirements

Internships are typically one semester in length and are usually completed as three-credit hour courses and are to be taken in either a fall, spring or summer semester. The on-site hour requirement/credit hour ratio is 40:1. So a three-credit course would be 120 hours on site. This ratio is a minimum requirement and again we urge students to discuss with their site supervisors additional hours and projects to increase their experience and to be of full assistance to the site.

Students are concurrently enrolled in an academic course associated with an internship. Students are graded by the course instructor (at Cazenovia College) and the grades are based on the final evaluation form from the site and the students' academic performance in the internship courses.

The Learning Agreement

This tool is used to help students articulate learning objectives and to provide a framework for students and site supervisors to structure students' time as interns. The students and his/her faculty supervisors will meet to discuss initial goals and objectives. The students will then meet with their site supervisors and finalize the objectives based on the needs of the sites and the students' needs and abilities. This Learning Agreement is designed to ensure all internship parties clearly understand the goals and activities involved.

The students, internship site supervisors and the faculty supervisors responsible for the internships are asked to sign this Learning Agreement to indicate that the goals and objectives are realistic, achievable, and represent a substantive learning experience for student interns.

The students will secure all signatures and hand in final copies of the Learning Agreements to the Faculty and Site Supervisors shortly after the start of the internship.

Contacts and Site Visits

The Faculty Supervisors would like to have opportunities to meet with each student and his/her Site Supervisor at the internship site. You will be contacted by the Faculty Supervisor at the beginning of the internship. A site visit will be scheduled at a mutually convenient time with you, the student and the faculty supervisor sometime after the mid-point of the semester (approximately after 6 weeks). If the site is deemed too far away from the College, a telephone call or Skype may take the place of a site visit. During the site visit, learning objectives will be reviewed and modified (if necessary). Faculty Supervisors may also be interested in touring the site, meeting key members of the department or organization and viewing student work will also be of interest. This is also the time to share the progress of the intern as well as any concerns that you have. Please note that at any time the site can request a site visit or initiate a conversation.

Semester Internship Seminar

As stated previously, internships are completed in conjunction with academic courses through Cazenovia College. The courses/seminars are designed to integrate the practical experiences that the students are participating in through their internships with classroom learning and theoretical study.

Primary goals of Internship Courses/Seminars are to:

- Help students conceptualize the relationship of their studies to the internship experience;
- Help students understand the organizational structures of their internship sites as well as their strategic roles within these structures;
- Provide students with a forum to share and compare internship experiences with fellow students in similar majors.

The internship courses/seminars are led by the faculty members supervising the internship. The faculty members are experienced in the students’ academic majors as well as in the types of industries or organizations where the students are interning. During the internship courses/seminars the students will be required to participate in activities such as group conferences and discussions. Each course/seminar will require students to be involved in academic activities such as writing papers, reading materials related to their chosen fields and reflective journal writing.
Evaluations

The Site Supervisor Evaluation Form on students’ performances will be sent electronically to all Site Supervisors toward the end of the semester. Paper copies will also be sent to the sites at the beginning of the internship so that sites can review the types of evaluative questions the College asks. The evaluations assist faculty supervisors in determining academic grades for the students. Students will also be graded on their participation and quality of work in the internship courses/seminars.

The Site Supervisor’s Role

- Meets with interns on a regular basis for informal feedback to keep internships moving successfully toward the agreed-upon goals.
  - Throughout internships, site supervisors serve as resources to the students, answering questions and providing direction.
- Contacts faculty coordinators or the Director of the Center for Career and Extended Learning immediately with any concerns that require the College’s involvement.
- Completes the Cazenovia College Internship Site Supervisor Final Evaluation Form provided by the College (electronically).
  - Note: Final evaluations should be completed at the end of internships, discussed fully with the students, and returned electronically to Cazenovia College where it will be directly forwarded to the faculty supervisors. The Evaluation Form completion date should be no later than the date discussed with faculty supervisors, upon the completion of internships or by the end of the semester in which the students are enrolled.
- Meets with faculty supervisors during the internships for scheduled site visit/s, to discuss the interns’ activities and progress.

The Faculty Supervisor’s Role

- Initiates Learning Agreements for the students’ internships. The Learning Agreement should incorporate faculty and students expectations and outcomes and the site supervisors’ acknowledgement/agreement that the objectives and goals are reasonable given the scope and size of the sites and the abilities of the students.
- Will supervise students through academic internship courses and monitor and maintain professional relationships with the sites on behalf of Cazenovia College.
- Acts as a resource for site supervisors, addressing questions or concerns about students’ academic programs, the goals of the placements, the internship process and other details. The Faculty Internship Supervisors serve as site supervisors’ primary contact at the College in matters pertinent to the internships.
- Ensures the effectiveness of the placements by being available to discuss mutual concerns of students and sites, through phone calls, site visits, and/or other means of direct communication.
- Faculty Internship Supervisors conduct regular academic courses/seminars to integrate theoretical and practical knowledge.

The Career Services Office/Internship Coordinator’s Role

The Center for Career and Extended Learning works in conjunction with faculty, sites, students and the Registrar’s Office to ensure that policies and procedures have been followed.

Prior to the start of internships, the Center for Career and Extended Learning sends a confirmation letter and a Liability Agreement which must be signed and returned before students begin internships.

The Center for Career and Extended Learning is available to answer questions regarding internship policies and procedures. Your primary contact for regarding the student and on-site issues will be the Faculty Supervisor.
From the Department of Labor

Internship Programs Under The Fair Labor Standards Act

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

Background

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

The Test for Unpaid Interns

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

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

If all of the factors listed above are met, an employment relationship does not exist under the FLSA, and the Act’s minimum wage and overtime provisions do not apply to the intern. This exclusion from the definition of employment is necessarily quite narrow because the FLSA’s definition of “employ” is very broad. Some of the most commonly discussed factors for “for-profit” private sector internship programs are considered below.

Similar To An Education Environment And The Primary Beneficiary Of The Activity

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

Displacement And Supervision Issues

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

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

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

For additional information, visit our Wage and Hour Division Website: [http://www.wagehour.dol.gov](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).

The FLSA makes a special exception under certain circumstances for individuals who volunteer to perform services for a state or local government agency and for individuals who volunteer for humanitarian purposes for private 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 in the public sector and for non-profit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible. WHD is reviewing the need for additional guidance on internships in the public and non-profit sectors.

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**Cazenovia College Mission Statement**

Founded in 1824, Cazenovia College is a small, independent, coeducational college offering baccalaureate programs in the liberal arts and professional studies. Embracing student success as its primary mission, the College comprises a diverse yet close-knit residential community that fosters intellectual, social, and ethical growth. Our experiential and co-curricular learning opportunities and dedicated team of faculty and staff provide for an individualized educational experience that balances academic and student life. Graduates of Cazenovia College possess the knowledge and skills necessary to become informed and successful participants in the global community.

Throughout its long history, Cazenovia College has been a community focused on learning, nourished by diversity, and strengthened by integrity. Our task is to preserve this tradition for future generations – providing a range of superior opportunities for personal and professional success in a supportive and rewarding environment.

All members of the Cazenovia College community will jointly share in achieving recognition of Cazenovia as one of the nation’s leading independent colleges. The cultural, intellectual, and physical environments of the College; its academic and student life programs; athletic and co-curricular successes; and opportunities developed through its alumni network will form the foundation of an uncommon, uncompromisingly excellent education.

Graduates of Cazenovia College will be empowered by an innovative combination of liberal and professional education. By connecting theory with insights gained from practice, they will be able to solve concrete problems in the world around them. Our alumni will possess the high level abilities - analytical, communicative, practical, and ethical - required for active, responsible participation in both public and private life. With skills that are transferable from discipline to discipline, career to career, and one environment to another, Cazenovia College graduates will possess the abilities to work in their chosen fields as well as fields not yet imagined.

Cazenovia College will create a community of learning that meets the highest expectations. The College will, as a result, be positioned to continue its long tradition of making an active, ongoing contribution to the intellectual and economic success of a diverse democracy in an increasingly interconnected world.
Cazenovia College Code of Professional and Ethical Conduct for Student Interns

You will conduct yourself in a professional manner at all times.

This includes, but is not limited to:

- Reporting for the internship on-time. Maintaining required work schedule.
- Following all rules and policies as required by employer.
- Maintaining strict confidentiality regarding information obtained on any clients, members, customers, patients, employees, and products or services associated with the internship site.
- Using appropriate written and oral communication in all interactions with all supervisors, employees, clients and university staff.
- Observing all established safety rules and avoiding unsafe work practices.
- Demonstrating honesty, cooperation, integrity, courtesy, and a willingness to learn.
- Engaging in positive, ethical, and legal behavior.
- Accept responsibility and accountability for decisions and actions taken while at the internship site.
- Treat all customers, clients, supervisors, and fellow employees with dignity and respect.

Contact Us

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