



NORTHLAND
COLLEGE



EMPLOYER INTERNSHIP
INFORMATION SESSION



WELCOME





INTRODUCTION

Julie Winter – Student Career Advisor Northland College



What I Do:

Student, Employer and Community Connector

- Professional skill development, internship, job, career and grad school preparation support for students, including one-on-one appointments, group programming and events
- Maintaining and developing new employer & community internship partners, and vetting all registered internships
- Point of contact for all student, employer and campus Handshake questions



Programs of Study at Northland

▼ View Majors & Minors

Art	Fisheries & Wildlife	Physics*
Biology	Ecology*	Pre-Health Care*
Business	Forestry*	Pre-Law*
Administration	Gender & Women's Studies	Pre-Ministry*
Business Management*	Geographic Information Systems*	Pre-Veterinary Medicine*
Chemistry	Geology	Psychology
Climate Change Studies*	Graphic Design*	Religious Studies
Climate Science	History	Sociology & Social Justice
Directed Studies	Humanities	Spanish*
Ecological Restoration*	Humanity & Nature Studies	Sports Management*
Education	Mathematical Sciences	Studio Art*
Engineering	Music*	Sustainable Community Development
English	Native American Studies	Sustainable Business*
Environmental Education*	Natural Resources	Sustainable Agriculture*
Environmental Humanities*	Outdoor Education	Water Science
Environmental Studies*	Philosophy*	Writing

* Available only as a minor, emphasis, or special program.

Majors / minors requiring an internship before graduation:

- Graphic Design major – (3 credits)
- Outdoor Education major – (3 – 4 credits)
- Writing major – (3 credits)
- Sociology and Social Justice major – (3 credits)
- Geographic Information Systems (GIS) minor - (1 credit)



National Association of Colleges and Employers (NACE) -

1. A learning experience that provides opportunity to apply the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or replace 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.

Source: <https://www.nacweb.org/about-us/advocacy/position-statements/position-statement-us-internships/>

Source: Fact Sheet #71: Internship Programs Under the Fair Labor Standards Act - <https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships>

How will offering an internship benefit my organization?



- Interns create built-in pipelines for recruitment!
 - *Students who have a good experience are more likely to consider applying when a position opens, or recommending it to others*
- If you do hire them, they're more likely to stay
 - *The one-year retention rate for intern hires is 68.7%. For hires that had no experience, the one-year retention rate is 40.3%.*
- Interns are excited to apply their FRESH knowledge and perspectives through meaningful work at your company
- The projects that keep falling to the bottom of your to-do list are generally GREAT opportunities for interns
- Providing an internship experience demonstrates your company's commitment to giving back



Internship

- Is Exploratory: integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Prepares students for the industry.
- Pay: Can be paid or unpaid
- Time length: Most are one or two semesters long (4 – 8 months)
- Hours per week: Can range from very part time (3 hrs / week) to full time (40 hrs / week)

Apprenticeship

- Is More Specific: Combines on-the-job training, complementary coursework and paid labor. Often the training received leads to industry-recognized credentials for a specific job.
- Pay: Apprentices are always paid employees
- Time length: 1 – 6 years
- Hours per week: Generally full time (40 hrs/week)



Criteria and oversight of internships vary between the institutions of higher education who determine requirements for credit associated with the experiences.

	Northland College
Fee for employers	None
Required class standing or pre-requisite courses	Students may complete an internship at any class standing (employers can set)
Minimum GPA	No minimum GPA requirements (employers can set)
Hours per credit	45 hours (within the term)
Credit caps	<ul style="list-style-type: none"> • 1-4 credits per term • 12 credit max prior to graduation
Unpaid internships	If the experience meets Department of Labor requirements, unpaid internships can be offered.



- Northland does not “place” interns, but will support you with promoting your opportunity
- Employers must create an internship description, and are encouraged to recruit using **Handshake**
- We encourage you to ask for a resume and cover letter as part of your application materials
 - *Additional writing samples or project portfolios are also sometimes requested*
- Employers schedule & conduct interviews, then select their preferred candidate
 - *Notify the Student Career Advisor after the student has accepted.*
- Starting to recruit at least a full term before the internship will begin is usually best, and can draw a bigger pool of candidates
- Fall Term (Aug – Dec), Winter Term (Jan – Apr)
- May Term (4 weeks), Summer Term (June – Aug) *per credit fees for students



- Most internships happen over the course of one term, but some span the full school year or multiple terms
 - *As long as NEW learning continues to happen*
 - *A field experience (for credit) can also be registered as a continuation*
- During the school year, students can generally commit to anywhere between 3 – 20 hours per week
- During the May and Summer terms many students seek full time internships (40 hours / week)

How long will the intern be at my business?



Credit is earned based on the amount of hours completed
within the term it's registered for

Number of credits earned for hours worked	Summer term (6/7 – 8/27) 12 weeks Register by: 6/16 <i>*per credit fees</i>	Fall Term (8/30 – 12/1) ~13 weeks Register by: 9/10	Winter Term (1/12 – 4/22) ~14 weeks Register by: 1/21	May term (5/2 – 5/27) 4 weeks Register by: 5/4 <i>*per credit fees</i>
1 credit = 45 hours per term	Approx. 3.75 hrs / week	Approx. 3.5 hrs / week	Approx. 3.25 hrs / week	Approx. 11.25 hrs / week
2 credits = 90 hours per term	Approx. 7.5 hrs / week	Approx. 7 hrs / week	Approx. 6.5 hrs / week	Approx. 22.5 hrs / week
3 credits = 135 hours per term	Approx. 11.25 hrs / week	Approx. 10.5 hrs / week	Approx. 9.75 hrs / week	Approx. 33.75 hrs / week
4 credits = 180 hours per term	Approx. 15 hrs / week	Approx. 14 hrs / week	Approx. 13 hrs / week	Approx. 45 hrs / week (not recommended)

**Students can choose to register an internship for credit (or not)*

Students can earn up to 12 internship credits throughout their academic experience. No more than 4 per term.



- If you are paying the intern at least minimum wage;
The student is considered both an intern AND an employee
 - (likely classified as non-exempt hourly employees, with the job title being “intern” and their duties being aligned with learning goals)
- Paid interns are W-2 employees with the same protections as your other employees
 - (such as meal and other breaks, worker’s comp, etc)
- Due to the limited term of employment, they likely would not qualify for other health benefits
- The average hourly rate varies significantly, but most paid internships in our area range between \$9 - \$15 / hr
- Offering a paid internship ensures equity in your applicant pool

Source: <https://justworks.com/blog/so-you-want-to-pay-your-interns-a-guide-to-paid-internships>

Source: <https://www.nacweb.org/diversity-equity-and-inclusion/trends-and-predictions/open-the-door-disparities-in-paid-internships/>



- An unpaid intern is considered **both an intern and a volunteer**
- A stipend generally cannot be paid in place of regular wages, but can be used to reimburse expenses (travel, housing, credit costs)
- The Fair Labor Standards Act (FLSA) requires “for-profit” employers to pay employees for their work. Exemptions include:
 - People who volunteer to perform services for a **state or local government agency** or who volunteer for humanitarian purposes for non-profit food banks.
 - 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.
- If students choose not to register an unpaid internship at a for-profit business, it would be much harder to prove that the experience is actually an internship.



Fox set to pay out to unpaid interns after reaching settlement on Black Swan case

Reports suggest landmark five-year legal battle is set to conclude with media giant reimbursing those who have undertaken unpaid work at the company since as far back as 2005



▲ Alexander Footman and Eric Glatt first sued Fox Searchlight in 2010 after performing menial work for no financial recompense on the set of Darren Aronofsky's film Black Swan. Photograph: Niko Tavernise/AP

Henry Barnes and agencies

@HenryHBarnes

Wed 13 Jul 2016 07:03 EDT



The two interns who won a landmark case against Fox film studio after working unpaid on the set of Black Swan have succeeded in their five-year campaign to push the studio into paying those who had undertaken unpaid work experience at the company, according to Deadline.

Courts have used the “primary beneficiary test” to determine whether an intern is an employee under the Fair Labor Standards Act.

(most recent update made in January, 2018): –

- 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.
- 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.
- The extent to which the internship is tied to the intern's formal education program by **integrated coursework or the receipt of academic credit**.
- The extent to which the internship accommodates the intern's academic commitments by **corresponding to the academic calendar**.
- The extent to which the internship's **duration is limited** to the period in which the internship provides the intern with **beneficial learning**.
- 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.
- 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**.

*most states use these as their guidelines, but some require additional points to be met

NORTHLAND COLLEGE

Internship and Field Experience Registration Form

- Inform your advisor about your intention to do an internship or field experience before registering.
- This form includes check boxes. Double click on the appropriate box and then select "checked".
- Please read the Internship Fact Sheet for more information on how to complete this form.
- **Type into this form. Handwritten forms will not be accepted.** Print and sign the completed form, obtain appropriate signatures, and submit it to the Registrar's Office. Questions can be directed to registrar@northland.edu

STUDENT INFORMATION	
STUDENT NAME:	ID NUMBER:
STUDENT PHONE:	STUDENT EMAIL:
EMERGENCY CONTACT:	RELATIONSHIP:
CONTACT'S PHONE:	CONTACT'S EMAIL:

Internship or Field Experience SITE INFORMATION (TO BE COMPLETED BY INTERNSHIP PARTNER/SUPERVISOR)	
Organization:	
Position Title:	
Location (city, state, zip code):	
Supervisor Name:	
Supervisor Email:	
Supervisor Title:	
This experience is:	<input type="checkbox"/> Paid Hourly <input type="checkbox"/> Paid Salary <input type="checkbox"/> Unpaid
Anticipated Hours Per Week:	
Start Date:	End Date:

REGISTRATION INFORMATION:	
Faculty Instructor:	Course Prefix (e.g. BIO, ENG):
Course # <input type="checkbox"/> Internship 292 <input type="checkbox"/> Internship 492 <input type="checkbox"/> Field Experience 291 <input type="checkbox"/> Field Experience 491	
Term/Year (check only one term): <input type="checkbox"/> Summer 20__ <input type="checkbox"/> Fall 20__ <input type="checkbox"/> Winter 20__ <input type="checkbox"/> May 20__	
<input type="checkbox"/> One credit (45+ educational work hours)	<input type="checkbox"/> Three credits (135+ educational work hours)
<input type="checkbox"/> Two credits (90+ educational work hours)	<input type="checkbox"/> Four credits (180+ educational work hours)
I have met with the Student Career Advisor <input type="checkbox"/>	

ORGANIZATION DESCRIPTION (TO BE COMPLETED BY INTERNSHIP PARTNER/SUPERVISOR):

PROVIDE 2-3 SENTENCES ABOUT THE ORGANIZATION, ITS SERVICES/PRODUCTS, AND THE DEPARTMENT TO WHICH THE STUDENT WILL BE ASSIGNED.

POSITION DESCRIPTION (TO BE COMPLETED BY INTERNSHIP PARTNER/SUPERVISOR):

PROVIDE 2-3 SENTENCES ABOUT DUTIES AND RESPONSIBILITIES. YOU MAY ALSO ATTACH A POSITION DESCRIPTION TO THIS FORM.

STUDENT'S GOALS FOR EXPERIENCE (TO BE COMPLETED BY STUDENT)

PROVIDE 2-5 GOALS YOU HAVE FOR ACADEMIC OR PROFESSIONAL DEVELOPMENT AT SITE.

ONLY HOURS THAT ARE APPLICABLE TO THESE LEARNING GOALS MAY BE COUNTED TOWARD THE INTERNSHIP CREDIT REQUIRED HOURS.

EVALUATION CRITERIA:

FILL THIS OUT WITH YOUR FACULTY INSTRUCTOR. E.G. FINAL REFLECTION PAPER, EVALUATION, WEEKLY JOURNAL.



Before Starting
the Internship:

Student Intern

- Meet with the Student Career Advisor
- Secure a Faculty Instructor
- Pay any associated fees for credits (only during May & Summer terms)
- Complete & submit the Internship Registration form



Before Starting
the Internship:

Internship Supervisor (Employer)

- Coordinate with the student to fill out the Internship Registration form
- Complete a short phone or virtual meeting with the Student Career Advisor to ensure the experience aligns with internship expectations / requirements
- Complete Memorandum of Understanding Agreement (*only necessary if providing unpaid internships at a for-profit organization*)



Before Starting
the Internship:

Student Career Advisor

- Meet with the student to help with Internship Registration process
- Vet the experience (call employer)
- Communicate College expectations to the employer



Before Starting
the Internship:

Faculty Instructor (Professor)

- Meet with the student to review the internship registration form
- Determine course level (200 vs 400)
 - Based on rigor of experience, evaluation criteria, and somewhat based on class level
- Approve student's learning goals
- Provide evaluation criteria and make a plan for regular check-ins with the student throughout



During the
Internship:

Student Intern

- Maintain full professional engagement and make all attempts to meet the expectations set by the internship supervisor
- Apply what's been learned throughout academic coursework to the real-world experiences provided during the internship
- Keep track of the hours completed on a weekly and monthly basis
- Request help or clarification when needed



During the
Internship:

Internship Supervisor (Employer)

- Assign meaningful projects / assignments
- Meet often to discuss performance and assist the student in reflecting on their experience in terms of professional development
- Coordinate with the faculty instructor and institution to communicate how the student is doing (mid-experience survey)



During the
Internship:

Student Career Advisor

- Serves as a resource for all
- Will send a mid-term survey to the student and Internship Supervisor (separately) to get feedback on the experience
- Would intervene if concerns about the experience not aligning with the required expectations arise



During the
Internship:

Faculty Instructor (Professor)

- Will keep contact with the student to continually assess their learning
- May reach out to the Internship Supervisor for feedback as well (mid-term survey will be forwarded)
- Should be made aware if the student is failing to meet expectations at any point



At the end of the
Internship:

Student Intern

- Complete the end-of-experience online survey
- Verify completed hours with the Internship Supervisor (Employer)
- Make a plan for any final evaluation requirements expected for the Internship Supervisor
- Complete required evaluation criteria and submit to the faculty instructor at the close of the experience



At the end of the
Internship:

Internship Supervisor (Employer)

- Complete the end-of-experience online survey
- Meet with the Student Intern for an exit interview (or a similar review) to close out the experience
- If possible; complete a short meeting with the Student Career Advisor to review survey results and confirm any plans for offering additional internships moving forward



At the end of the
Internship:

Student Career Advisor

- Sends an end-of-experience online survey to students and a separate one to Internship Supervisors
- If possible, will complete a short meeting with the Internship Supervisor to review survey results and confirm any plans for offering additional internships moving forward



At the end of the
Internship:

Faculty Instructor (Professor)

- Will meet and assess final evaluation criteria with the student
- May also connect with the Internship Supervisor (Employer) for feedback
- Will assign a pass / fail grade based on the final evaluation of learning, and completion of required hours



Day 1:

Treat intern onboarding the same way you would for a new employee

- Provide a tour of the work place
- Ensure their work space is set up and required equipment is provided
- Introduce them to colleagues & provide contact information for those they will coordinate with regularly
- Review & sign typical paperwork / training (policies, procedures, privacy & compliance rules, volunteer agreements, etc)
- Create & review a 1 - 2 page tentative internship plan that identifies the types of experiences you hope the intern will have

Source: <https://www.shrm.org/resourcesandtools/legal-and-compliance/employment-law/pages/quiz-when-can-internships-be-unpaid.aspx>

Source: <https://www.internships.com/employer/resources/program/internship-program-best-practices>

Source: <https://www.nacweb.org/talent-acquisition/internships/15-best-practices-for-internship-programs/>

Source: <https://joinhandshake.com/blog/employers/creative-ways-to-make-your-virtual-internship-a-success/>



During the first week:

- Develop and review a calendar with the student; show them your tips & tricks for time management success!
 - Jointly identify project completion timelines, document important dates and roughly schedule out their first two weeks
 - Plan to meet at least once-per-week for the first few weeks to ensure expectations and progress are reviewed
 - If interns are working directly with other staff members most of the time, bi-weekly meetings might be more appropriate
- *For remote interns – continuing once per week supervision meetings is suggested.*

Source: <https://www.shrm.org/resourcesandtools/legal-and-compliance/employment-law/pages/quiz-when-can-internships-be-unpaid.aspx>

Source: <https://www.internships.com/employer/resources/program/internship-program-best-practices>

Source: <https://www.nacweb.org/talent-acquisition/internships/15-best-practices-for-internship-programs/>

Source: <https://joinhandshake.com/blog/employers/creative-ways-to-make-your-virtual-internship-a-success/>



Continuing:

- This may be the first professional experience they've had. Make sure to address issues right away – model good conflict / resolution.
- Ask the intern if they've had experience doing tasks before you assign them. If they haven't, pair them with a colleague to see the skill modeled before they do it independently.
- Whenever possible; include the intern in staff meetings, trainings and events.
- Allow the intern time to shadow those working in other departments.
- Encourage interns to come to your supervision meetings, prepared with some notes about their progress to encourage their self-reflection.
- Internships are also about helping students to develop familiarity with professional office norms and expectations in addition to technical skills!

Source: <https://www.shrm.org/resourcesandtools/legal-and-compliance/employment-law/pages/quiz-when-can-internships-be-unpaid.aspx>

Source: <https://www.internships.com/employer/resources/program/internship-program-best-practices>

Source: <https://www.nacweb.org/talent-acquisition/internships/15-best-practices-for-internship-programs/>

Source: <https://joinhandshake.com/blog/employers/creative-ways-to-make-your-virtual-internship-a-success/>



Assign intern tasks that strike a balance between those activities that will provide a meaningful learning experience and that will increase productivity in the organization.

Consider having an intern...

- *Research the viability of a new program, campaign, or initiative; compile and present statistics.*
- *Complete a backburner project that has been bogging down permanent staff.*
- *Create a proposal on a potential social media strategy, evaluate various social media platforms, or come up with suggestions for how your current social media strategy might be improved.*
- *Critique your company's website...from a user perspective; brainstorm ideas for boosting usability.*
- *Propose solutions for a mid-level problem that no one has had time to address.*
- *Research and identify the most influential blogs in your industry. Follow them and provide weekly reports.*
- *Scan industry media for news items; provide regularly scheduled updates.*
- *Accompany employees to client, sales, or other outside meetings; have them take an observer role, but ask for their input and ideas (and answer any questions) after you've left.*
- *Take responsibility for some regular task. Even if it's as simple as taking, and placing, the weekly supply order, it will demonstrate follow-through and an ability to take ownership.*
- *Prepare a budget.*
- *Create support materials, such as charts, graphs, or other visuals.*
- *Generate a marketing plan, financial forecast, or other report.*
- *Perform a study or survey; analyze and present results.*
- *Write internal communications.*
- *Compile employee manuals or develop process directions for tasks with high employee turnover.*
- *Source goods or search for lower-cost sources for high-volume materials.*



Yes, but...

- Consider developing a plan for correction first
- Contact the Faculty Instructor or Student Career Advisor if your attempts to address issues have been unsuccessful
- Real world experience comes with real world professional expectations (for the most part)—make sure they are appropriate and clearly communicated from the beginning



Title IX - Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities

- Should you have concerns about a student being discriminated against in your work place, contact:

Sue Niemi

Human Resources Manager

Northland's Title IX Coordinator

titleix@northland.edu



“Being as prepared as possible with projects, activities and expectations so the intern feels value in the work they are doing. Give interns options so they can gain the experience that will be most meaningful and beneficial to them.” – Christa Grande, Lead Advocate, New Day Advocacy Center

“Find out what the student is passionate about learning, and try to design activities that meet both the employer's needs and the intern's goals/interests.”

- Desirae Jenks, Outreach County Outreach Coordinator, Center Against Sexual and Domestic Abuse (CASDA)

“Keep internships focused on tasks, especially projects that are likely to be completed in the given semester / time frame. Consider paying for the intern's time and work.”

- Charmaine Swan, Specialist, Public Policy and Advocacy, American Lung Association

“Clear goals and objectives were key to success along with communication. It was vital to look at the internship as a learning opportunity for both of us and not just a work experience.”

- Amy Trimbo, Owner / Founder & Sewist, AdventureUs

“Develop a calendar with activities and training. This was helpful for our supervision meetings and to keep everyone involved in this process on track.” - Chase Dietrich, Manager, Ontario Disability Support Program



CONTACT ME



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