

# MORAVIAN UNIVERSITY

## INTERNSHIP GUIDE FOR EMPLOYERS

### **About Moravian University:**

As America's sixth-oldest college, Moravian University (MU) has been a little revolutionary from the start. The University has been pushing boundaries in small ways that have big (lasting) impacts since 1742. That's when a 16-year-old girl founded MU as the nation's first school to educate women. For more information about Moravian University and the 70+ majors/minors offered please visit <https://www.moravian.edu/about> and <https://www.moravian.edu/academics>.

### **Center for Career and Civic Engagement:**

The Center for Career and Civic Engagement assists and provides support to students through experiential learning and professional development opportunities. Some of these opportunities include volunteering, hands-on learning, preparing for graduate school, securing internships and finding part-time and full-time jobs. The Center also assists employers and community organizations with recruitment needs.

### **What is an internship?**

#### **NACE (National Association of Colleges and Employers) Definition of an Internship:**

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

### **What types of internships exist?**

**PAID INTERNSHIP:** A paid internship will offer students monetary compensation for their work as an intern. Students may receive payment in the form of a stipend (paid in one or more lump sums) or an hourly rate. There may be other ways to obtain compensation such as reimbursement for travel, housing and/or other living expenses.

**UNPAID INTERNSHIPS:** An unpaid internship is the same as all other experiences except there is no monetary compensation. Employers offering unpaid internships must abide by federal guidelines (see below).

**The TEST for UNPAID INTERNSHIPS:** The following seven criteria must be applied when offering an unpaid internship as noted under the Fair Labor Standards Act (FLSA):

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; and on occasion its operations may actually be impeded;
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; and
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.

\*\*For more information go to: <https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships>

**ACADEMIC CREDIT INTERNSHIPS:** These internships allow students to earn academic credit for their experience. These can be paid or unpaid. Additional information below.

### **Moravian University Internship Policies and Procedures:**

**REQUIREMENTS FOR EXPERIENCES THAT OFFER COURSE CREDIT:** Internships for credit provide course credit for meaningful experiential learning opportunities. They may be taken in any term, including summer, on a full-time or part-time basis, and may be in public or private agencies, institutes, or businesses.

Internships for credit may be undertaken by students who have junior or senior standing and a QPA of at least 2.70. (Transfer students must also have completed a full fall or spring term of study at Moravian University). To undertake an internship for credit, students must find both a faculty coordinator and an on-site supervisor who will share responsibility for supervising projects connected to the experience. The Center for Career and Civic Engagement will serve as a point of contact and manage all collections of employer and intern experience evaluations at the end of the internship. If agreed upon by the employer, students may be compensated for internships that earn credit.

**HOURLY REQUIREMENTS:** Students must complete a minimum of 140 hours in order to earn one course unit and a minimum of 280 hours to earn two course units during the fall or spring semesters. If completing an internship for credit over the summer the same number of hours must be completed but in a shorter period of time.

**REQUIREMENTS FOR EXPERIENCES THAT DO NOT OFFER COURSE CREDIT:** Students that do not earn credit for internship experiences do not fill out any paperwork for the University. Their agreement with their employer is at will, and the University does not assume any responsibility.

**LIABILITY:** Please contact Moravian University regarding liability inquiries and concerns.

### **Developing an Internship Program:**

1. Define your goals for the program.
2. Build support for the program at all levels. Commitment from top management is crucial in creating successful internship opportunities.
3. Plan ahead! Interns will need...
  - **A proper workspace** including a desk, computer and access to technology.
  - **A supervisor/mentor.** Be sure to include your intern in staff meetings, professional development opportunities, lunches and other gatherings.
  - **Information regarding compensation.** Will the intern be paid? If so, how much?
  - **Something to do!** What are the intern's duties? What are the learning goals?
  - **Useful and meaningful work.** An intern does NOT mean free or low-cost help. Take time to learn your intern's skills and strengths so you can create appropriate projects.
  - **A structured evaluation process.** How will the intern be evaluated? When?
  - **Regular contact and feedback.** Schedule a time to meet with your intern regularly.
  - **Immediate explanations.** Be sure to explain policies and procedures to your intern. Sometimes students may not know how/what to ask, so be proactive and explain!
  - **An orientation to the organization/position.** Provide an orientation to your organization, overview of services and an introduction to staff.
4. Construct a job description which includes an overview of your organization, intern duties, special projects and desired qualifications. *See final page for a sample internship description/posting.*

**Recruiting Interns:**

Post internship opportunities through Moravian University's internship and employment posting site, Handshake. Information on creating an account can be found on the Moravian Center for Career and Civic Engagement website.

Get involved on campus! You can: attend internship/volunteer/job fairs, interview applicants on-campus, host an information session, and much more!

Start early and develop a relationship with the Center for Career and Civic Engagement! FYI, students are encouraged to start searching and applying for opportunities 6-8 months in advance.

**Helpful Resources:****[NACE Internship & Co-op Survey:](https://career.fsu.edu/sites/g/files/upcbnu746/files/2021-nace-internship-and-co-op-survey-executive-summary.pdf)**

<https://career.fsu.edu/sites/g/files/upcbnu746/files/2021-nace-internship-and-co-op-survey-executive-summary.pdf>

**[Starting and Maintaining a Quality Internship Program:](https://www.binghamton.edu/ccpd/employers/documents/starting-maintaining-quality-internship-programlo.pdf)**

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*(Compiled and edited by Michael True, Messiah University)*

**[Intern Bridge:](http://www.internbridge.com)** [www.internbridge.com](http://www.internbridge.com)

**[Internship in a Box:](https://campusphilly.org/stakeholder_resource/internship-in-a-box/)** [https://campusphilly.org/stakeholder\\_resource/internship-in-a-box/](https://campusphilly.org/stakeholder_resource/internship-in-a-box/)

## Sample Internship Description/Posting:

### Event Coordination Intern, XYZ Company

Company Overview: *Include a brief summary of the company (e.g. mission, vision and services provided). This can be pulled directly from your website.*

Structure: In person internship experience with potential for hybrid/virtual days.

Responsibilities: (Examples of specific duties)

- Shadow and assist Event Producer in securing event locations, preparing event visuals and coordinating activities
- Participate in weekly staff meetings to assist in idea development and provide project updates
- Market services and upcoming events using various social media platforms including Facebook, Twitter, Instagram and TikTok
- Perform analysis of marketing effectiveness and present findings during company-wide training session
- Attend client meetings with supervisor and co-facilitate project discussions
- Assist staff and supervisor with “day-of” event duties including guest registration and issue reconciliation

Desired Major(s):

Management, Marketing, English

Desired Class Level(s):

Senior, Junior

Salary Level:

Paid - \$15.00 per hour

Duration: 14 weeks with opportunity to continue, 10-12 hours per week, some weekends required

Requirements: (Examples)

- Undergraduate student majoring in English, Business or other related field with a strong desire to learn about event management
- Excellent verbal and written communication skills
- Ability to effectively work within a team environment
- Experience using various social media platforms
- Proficiency in Google Workspace
- Familiarity with Adobe’s Creative Suite (illustrator, Photoshop, InDesign, etc.) is a plus

Application Procedures:

Interested candidates should apply through Handshake. Please address application materials to xxx.



[www.moravian.edu/careercivic](http://www.moravian.edu/careercivic) | [careercivic@moravian.edu](mailto:careercivic@moravian.edu) | 610-861-1509

*Moravian University encourages persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation regarding physical accessibility, please contact the Center for Career and Civic Engagement at 610-861-1509 at least one week prior to an event.*