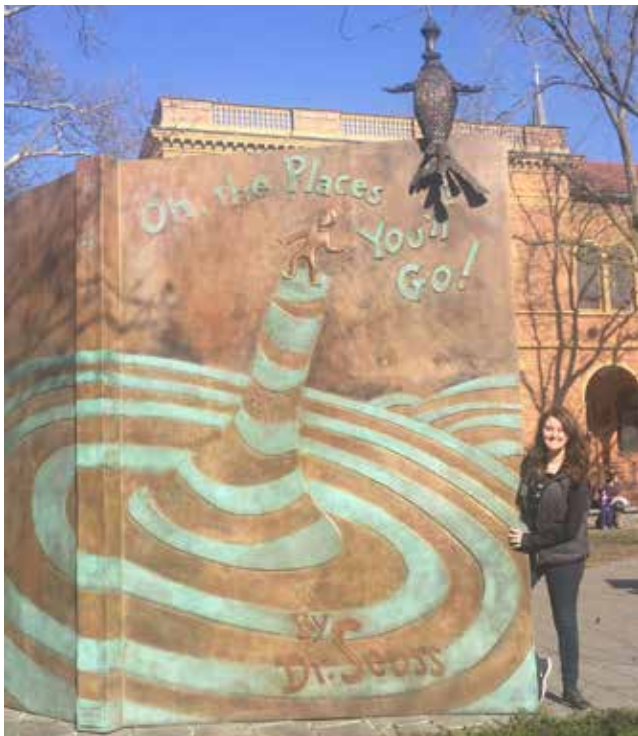


 **FITCHBURG STATE UNIVERSITY**

INTERNSHIP PROGRAM MANUAL **UNDERGRADUATE & GRADUATE**



Michaela Altshuler interning at Springfield Museums



Oscar Burgos-Pimentel interning at Congressional Hispanic Caucus Institute, Washington, DC



Dominic LoGiudice interning at Three Rivers Whitewater, West Forks, ME

Internship Program Mission

The aim of every internship at Fitchburg State University is to connect students with meaningful, real-world experience through valuable, applied learning.

Depending on the academic program, internships are available to all undergraduate and graduate students either for academic credit or as non-credit experiences, herein referred to as "experience internships."

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Forms in the Appendix are included as samples.

Follow the QR code to download forms to complete.. →



Internships Defined

An internship is a practical work experience in a student's chosen major/field of study. Learning objectives, established with a faculty member, guide the student through their internship. A representative from the internship site and a faculty member from Fitchburg State work together to monitor the internship and the intern's progress.

Benefits of Completing an Internship

Internships are an important feature of the student educational and career development process. Internships allow students to apply knowledge and skills learned in the classroom to real-world contexts and to build additional marketable skills desired by employers. They also provide an opportunity for students to explore various fields to determine whether those fields align with their career goals.

Internships for academic credit allow undergraduate students to apply credited work at the internship site toward their university degrees.

All undergraduate students at Fitchburg State are eligible to participate in an internship. Graduate students should refer to their program requirements in the catalog to determine if their program offers an internship option.

Internship Objectives

While each academic department may have specific goals for their interns, the overall objective of the internship is to:

- Develop career-readiness competencies that will prepare students for a successful transition to the workplace.
- Develop an understanding of fields of career interest, including skills and responsibilities of professionals within the field.
- Cultivate a professional network within a student's career/field of interest.
- Further clarify a student's values, interests, strengths and skills.
- Help a student connect and articulate their academic knowledge and skills, including their liberal arts background, to the world of work.
- Demonstrate openness, inclusiveness and the ability to interact respectfully with all people and to understand individuals' differences.

- Further develop the skills necessary to become lifelong learners and civic and global leaders.
- For graduate students, in addition to the above, they will advance their knowledge in a specific field, deepen their connections to peers and leaders in their community of practice, and broaden their ability to contribute professionally to their chosen field.

As part of an internship, students can expect to:

- Work with their academic departments and/or the Career Services and Advising Center (CSA) to search and apply for internship opportunities.
- Receive support during the application and interview process.
- Receive guidance and preparation support before starting their internship.
- Receive continued support and communication from academic departments and/or CSA throughout the internship experience.
- Receive opportunities to develop skills to enhance their marketability.
- Receive supervision and guidance from the internship site during the internship, in addition to providing regular communication with the student's faculty supervisor. This communication may include a mid-term evaluation, a final evaluation, and on-site visits.

Students pursuing internships are expected to:

- Maintain communication with their academic advisors and CSA throughout the process.
- Complete a pre/post evaluation of their internship experience.



Faith Chesbrough interning at Karen's Closet, Leominster

DIFFERENT TYPES OF INTERNSHIPS

Description & Objectives

Experiential Learning is a hallmark of a Fitchburg State education.

The campus Strategic Plan notes that “Experiential learning opportunities... will be available to all undergraduate students, and this learning-by-doing will extend classroom learning to ‘real-life’ business and industry, as well as non-profit settings, preparing Fitchburg State graduates to be career-ready, civically engaged learners and leaders.”

Internships are one type of experiential learning opportunity, and the university makes available three types of internship experiences for undergraduate students:

1. **Required for-credit internships:** integrated into some academic majors.
2. **Optional (but recommended)** for-credit internships: possible within certain undergraduate academic programs.
For Graduate Students, Optional for-credit internships are available for some programs. Please review the University Catalog to determine if your program offers an optional for-credit graduate internship.
3. **“Experience Internships”:** non-credit experiences managed through CSA.
The university also provides assistance with Curricular Practical Training (CPT) internships at the graduate and undergraduate level for international students with F-1 visas.



Paul Faria interning with the Pawtucket Red Sox

Academic Credit vs. Experience Internships for Undergraduate Students

Students in all majors with the minimum GPA requirement can complete an internship, whether for academic credit or not.

If students wish to complete an internship for academic credit (required or optional), they must begin by reaching out to their department internship coordinator or advisor. Students seeking to complete an internship for academic credit will require supplemental materials, specified by their academic department (see Appendices).

All students pursuing an internship (required, optional, or non-credit) will receive CSA support to complete an internship during Fall, Spring, or Summer semesters.



Emily Stone interning at Versus, New York City.



Chris Maloney interning at US District Court

1. Required Internships for Academic Credit

Certain undergraduate majors at Fitchburg State require internships as the capstone, or culminating, experience. These programs are listed below.

If your major requires the completion of an internship as part of your graduation requirements, please refer to Appendix A at the end of this document for specific information related to each department's required internship program in the School of Arts and Sciences, the School of Education, and the School of Health and Natural Sciences:

School of Arts and Sciences

Communications Media
Human Services

School of Business and Technology

Engineering Technology

School of Education

Educational Studies

School of Health and Natural Sciences

Exercise and Sports Science

In each department, begin by working with the internship coordinator (or your faculty advisor) regarding specific internship requirements. Each department has different processes and standards in awarding internship credit. Your departmental internship supervisor will evaluate your performance and experience with you.

Depending on the academic department, the type of acceptable internship and expectations (minimum GPA, requirements for hours, etc.) may vary. The number of credits earned through the internship depends on the hours completed at the internship site (note: not all majors allow for all credit variations).



Jose Mateo and McKenzie Melendez teaching a lesson at the Groton Farm School, Groton, MA

Credits	Approx hours/week	Total Hours/Semester
3	9-10	120
6	15-18	225
9	22.5-27	337.5
12	30-36	450

The department internship coordinator/faculty advisor will assist you in locating a relevant internship site. CSA can also provide support with searching for opportunities. Your departmental internship coordinator and CSA can help you complete the necessary paperwork if you wish to earn academic credit for your internship.

2. Optional For-credit Internships

Certain undergraduate majors at Fitchburg State offer credit for academic internships. Though these internships are not required for graduation, the programs below allow for-credit internships to count toward the major:

Biology/Chemistry	History
Business Administration	Humanities
Computer Science	Mathematics
Criminal Justice	Political Science
Earth/Geographic Sciences	Psychological Science
Economics	Sociology
English Studies	

As with required internships, begin by working with the departmental internship coordinator to explore specific internship options in the department in which you wish to earn optional internship credit. The department internship coordinator will assist you in locating a relevant internship site. CSA can also provide support with searching for opportunities.

Depending on the department in which you undertake the internship, the type of acceptable internship, number of hours, and expectations may vary. Your faculty



Tim Foley interning with The Worcester Railers, Worcester, MA

internship coordinator and CSA can help you complete the necessary paperwork if you wish to pursue an optional for-credit internship.

Certain Graduate Programs offer an option for-credit internship experience. See the graduate catalog to review your program requirements and determine eligibility.

3. “Experience” (Non-Credit) Internships

This option allows undergraduate students who do not need or want academic credit to gain valuable experience through an internship. If you select this option, you will receive support and assistance from CSA in planning your internship.

Prior to the internship, you will work with an advisor in CSA to formulate learning objectives to ensure that you can articulate what you hope to gain from the internship. You, your site supervisor, and the Associate Director for Internship Coordination and Employer Relations, will work together in formulating a learning plan to ensure that everyone is in agreement on your activities during the internship.

Any student can engage in an “Experience” (non-credit) Internship in addition to the required internship their major program may require.

Internship Option Questions?

Make an appointment with Career Services and Advising. CSA supports all undergraduate students who are looking to complete an internship opportunity, either for academic credit or as a non-credit “experience.”

Hammond Hall 318
careercenter@fitchburgstate.edu | 978.665.3151

Internship Type	
Required for-credit Internship	Communications Media. Engineering Technology Educational Studies Exercise and Sports Science Human Services
Optional for-credit Internship	Biology/Chemistry Business Administration Computer Science Criminal Justice Earth/Geographic Sciences Economics English Studies History Humanities Mathematics Political Science Psychological Science Sociology For graduate for-credit internship options, see the graduate catalog to review program requirements and determine eligibility.
Experience Internship	Visit the Career Services and Advising (CSA) Center



Katrina Syrakos interning at the Washington Center



Kristen Laquidara interning with Mary Peacock Photography, Billerica, MA

INTERNATIONAL STUDENTS

Curricular Practical Training Internships (CPT) for F-1 International Graduate and Undergraduate Students

An international student on an F-1 visa who wishes to accept employment outside the campus must have an authorization to work outside the campus. There are two kinds of practical training:

- Curricular practical training (CPT) and
- Optional practical training (OPT)

Curricular Practical Training (CPT) is a type of off-campus work permission for F-1 international students who are currently pursuing a program of study in the United States and want to gain applied experience in their field of study.

CPT is defined as employment that is an integral part of an established curriculum, including “alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school” (Source: [8 CFR 214.2(f)(10)(i)]).

International students must request Curricular Practical Training (CPT) using Fitchburg State University’s established processes.

Questions about CPT?

Please contact your DSO at the Office of International Education

Hammond Hall 316
inthelp@fitchburgstate.edu | 978.665.3089

Considerations and eligibility for CPT:

- CPT must be undertaken prior to the completion of the student’s degree program.
- Undergraduate students going CPT must complete at least two semesters of study and Graduate students must complete at least one semester of study before applying for CPT.
- Students must secure the training opportunity (job offer) before CPT can be authorized by FSU.
- CPT must be authorized before the student can begin work. (FSU’s Designated School Official [DSO] must authorize CPT through U.S. Immigration; this authorization then appears on the student’s Form I-20.)
- Authorization must be for one specific employer and for a specific period of time.
- CPT employment may not delay completion of the academic program. (As an academic experience, CPT must relate directly to the student’s major area of study; it is not intended for regular, on-going off-campus work.)
- CPT must occur before the student’s program end-date as noted on the Form I-20.
- Students in the English as a Second Language program are not eligible for CPT.
- One year of full-time CPT eliminates a student’s eligibility for Optional Practical Training (OPT).
- CPT is NOT available after a student completes a degree program.

For instructions and forms, visit [Curricular Practical Training \(CPT\)](#).



Josh Ayantola interning for Food Truck Festivals of America



Melissa Indeglia interning at So Fare Films in Italy

FUNDING AND INTERNSHIPS

Paid vs. Unpaid Internships

Both Academic and Experience Internships can be and are, preferably, paid. Many, however, are unpaid.

If you are undertaking an unpaid internship, you will want to consider the following guidelines set by the Department of Labor to ensure that employers are abiding by appropriate labor laws:

- The internship should be an extension of your classroom education.
- Work activities should be related to your career goals.
- The employer should not use your intern position to offset the need for another employee.
- The student should be assigned a mentor.

If an internship is paid, student interns should be compensated at a rate of minimum wage or higher.

Funding Opportunities

State University Internship Incentive Program for Undergraduate Students (SUIIP)

The State University Internship Incentive Program (SUIIP) is a state- and university-funded program that provides financial support to students participating in unpaid internships.

- Qualifying internships can range from 3 to 12 credits per semester.
- Students in all majors may qualify, but priority will be given to students enrolled in a STEM (Science, Technology, Engineering and Mathematics) field.
- Awards typically range from \$500 to \$5,000 to cover tuition, fees, and expenses.



Jennifer Melanson interning as a UMass Researcher

In order to qualify, the following criteria apply:

- Students must be a Massachusetts Resident.
- Students must be a U.S. citizen or eligible non-citizen.
- Students must have a current FAFSA on file with the financial aid office.
- Students must have earned a minimum cumulative GPA of 2.75.
- Students must be enrolled as a full-time undergraduate day student.
- Students cannot have yet earned their bachelor degree.

More information can be found through the Financial Aid Office, at fitchburgstate.edu/admissions-aid/cost-and-financial-aid

Inclusive Pathways for Undergraduate Students

Inclusive Pathways provides funding for students who have secured an unpaid internship in their field of study during the summer. Students can apply for Inclusive Pathways funding to offset the financial impact of participating in an unpaid internship that can help to further a student's career development. Internships can be full- or part-time.

Interested candidates should reach out to Career Services and Advising for more information. Inclusive Pathways is available only for summer internships.

Internship Opportunity Fund for Undergraduate Students

The Internship Opportunity Fund provides funding to support students participating in unpaid internships. While preference will be given to students participating in a curriculum-required internship, funding may also be used for student participation in unpaid not-for-credit or elective internships.



Rebecca Hess interning for MA State Representative Michael Kushmerek

CREATING AN INTERNSHIP

Where Do I Start?

The first step for undergraduate students interested in an internship is to decide whether to pursue a for-credit or an experience (non-credit) internship.

If you are undecided about which internship option to pursue, you can make an appointment with Career Services and Advising (CSA). An advisor there will walk you through options and next steps to reach your goal of completing an internship experience that is a good fit for your specific academic and/or professional goals.

If you wish to apply academic credit for your internship, begin in the academic department, where the Internship Coordinator will guide you through next steps.

Internship Options	Academic Credit	Experience (Non-Credit)
Who do I meet with to learn about options?	Your faculty advisor	CSA Center
Where do I fill out paperwork/register?	Academic department	CSA Center
Recorded on your official transcript?	Yes	No
Must be approved by a faculty supervisor?	Yes	No
Eligible to receive support through CSA?	Yes	Yes
Can I be paid at the internship?	Yes	Yes

Department Offices

Required Internships

Communications Media	978-665-3260
Educational Studies	978-665-3193
Engineering Technology	978-665-3255
Exercise and Sports Science	978-665-3304
Human Services	978-665-3241

Optional Internships

Biology/Chemistry	978-665-3246
Business Administration	978-665-3378
Computer Science	978-665-3263
Criminal Justice	978-665-3241
Earth/Geographic Sciences	978-665-3246
Economics	978-665-3397
History	978-665-3397
Humanities	978-665-3276
Mathematics	978-665-3263
Political Science	978-665-3397
Psychological Science	978-665-3355
Sociology	978-665-3241

Questions?

Please contact the appropriate department or the Career Services and Advising Center if you have any questions.

CSAC—Hammond 318
careercenter@fitchburgstate.edu | 978.665.3151



Curtis Monahan interning at WICN radio, Worcester, MA



Alexander Ramos interning at Fitchburg mayor's office

Undergraduate Internship Workflow

Step ONE →

Make an appointment with CSA to discuss internship options, including credit vs non-credit and potential internship sites. **Ideally, reach out to CSA one semester prior to the semester in which you would like to complete an internship.**

You may also discuss required internship options with the Internship Coordinator in your academic department.

Step TWO →

Decide if you would like to apply for academic credit

Academic Credit Internship
(Required or Optional)

Experience (Non-Credit)
Internship

Step THREE →

Meet with department Internship Coordinator or faculty advisor to discuss how the internship fits into your academic plan (number of credits and the internship meets department criteria)

Meet with CSA for assistance with potential internship sites and an overview of the application process.

Step FOUR →

If the internship fits into your plan of study, meet with department internship coordinator to complete necessary paperwork.

For F-1 students, once you have obtained departmental approval for your CPT internship, meet with the DSO in the Office of International Education for compliance with F-1 regulations. The DSO will authorize the CPT in SEVIS and issue an I-20 for you to bring to the employer before starting to work.

With CSA, develop and edit application materials, including resume and cover letter, and apply to internships.

Step FIVE →

Register for your internship course at registration time.

For F-1 students, bring your I-20 to your internship site and begin your work.

Receive support throughout the internship from your home department, the OIE, as well as the CSA.

Register your internship with CSA and receive support throughout the internship.

I. School of Arts and Sciences

Required Internship Programs in the School of Arts and Sciences

Communications Media

Communications Media students are required to complete an internship as part of their graduation requirements. The full-semester, 12-credit internship requires the completion of a semester of 30-40 hours per week of mentored practicum experience. The 6-credit internship requires the completion of a semester of 15-20 hours per week. Both internships require successful completion of the Internship Qualification Program in the semester prior to internship (fall semester for spring internships; spring semester for summer and fall internships), successful defense of a professional-caliber portfolio, and recommendations from concentration faculty.

For more information, please contact the Communications Media Internship Director at 978-665-3260.

Human Services

Human Services students are required to complete 12 credits of internship as part of their program graduation requirements. (Note: Beginning in or after Fall 2023, students will have the option of completing 9 or 12 credits of internship.) The 12-credit internship requires 450 hours in the field (approximately 30 hours per week). The 9-credit internship requires 337.5 hours in the field (approximately 22.5 hours per week). During the internship, students are supervised by mentors in the field who

are responsible for orienting them to the site, providing daily tasks, helping connect fieldwork to coursework, and evaluation. In addition, students participate in a seminar experience that provides both individual and group supervision with a faculty supervisor. Students must apply to complete the internship the semester prior to their intended internship experience and receive approval from the Human Services Review Committee based on academic and professional criteria.

For more information on the required internship experience, possible internship opportunities, eligibility requirements, and any questions, please contact the Human Services Fieldwork Coordinator at 978-665-3241.

Optional Internship Programs—School of Arts and Sciences

Students in the following majors have the opportunity to earn academic credit toward their degrees through internships. Please contact the department offices at the numbers below for more information.

Criminal Justice	978-665-3241
Economics	978-665-3397
English Studies	978-665-3267
History	978-665-3397
Humanities	978-665-3276
Political Science	978-665-3397
Sociology	978-665-3241



Kathleyn Doyle interning at TD Garden, Boston, MA



Patrick James interning as a physical therapist at Heywood Hospital

II. School of Business and Technology

Required Internship Programs in the School of Business and Technology

Engineering Technology

The Engineering Technology Department provides students with valuable, real-world experiences through its high-quality partnerships and its internship sites. Students will find support from the department to help them identify and prepare for meaningful internships.

For more information, please contact the Engineering Technology Department Chair at 978-665-4843

Optional Internship Program—School of Business and Technology

Students in the following majors have the opportunity to earn academic credit toward their degrees through internships. Please contact the department office for more information:

Business Administration	978-665-3378
Computer Science	978-665-3263



Rachel Sazonick interning at Nypro, Clinton MA

III. School of Education

Required Internship Programs in the School of Education

Educational Studies

The educational studies program offers a culminating internship experience that connects course work with real-life applications. The internship is a required component of the Educational Studies degree.

For more information, please contact the Education Unit office at 978-665-3239.

Optional Internship Programs—School of Education

Students in Education majors have the opportunity to earn academic credit toward their degrees through internships. Please contact the department office at the number above for more information.



Katelyn Paquette, Paige Demanche, McKenzie Melendez, and Jose Mateo taken during site visit to the Groton Farm School, Groton, MA.



McKenzie Melendez, Katelyn Paquette, Paige Demanche, Jose Mateo, Alison Doiron & a student from the Groton Farm School, Groton, MA

IV. School of Health and Natural Sciences

Required Internship Programs in the School of Health and Natural Sciences

Exercise and Sports Science

The internship program in the EXSS department is a required, 6-credit experiential education program. The student intern contracts with an organization to provide specific outcomes/services that meet the students' learning objectives as well as the needs of the organization. Using the actual work as the foundation, the students actively engage in their own educational and professional growth through conscious reflection and analysis. They grow by relating to professionals in the field, practicing what they have been learning conceptually, striving for high (but attainable) expectations, and systematically reflecting on their experiences.

For more information on the required internship experience, possible internship opportunities, eligibility requirements, and any questions, please contact the Exercise and Sports Science Department Chair 978-665-3250.

Optional Internship Programs—School of Health and Natural Sciences

Students in the following majors have the opportunity to earn academic credit toward their degrees through internships. Please contact the department offices at the numbers below for more information.

Biology/Chemistry	978-665-3246
Earth/Geographic Sciences	978-665-3246
Mathematics	978-665-3263
Psychological Science	978-665-3355



Chemist Meghan Umbrello Interning at New England Peptide

V. School of Graduate, Online, and Continuing Education

The School of Graduate, Online, and Continuing Education offers numerous graduate programs, from Criminal Justice, Communication, History, English, Psychology, Art, and Interdisciplinary Studies, to Business Administration, Nursing, Computer Science, Counseling, and various areas of Education (licensure and non-licensure).

Students interested in pursuing a graduate-level internship should visit the [Graduate Catalog](#) to determine which program allow internship options.



Trevor Cormier and Carter Hanna interning at Boston Digital Productions.



Eve Island Mateo interning at KITV 4, Hawaii



INTERNSHIP PROGRAM CONTRACTUAL AGREEMENT

Semester: Fall 20____ Spring 20____

Student Name: _____ Academic Program: _____

Whereas, _____, hereafter referred to as the Field Placement Site, recognizes the professional responsibility of assisting in the teaching of students interested in _____ and is interested in providing assistance to the University in its curricula, and, whereas, Fitchburg State University, hereafter referred to as the University, is currently conducting an internship program and desires to obtain the assistance of the Field Placement Site in furthering its educational objectives.

Now, therefore, in consideration of the mutual agreements set forth herein, Fitchburg State University and the Field Placement Site agree as follows:

RESPONSIBILITIES OF THE UNIVERSITY

1. Use proper administrative channels (agreeable to both parties) to make plans for the educational experience of their students.
2. Acknowledge that students will be expected to comply with current policies and procedures of the Field Placement Site, and the appropriate department of the agency/department.
3. Provide students who meet the minimum academic requirements (as agreed by both parties) necessary to enter the agency/department experience.
4. Propose the internship start and end dates and total number of hours students will be assigned and the expected learning objectives (as agreed by both parties) by the beginning of each semester.
5. Provide a specific faculty member who will serve as liaison with Field Placement Site personnel where necessary.
6. Provide and maintain records and reports necessary for conducting the learning experience (see Field Placement Guide).
7. Provide educational objectives for the agency/department experience and curriculum content (see Field Placement Guide).
8. To withdraw any student or faculty member from the program when such student or staff person is unacceptable or undesirable to the Field Placement Site for reasons of health, performance of duties, or other reasonable causes.
9. University shall procure and maintain professional liability insurance coverage in the amount of \$1 million per occurrence and \$3 million in the aggregate covering all students and faculty who participate in the internship program. Evidence of same shall be provided to Field Placement Site and filed in the Office of Academic Affairs. University will notify Field Placement Site in writing, promptly in the event that such coverage is changed or canceled.
10. Require students to provide evidence of current physical examinations, including documentation of Rubella immunity, evidence of immunity to chicken pox (Varicella) provided either through a physician’s note or proof of titer, a Negative (-) Mantoux Test, and Hepatitis B Immunity, if required by Field Placement Site.
11. Arrange with the director at the Field Placement Site for an orientation to by-laws, rules and regulations of the Field Placement Site, if applicable.

RESPONSIBILITIES OF THE FIELD PLACEMENT SITE

1. Provide orientation of the student to the physical facilities, policies, and procedures of the Field Placement Site.
2. Provide an experience under the supervision of qualified personnel that meets the stated objectives of the educational program (as agreed to by both parties). In essence, this means that the student will observe and participate in the Field Placement Site (to the extent allowed by licensing and liability requirements) in accordance with the Field Placement Guide and as outlined herein;
 - a. Provide a description of Student Responsibilities:
 - i. Hours Per Week _____;
 - ii. Total Hours/Semester _____;
 - iii. Describe scope of tasks and activities in which the student will be involved over the course of the field placement experience:

- b. If the student is employed within the field placement agency, attach a copy of her/his job description. In addition, indicate whether the following conditions are met:

_____ Separate supervisors are assigned to oversee the student’s fieldwork experience and the student’s employment.

_____ The job description for the field placement includes new responsibilities and does not simply mirror those for paid employment. If the job is sufficiently new, this provision may not apply.

_____ Care will be taken by the Field Placement Supervisor to ensure that the student is not permitted to work more than 40 hours of paid employment per week (i.e., no overtime or double shifts) during the span of the field placement.

- c. Describe the agency’s support system, in particular the safeguards taken to minimize risks to students in situations that may require expertise beyond their current capabilities (e.g., assaultive clients, emergency situations requiring clinical experience, including medical emergencies, suicidal or psychotic behavior, etc.):

- 3. Expect the student to perform only those tasks commensurate with his/her level of education and experience and furnish direct supervision to provide for the safety and welfare of both client and student.
- 4. Provide a specific person to oversee the internship agency/department educational program and act as liaison between the Field Placement Site and University.
- 5. Provide cooperation, when asked, in formal evaluation of students, consonant with educational objectives jointly agreed to by both parties (see Field Placement Guide).
- 6. Provide and maintain the records and reports required by the University for conducting the educational program

RESPONSIBILITIES OF BOTH PARTIES

- 1. No individual participating in this program shall be discriminated against because of race, color, creed, religion, national origin, gender, age, disability, sexual orientation, gender identity, gender expression, genetic information, marital status, veteran status or any other characteristic protected by law.
- 2. The Field Placement Supervisor and the University’s Faculty Supervisor will ensure that student interns do not work more than 40 internship hours per week at the Field Placement Site.
- 3. To meet as outlined in the Field Placement Guide and review the program.

INDEMNIFICATION AGREEMENT

- 1. To the extent permitted by law, the University agrees to indemnify and hold harmless Field Placement Site, its respective Trustees, officers, directors, agents and its employees and all professional and administrative staff working for or at Field Placement Site from any actions, proceedings, claims, liabilities, losses, damages, costs and expenses of any nature including personal injury, death or property damage (including without limitation Field Placement Site’s reasonable attorney’s fees and costs) arising out of, resulting from or relating to 1) Field Placement Site’s participation in the program (including but not limited to participation in any evaluation of students); 2) the acts or omissions of any student, instructor, or person affiliated with the University including its employees, servants, agents or; 3) breach of any of the terms hereof by the University, except to the extent such claims, liabilities, damages, costs and expenses are determined to be the result of the negligence of the Field Placement Site, its Trustees, officers, directors, agents and employees.
- 2. Notwithstanding the foregoing, because the University is a public institution of higher education in the Commonwealth of Massachusetts (“public University”), no Board of Trustees, or agents thereof, of any public University has the authority, statutory or otherwise, to enter into an indemnification or hold harmless agreement on behalf of a public University of the Commonwealth. Further, pursuant to amended Article 62, §1, of the Massachusetts Constitution, and applicable Massachusetts case law, the Commonwealth and public University are prohibited from indemnifying or holding harmless, in any manner, any individual or any private association, or any corporation which is privately owned and managed. Where the party to a contract with the Commonwealth or public University is not an individual private association, or a corporation that is privately owned and managed, the Commonwealth or public University can indemnify or hold harmless such party only upon a two-thirds vote of each House of the Massachusetts Legislature.

- In the event of that repeal of amended Article 62, §1, AND the enactment of statutory authority authorizing a Board of Trustees, or agents thereof, of a public University of this Commonwealth, to enter into an indemnification or hold harmless agreement on behalf of a public University of this Commonwealth, the parties agree to the terms of the preceding paragraph, to the extent that these terms are consistent with such statutory authority.

RESPONSIBILITIES OF THE STUDENT

- Student Health**—A student who becomes ill or injured while performing the educational experience may: access healthcare at Community Health Connections; seek treatment with his or her own physicians; and/or report to the emergency room/outpatient clinic of the Field Placement Site, if applicable. In all instances, student is ultimately responsible for payment of fees related to illness or injury.
- Salary and Time Commitment**—For six (6) credit hours, the student will spend a minimum of 225 hours, for nine (9) credit hours, a minimum of 337.5 hours, and for twelve (12) credit hours, it would be a minimum of 450 hours at the Field Placement Site. Time credit can be given for work done away from the workplace if agreed to by the faculty of the University and Field Placement Site. The student will keep a journal/log of the hours spent at the site, and the type of activity/work performed (see Field Placement Guide).
- Student Goals and Objectives**—The student requests work experience as defined in the Learning Contract (see Field Placement Guide).
- Evaluation Procedures**—The student will meet for 10 seminar classes during the semester and be responsible for written work as outlined in the Field Placement Guide.
- His/her supervisor at the Field Placement Site will evaluate the student. This evaluation will constitute 60% of the student’s grade.

This agreement is for the duration of the student Internship, and may be terminated by either party upon written notice.

The duration of the Internship will be from _____ to _____.

Student Name (please print): _____

Student ID Number: _____ Email: _____

Address: _____

Telephone: _____ Cell Phone: _____

Internship Location Name (please print): _____

Field Placement Site Supervisor Name: _____

Address: _____ Telephone: _____

Cell Phone: _____ Email: _____

Signed: _____ Date: _____
(Student)

Signed: _____ Date: _____
(University Faculty Supervisor)

Signed: _____ Date: _____
(Field Placement Site Supervisor)

Signed: _____ Date: _____
(Executive Director or Designee)

Fitchburg State University, 160 Pearl Street, Fitchburg, Massachusetts 01420

STUDENT FINAL INTERNSHIP EVALUATION

Complete and return as an email attachment at the end of your internship. A copy should be in your final portfolio.

Name of Intern: _____ email: _____

Name of Field Supervisor: _____ email: _____

Internship Location: _____

1. Identify new knowledge, skills or attitudes you have acquired in your internship. How did this help you apply what you had learned in your major?

2. Identify the accomplishments in your internship that you feel will benefit your career.

3. Rate the overall internship experience from 1-5, with 5 being an exceptional experience and 1 being an unsuccessful experience. 1 2 3 4 5

Comments:

Evaluate the following areas with 5 being strongly agree and 1 being strong disagree.

	Strongly Agree				Strongly Disagree
My internship site was well-suited for me.	5	4	3	2	1
My supervisor provided appropriate instructions.	5	4	3	2	1
My supervisor included networking and mentoring in my experience.	5	4	3	2	1
My supervisor provided helpful feedback to help me be successful.	5	4	3	2	1
My work schedule was reasonable.	5	4	3	2	1
I would recommend this organization to future interns at Fitchburg State.	5	4	3	2	1

Include a copy of this also in your portfolio.

INTERNSHIP PROGRAMS UNDER THE FAIR LABOR STANDARDS

Background

The Fair Labor Standards Act (FLSA) defines the term “employ” very broadly as including to “suffer or permit to work” 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 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 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 the 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 the for-profit” private sector internship 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 exercise oversight over the internship program and provides educational credit). The more the internship provides the individual with skills that can be used in multiple employments 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 benefit 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 intern’s 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 to 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 received 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 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 were placed with the employer for a trial period with expectation that he or she will be hired on a permanent basis, that individual would generally 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 the Wage and Hour Division Website: www.dol.gov/whd and or call the toll free helpline, 8 AM to 5 PM in your time zone, 1-866-487-9243.

US DEPT of Labor
Frances Perkins Building
200 Constitution Avenue, NW
Washington DC 20210

866-4-USWAGE
TTY: 1-66-487 9342





**FITCHBURG STATE
UNIVERSITY**

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