

College of San Mateo Career Services Internship Guidelines

Definition of an Internship

We follow the definition established by The National Association of Colleges and Employers:

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

Criteria for an Experience to be Defined as an Internship

Here to we follow the criteria established by The National Association of Colleges and Employers:

1. 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.
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.

Paid or Unpaid Internships

As long as the above criteria are met, the need for financial compensation is entirely open to negotiation between the student and employer. It is common for not-for-profit employers to offer unpaid internships due to their budget. Likewise, it is common of for-profit employers to offer paid internships. The above criteria must be met for PAID OR UNPAID internships, and it is then the student's choice to participate in any unpaid internship if they feel the benefits are still worthwhile. Please note that these criteria comply with the Fair Labor Standards Act as set forth by the Department of Labor. Unpaid interns will need to sign a Waiver of Liability, see appendix D.

Rules for Career Services Posting/ Advertising of Internships

Because of the strict criteria for internships, CSM Career Services will only post internships that meet one of the following criteria:

1. The internship is organized and run by a government organization or by a public-education organization (non-public-education organizations may be evaluated to ensure they meet the criteria listed on page 1; they must also meet requirement #2 on page 2).
 - a. No paperwork required for government or public-education organizations
 - b. It is the participating student's responsibility to ensure that the seven criteria are being met and to terminate their internship and alert CSM Career Services immediately if they are not met.
 - c. Unpaid interns must sign the "Waiver of Liability," Appendix D

OR

2. The internship involves a close relationship between CSM Career Services staff, the student, and the employer, in which the seven criteria are monitored on a regular basis. This oversight must be documented and submitted to Career Services at the onset of the internship to establish the parameters of the internship and set regular monitoring dates—see Appendices A-C.
 - a. For profit, not-for-profit, and approved non-public-education organizations must complete paperwork—see Appendices A- C.
 - b. Continuation of individual internships and approval of future internships will be determined by Career Services based on the information gleaned from Appendices A-C.
 - c. Unpaid interns must sign the "Waiver of Liability," Appendix D

Appendix A

Contract for Internship by College of San Mateo Student

On a separate piece of paper, please explain how each of the following criteria will be met with this internship and be as specific as possible. *This information must be agreed upon by the student, employer and CSM Career Services staff member, and all MUST sign below.*

1. 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.
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.

Student Printed Name and Signature:

Employer Printed Name and Signature:

CSM Career Services Staff Printed Name and Signature:

Appendix B

For the student to complete and submit on the following dates:

1. Please explain how your internship experience has been an extension of the classroom thus far: a learning experience that provides for applying the knowledge gained in the classroom.

2. Does your internship experience thus far seem to be benefiting you as much, if not more, than the employer?

YES NO

3. Can the skills or knowledge you are learning be transferred to other employment settings?

YES NO

4. Are your contractual learning objectives/goals (in Appendix A) being met?

YES NO

5. Are you being supervised by a professional with expertise and educational and/or professional background in the field of the experience?

YES NO

6. Are you receiving routine feedback from this supervisor?

YES NO

7. Are there resources, equipment, and facilities provided by the employer that support your learning objectives/goals (in Appendix A)?

YES NO

8. Do you have any concerns at all?

YES NO

If "YES," please write them, using more paper if necessary.

Appendix C

For the employer to complete and submit on the following dates:

1. Please explain how the internship experience has been an extension of the classroom thus far: a learning experience that provides for applying the knowledge gained in the classroom.

2. Is the internship experience thus far benefiting the student equally, if not more, than you?
YES NO

3. Can the skills or knowledge you are teaching the student be transferred to other employment settings?
YES NO

4. Are the contractual learning objectives/goals (in Appendix A) being met?
YES NO

5. Is the student being supervised by a professional with expertise and educational and/or professional background in the field of the experience?
YES NO

6. Is the student receiving routine feedback from this supervisor?
YES NO

7. Are there resources, equipment, and facilities provided by the employer that support the students' learning objectives/goals (in Appendix A)?
YES NO

8. Do you have any concerns at all?
YES NO

If "YES," please write them, using more paper if necessary.

Appendix D

For unpaid interns

Waiver of Liability

This agreement releases **{Organization}** from all liability relating to injuries that may occur **{during activity, on location, etc.}**. By signing this agreement, I agree to hold **{Organization}** entirely free from any liability, including financial responsibility for injuries incurred, regardless of whether injuries are caused by negligence.

I also acknowledge the risks involved in **{type of activity}**. These include but are not limited to **{list risks}**. I swear that I am participating voluntarily, and that all risks have been made clear to me. Additionally, I do not have any conditions that will increase my likelihood of experiencing injuries while engaging in this activity.

By signing below I forfeit all right to bring a suit against **{Organization}** for any reason. In return, I will receive **{participation in activity}**. I will also make every effort to obey safety precautions as listed in writing and as explained to me verbally. I will ask for clarification when needed.

I, _____, fully understand and agree to the above terms.

(Participant)

Date