

## Florida Atlantic University Internship Program Agreement

The employer agrees:

1. To comply with the [National Association of Colleges and Employers \(NACE\) position statement](#) on U.S. Internships:
  - a. 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 workplace setting (across in-person, remote, or hybrid modalities). Internships provide students the opportunity to gain valuable applied experience, develop social capital, explore career fields, and make connections in professional fields.
2. To treat the internship as an **extension of a student's learning experience** and coordinate the assigned duties so that work is closely related to each student's specific academic degree program and/or career goals.
  - a. Clerical responsibilities must not exceed **20%** of the intern assignments.
3. To certify that the Internship/Co-op position is **not a permanent position** that provides employee benefits or guaranteed employment upon graduation. The position has a defined and agreed upon start and end date, average hours per week and/or total number of hours to be completed.
4. For **paid** Internship/Co-op positions, to pay students a rate determined at the time of the offer.
5. To explain in detail to the selected intern their role, responsibilities, and expectations, including **specific** tasks and projects.
6. To conduct **regular** supervisory and/or mentor meetings with the intern.
7. To conduct an **orientation** of your organization with the intern(s), including philosophy, industry of operation, competitors/other providers, company policies, and work safety policies.
8. If a student is registered for an Internship or Co-op course, to submit **required** paperwork and evaluations necessary for registration and grading purposes.
9. To abide by the [Florida Atlantic University Career Center's Employer Recruitment Standards and Policies](#).
10. To understand and agree not to discriminate on the basis of race, gender, age, religion, national origin, sexual preference, physical and mental disabilities. The employer hereby agrees to adhere to all aspects of this anti-discriminatory policy. In addition, the employer agrees to abide by the **Equal Employment Opportunity Commission (EEOC) Laws and Regulations**.
11. To adhere to the Wage and Hour Division of the United States Department of Labor's [Fact Sheet #71 Internship Programs Under the Fair Labor Standards Act](#).
12. Criteria for an **Experience to Be Defined as an Internship:**

To ensure that an experience – whether it is a traditional internship or one conducted remotely

or virtually—is educational, and thus eligible to be considered a legitimate internship by the NACE definition, NACE believes that an internship should include:

- a. A **learning** experience with a real-world 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.
- b. Learned skills and knowledge that are **transferable** to other employment settings.
- c. A **defined beginning and end** that is mutually agreed upon and consistent with institutional sponsor guidelines and schedules.
- d. A **position description** with clear responsibilities and required/desired qualifications.
- e. Clearly defined **learning objectives/goals** supportive of the student’s academic program goals and institutional requirements.
- f. Direct **supervision** by a professional(s) with relevant expertise and educational and/or professional experience who provides productive **feedback**, guidance, and the resources and equipment necessary to successfully complete the assignment.
- g. If these criteria are followed, it is the opinion of **NACE** that the experience can be considered a legitimate internship.

If you have any questions about this agreement, please contact the **Florida Atlantic University Career Center** at [intern@fau.edu](mailto:intern@fau.edu) or 561-297-3533.