



FAU CAREER CENTER
Division of Student Affairs
777 Glades Road
Student Support Services Building Room 220
Boca Raton, FL 33431
(561) 297-3533
FAX (561) 297-2740
career@fau.edu
<http://www.fau.edu/career>

FAU 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 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.
2. To treat the internship as **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 FAU 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, and sexual preference, physical and mental disabilities. The employer hereby agrees to adhere to all aspects of this anti-discriminatory policy. In addition, employer agrees to abide by the **Equal Employment Opportunity Commission (EEOC) Laws and Regulations**.



FAU CAREER CENTER
Division of Student Affairs
777 Glades Road
Student Support Services Building Room 220
Boca Raton, FL 33431
(561) 297-3533
FAX (561) 297-2740
career@fau.edu
<http://www.fau.edu/career>

11. To adhere to U.S. Department of Labor and Hour Division'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, all the following criteria must be met:

- a. 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.
- b. The skills or knowledge learned must be **transferable** to other employment settings.
- c. The experience has a defined beginning and end, and a job description with desired qualifications.
- d. There are **clearly defined** learning objectives/goals related to the professional goals of the student's academic coursework.
- e. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
- f. There is routine **feedback** by the experienced supervisor.
- g. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.
- h. If these criteria are followed, it is the opinion of **NACE** that the experience can be considered a legitimate internship.

FAU Internship Program Agreement Addendum

1.a Employers hiring an FAU intern agree to adhere to all COVID-19 CDC guidelines pertaining to the health and safety of employees.

Reference: NACE's Position Statement: U.S. Internships, <https://www.nacweb.org/about-us/advocacy/position-statements/position-statement-us-internships/>; Retrieved 6/4/2020

If you have any questions about this agreement, please contact the **FAU Career Center** at intern@fau.edu or **561-297-3533**.