

# Employer Intern Guide

What all Employers Need to Know about the NSU  
Career Services Non-Credit Internship Program

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**NORTHEASTERN**  
STATE UNIVERSITY

CAREER SERVICES



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## **Employers are highly encouraged to:**

- Register to gain access to the RiverHawk Recruitment System.
- Post job vacancies.
- Partner with Career Services for internship opportunities.
- Conduct on-campus interviews and informational sessions.
- Participate in student tours of your corporate facilities.
- Facilitate workshops on Career Development.
- Submit resources to our student employment library, (books, videos, marketing materials, etc.).
- Participate in mock interview sessions

## **The RiverHawk Recruitment System provides employers with:**

- Free registration and job postings.
- Use of our online software 24/7.
- Ability to view and register for career events online.
- Interview Rooms for on campus interviews.
- Online access to submit request to interview on campus, subject to date availability.
- Access to post job vacancies online 24/7.
- Networking opportunities at Career Fairs.
- Online access to candidate resumes.
- Lists of available candidates.
- Customized and personalized emails to prospective candidates highlighting your vacancies.
- Opportunities to strengthen relationships with the college community and NSU faculty.





## So what exactly is a Non-Credit internship?

A non-credit internship is any carefully monitored work or service experience in which a student has pre-determined learning goals and monitors his or her learning progress throughout the experience. Internships are unique to each organization; however, here are some common characteristics.

### An internship:

- Is short term, and usually occurs during the fall, spring, or summer semesters
- Is typically a one-time experience
- May be part-time or full-time
- May be paid or non-paid
- Has purposeful “learning objectives” in a structured work environment
- Requires observation, reflection, evaluation, and assessment
- Assigns an existing employee to mentor and supervise the intern
- Supports career and/or personal development

## How Do Internships Benefit Employers?

Interns can make a positive impact on organizations in many ways. Since the employer is involved in the training and mentoring process, the benefits are many and are listed below.

- A source of highly motivated pre-professionals
- Students give new perspectives on processes, procedures and programs
- Quality candidates for short term positions and projects
- Increases recruitment possibilities on college campuses
- Can add to your pool of “quality applicants” for future positions
- Low investment for high quality labor
- Allows employers to have a positive impact on pre-professional students
- Saves the organization money since interns are paid less and have fewer benefits





## **Do I have to pay the interns?**

NSU is bound by the following state and federal restrictions regarding pay for interns.

There are some circumstances under which an individual who participates in “for-profit” private sector internships or training programs may do so without compensation. The US Supreme Court has held that the term "suffer or permit to work" cannot be interpreted so as to make a person whose work serves 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 close 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.

For additional information, visit the US Department of Labor Wage and Hour Division Website: <http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-487-9243.

## **Should I provide workers' compensation to interns?**

Workers' compensation boards have found that interns contribute enough to a company to make them employees. It is wise to cover interns under your workers' compensation policy even though you are not required to do so.

### **Things to Think About**

- Will you pay the intern? If so, how much? National and local wage/salary data are available from NSU Career Services.
- What sort of academic background and experience do you want in an intern? Decide on criteria beforehand, it will help you narrow the choices and find the best candidates.
- Who will have the primary responsibility for the intern? Will that person be a mentor or merely a supervisor?
- Where will you locate the intern? Do you have adequate workspace for him/her? Will you help make parking arrangements?
- What tasks will the intern do? Be as specific as possible. Interns are in the process of learning and need structure so they do not become lost, confused, or bored.
- What are the intern's work hours? Is there room for flexibility?

These are just some of the questions to consider. Your organization's approach will depend on your specific resources and needs.

### **What makes a strong internship program?**

According to the National Association of Colleges and Employers (NACE), providing real work for interns that is related to their major and is recognized by the organization is paramount in a successful program. NACE suggests the following as best practices:

- Designate an internship coordinator to keep things running smoothly
- Hold orientations for all parties involved so everyone is on the same page
- Provide a handbook and /or website to communicate rules and answer questions
- Bring speakers to campus to speak to the students about the organization
- Invite career services staff to visit interns on site
- Offer trainings/encourage outside classes to show interest in their development
- Provide opportunity for intern to present a showcase of his/her work
- Intern Supervisor completes intern evaluation at the end of internship

# NSU Provides Clear and Easy Paperwork

Review the sample contract below containing information to be completed by the NSU Student:

## Northeastern State University Non Credit Internship Contract

All sections of this contract MUST be filled out completely in order to be approved. You may type within this form.

Student name \_\_\_\_\_ Student ID number: \_\_\_\_\_

Campus address \_\_\_\_\_

Cell phone \_\_\_\_\_ Major(s) \_\_\_\_\_

Current Standing: Sophomore \_\_\_\_\_ Junior \_\_\_\_\_ Senior \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Employer \_\_\_\_\_ Phone number \_\_\_\_\_

Address \_\_\_\_\_

On-site supervisor \_\_\_\_\_ Supervisor's title: \_\_\_\_\_

Supervisor's e-mail address: \_\_\_\_\_

Term of internship: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Paid: Yes No If so, how much: \_\_\_\_\_

**INTERNSHIP OBJECTIVES:** It is important that tangible, specific and measurable objectives be established. A brief description of the established objectives by the student and on-site supervisor are as follows: (attach additional sheet if needed)

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

Number of internship hours per week: \_\_\_\_\_ TOTAL internship hours for the entire semester: \_\_\_\_\_

**Employer Intern Meetings** for feedback, evaluation of progress and projection toward the remaining part of the term will be held bi-weekly on the following dates: \_\_\_\_\_

**SUPERVISION AND CONTROL OF WORK:** All parties agree that the employer sponsor will supervise the work of the student intern undertaken pursuant to this internship and that the employer sponsor will be responsible for the service or product provided to its clients or customers.

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### Signatures of Approval

Please print and obtain the signatures in the order in which they appear below.

**Student – By signing I also understand that this is not required for my program and will be used solely for gaining work experience within my area of study.**

\_\_\_\_\_  
Student Signature Date: \_\_\_\_\_

\_\_\_\_\_  
On-Site Supervisor Date: \_\_\_\_\_

\_\_\_\_\_  
Career Services Internship Specialist Date: \_\_\_\_\_