

Siena College Internship Guide For Employers



Updated 11-18-19

Employer Welcome Letter

Dear Employers:

Welcome to the Office of Internship Programs!

We are a dedicated resource for those employers looking to market their internships to Siena College Students. The office is located in CURCA (Center for Undergraduate Research and Creative Activity), Siena Hall 214B.

Siena College prides itself in building future leaders, and with your support, we are able to provide our students with valuable hands on experiences through internships in a host of different industries. Internships are offered as both credit and non -credit bearing opportunities. Whether you are a longtime partner, or an employer just beginning to develop an internship program at your organization, we are here to assist you.

This handbook, along with the Office of Internship Programs and our Faculty Internship Coordinators, will assist in navigating the process.

I look forward to working with you!

Alicia Pepe
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Siena College
Office of Internship Programs CURCA 214B
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“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.”

-National Association of Colleges and Employers

Why hire a Siena Student as an Intern?

- Every curriculum emphasizes compassion and drive, service and responsibility
- Every student receives a comprehensive interdisciplinary education, which not only includes classroom studies in their major, but also experiential learning opportunities, thus creating a well rounded student
- According to alumni, Siena prepares students for life after college by teaching students to go the extra mile and be detail-oriented.
- According to employers, Siena interns are able to assimilate quickly, delve into tasks with independence, and impactful to company growth
- Interns become a year round source of highly motivated pre-professionals
- Students bring new perspectives to old problems
- Flexible, cost-effective workforce not requiring a long-term employer commitment
- Proven, cost-effective way to recruit and evaluate potential employees. Essentially it becomes a 4 month interview for both the student and employer.
- Visibility of the organization is increased on campus

Getting Started

Thank you for considering Siena College students for your internship needs. Since this is a learning experience, we ask that a subject matter expert at the site be willing to supervise the student and provide regular feedback. In addition, tasks should be meaningful and relevant to the major or area of interest.

Employers should first consider if they would like to offer the internship for academic credit or not. To qualify as credit bearing, employers must:

- Guarantee the required number of hours of “field work” over the course of the semester for every one academic credit. Generally students complete 40 hours of field work for every one academic credit, but there are exceptions so please check the [course catalog](#) (siena.edu) for further details. Most internship classes are offered for 3 credits so students will average approximately 10-15 hours per week working at the site. The student’s start and end dates at the site must closely align with the [academic calendar](#) (siena.edu).

- Complete a midterm and final evaluation on the student which will be generated by Siena College. The student is measured on [7 competencies](#) (Attachment A) which are recommended by the National Association of Colleges and Employers (NACE).
- Agree to the items outlined in our [terms and conditions](#). (Attachment B)
- Post a comprehensive job description on our recruiting platform, [Career Saint](#). If offering for credit please select “Internship- Academic Credit Bearing- EL” as position type. A sample job description for a marketing internship can be found in the resources below (Attachment C). Instructions for posting on Career Saint can be found below (Attachment D).
 - The posting will sit in “pending” status until approval is granted by the supervising faculty member. The Office of Internship Programs will work with the appropriate faculty member to determine if the experience has enough academic content to warrant academic credits.
 - Once approved, the internship posting will go “live” to our students. The posting will provide students with expectations, hourly requirements, compensation information, and instructions on how to apply. The maximum number of days a posting will appear is 90. After the 90 days, the employer will receive an email alerting them to the expiration. The employer is free to repeat the process and repost, if the internship position has not yet been filled.

If employers choose not to offer for academic credit, the hourly requirement, alignment with the academic calendar and evaluation requirement will not apply. Non credit bearing internships are no less valuable than academic ones. There should continue to be the same high level of supervision at the site regardless of academic credit or not.

Employers of non credit experiences would continue to post their internships on Career Saint, but would select “Internship- non credit bearing” as the position type.

Internship Programs within the Schools of Business, Liberal Arts and Science

School of Business

<https://www.siena.edu/academics/schools-departments/school-of-business>

School of Liberal Arts

<https://www.siena.edu/academics/schools-departments/school-of-liberal-arts>

School of Science

<https://www.siena.edu/academics/schools-departments/school-of-science>

Compensation

Both credit bearing and non credit bearing internships can be paid. It is at the discretion of the site to offer compensation or not. If the internships are not paid, the site should familiarize themselves with the [Department of Labor's Fact Sheet #71](#). (Attachment E).

For paid internships, students should receive a W2 from the employer for tax purposes. W2 's are required for payment of students. No independent contractors via 1099s are accepted. The employer is responsible for withholding all deductions required by federal and state income tax laws from the wages of all student employees. The courts have ruled that compensation for work performed as a student employee is remuneration for services performed for the benefit of the employer and, therefore, is taxable income.

Workers and Unemployment Compensation:

Workers' compensation boards have found that interns contribute enough to a company to make them employees. It's wise to cover interns under your workers' compensation policy even though you aren't required to do so. Student interns are generally not eligible for unemployment compensation at the end of the internship.

Selecting Candidates and Interviewing

Employers will set the method for receiving student resumes and/or cover letters via Career Saint (see Career Saint posting instructions). Employers are responsible for vetting resumes and selecting the candidate pool. They may choose to hold interviews at the company site or here on the Siena Campus. If interviewing at the company site, employers are responsible for setting interview times and arranging with the candidates directly.

If interviewing on Siena's campus, the On Campus Recruiting (OCR) tool within our Symplicity software will be used by employers to select candidates, arrange interview times and arrange interview rooms in conjunction with the Office of Internship Programs. Communication of interview times and locations with candidates will occur via the OCR system.

Once the final candidate is selected, the employer is encouraged to reach out to the student directly to make the internship offer, provide instruction on start date and answer any questions the student may have.

Paperwork

If the student is taking the internship for academic credit and the faculty member is utilizing the Experiential Learning Module, all necessary paperwork will be generated to the organization via

the site supervisor's email address once the student completes the placement form within the Experiential Learning Module. The site supervisor will hear from Siena College at three different points in the semester.

The first communication will be an email to the supervisor requesting electronic approval of the student's placement form. This form provides information about the internship site, the site supervisor and student schedule. The site supervisor will be required to sign off on the Siena College Terms and Conditions by inputting his/her initials. Attached to that email will also be an Employer Welcome Letter to the Experiential Learning Module (Attachment F) which outlines expectations. The placement form must be approved within **48 hours** of receipt so as not to delay the approval process. Inability of the student to receive all necessary approvals in a timely manner may result in the inability to take the internship for academic credit.

The second communication will occur at the midterm point in the semester. The site supervisor will receive an email requesting completion of an evaluation of the student intern. Seven competencies will be measured as recommended by the National Association of Colleges and Employers (NACE). The site supervisor will have approximately one week to complete, and should take no more than 20 minutes. That feedback will be reviewed by the faculty member and taken into consideration when assigning a midterm grade.

The third communication will come at the final point in the semester. The site supervisor will receive an email requesting completion of a final evaluation of the student. The site supervisor will have approximately one week to complete, and should take no more than 20 minutes. That feedback will be reviewed by the faculty member and taken into consideration when assigning a final grade.

If the supervising faculty member is not utilizing the Experiential Learning Module, he/she will provide the necessary paperwork to the internship site.

During the Internship

During the course of the internship, the internship site supervisor should:

- Monitor student performance
- Provide clear direction for daily tasks and duties
- Be accessible to the student should questions arise
- Address any issues directly with the student. Should the site need additional support, please feel free to utilize the Office of Internship Programs 518-783-2542 or the Faculty Internship Coordinator for the course.

At the close of the Internship

At the completion of the internship, the internship site supervisor should:

- Ensure the student has completed the required number of hours at the site
- Coordinate any final site projects or presentations
- Complete the final evaluation on the student, highlighting strengths and addressing any areas of weakness.
- Discuss next steps with the student: Will there be an opportunity for the student to continue with the internship? Will there be potential to hire into a more full time role post graduation?

If the internship site would like to hire another intern from Siena College, please feel free to post another internship on Career Saint, our job posting board.

We thank you for your partnership!

For those employers who are just beginning to develop an internship program within their organizations, we'd encourage you to read an excerpt from Michael True's publication entitled *Starting and Maintaining a Quality Internship Program*.

Designing an Internship Program

Every organization differs in size, industry, and products, and so do their internship activities. Designing an internship program to meet the organizational needs involves five steps.

Step 1: Set goals

The primary step to creating an internship program is establishing goals that the organization wants to accomplish. A careful discussion with management can create unity on program goals and allow these goals to be understood by all involved. This allows the internship program to be designed to best meet those expectations. Some questions the organization should answer include:

- What does the organization hope to achieve from the program?
- Is this a small organization searching for additional help on a project?
- Is the organization growing quickly and having difficulty finding motivated new employees?
- Is the organization searching out new employees with management potential?
- Is the organization a non-profit who can provide a rewarding experience?
- Is the organization a startup who has opportunities for an entrepreneurial student?

Step 2: Write a plan

After setting the goals the organization as a whole wants to accomplish, it is important for the company to carefully plan and write out the specific internship program goals ahead of time so

that they are sure to be met. Some questions to answer when planning an internship program include:

- **Will the internship be offered as credit or non-credit bearing?** At Siena College, this is the first question an employer should think about as it will determine how to proceed. The credits are administered by the college.
- **How much will the intern be paid?** Wages vary widely from field to field; an organization should be sure of the norms when planning the program.
- **Where will the intern be placed?** This includes finding desk space or computer, and if the organization plans to make living and parking arrangements.
- **What sort of academic background and experience does the intern need to have?** Deciding what qualifications an intern needs beforehand will help narrow down the choices and find the best candidates.
- **Who will have the primary responsibility for the intern?** A fit supervisor and mentor needs to be determined before the internship. This person doesn't have to be a teacher per se, but should be selected because he or she likes to teach or train and has the resources to do it. He/she should also be an expert in the field in which the student is interning. If the person selected has never mentored an intern before, consider giving them basic training in mentoring.
- **What will the intern be doing?** The tasks for the intern must be specific. Structure is beneficial to prevent interns from being confused about the tasks, or not spending their time wisely.
- **Is there going to be a program beyond the work given to interns?** Many internship programs contain development components that include activities like special training, performance reviews, lunches with executives, and social events. The organization's approach will depend on their specific resources and needs.

Step 3: Recruiting an intern(s)

This may seem simple but it is one of the most important steps when finding an intern. This step includes when and how the organization finds and hires an intern. The organization should reflect and decide on how they will find those ideal candidates to fill internship position(s). Some tips include:

- **Recruit early:** This cannot be overemphasized enough to organizations that want the very best interns. It is recommended to begin searching for 3-4 months before an intern is to begin. The odds of finding the best and most qualified intern increase the longer the company recruits, or the longer a company has to build a relationship with the intern.
- **Develop relationships with local recruitment resources:** Utilize tools such as Siena College's Office of Internship Programs, Career Saint (our electronic job posting board) and Siena faculty. Siena also hosts Career Fairs, Information Tables and Sponsorship opportunities for organizations to build brand recognition on campus.
- **Choose interns just as carefully as permanent employees:** Choose an intern with the mentality that they could become a permanent employee. A lot of time and money will go

into the intern, and the interview process will determine who is really fit for the job. By carefully selecting an intern, there is less of a chance of future issues.

- **Learn the legal implications of hiring interns:** Interns are subject to legal protections and regulations. Being familiar with these regulations will protect the organization and the intern, and is especially important for companies planning to hire international students.

Step 4: Managing the intern(s)

Once an intern is hired, the first few days of the internship are very important to set the tone for the experience overall. Consider the goals of the program when giving the intern tasks and make sure the tasks directly relate to the program goals. Important steps to managing an intern include:

- **Orienting the intern to their new workplace:** This can take the form of an orientation program, or just a tour of the workplace. Give the intern an overview of the organization, and information about the history and values that they may not be aware of. Explain the duties of other departments and employees in the organization.
- **Giving the intern resources for the job:** Give the intern a workspace that shows they are valued within the organization. Show them where to get supplies, and how to use their computer and phone, if applicable.
- **Manage the intern:** Be aware of the intern's daily tasks and signs that they are busy, making a valuable contribution to the organization, and gaining experience from the internship. Provide the intern with guidance to be able to ask others for input on projects.
- **Provide feedback:** the intern will need to be aware of how their work is measuring up to the expectations. Periodically, examine what your intern has produced and make suggestions. There are two types of feedback - formal and informal:
 - **Informal Feedback:** Informal feedback is sometimes not perceived by the student as feedback. Informal feedback shows up as comments or a light hearted nudge. The more direct, the more likely the student will perceive this to be an area of focus. Positive feedback should be given freely. Areas of growth should be presented in a private setting where the student is not embarrassed. Feedback should be delivered as often as possible to encourage the student to continue to develop.
 - **Formal Feedback:** Formal feedback should be prepared and delivered in a private meeting to discuss student's strengths and areas for growth. It should be designed so the manager achieves his/her desired objective. Students should have clear objectives of what areas of growth need to be addressed. Use specific examples of student behavior whenever possible so students have clear ideas of what areas need improvement. The site supervisor will have two opportunities to provide formal feedback if using the Experiential Learning Module at Siena College.

Adapted from [InternQube: Professional Skills for the Workplace](http://www.InternQube.com) by Michael True (www.InternQube.com) with additional input from internship professionals via the Internship-net listserv.

Attachment A

National Association of Colleges and Employers (NACE) Competencies

DO YOU HAVE WHAT EMPLOYERS WANT?



EIGHT COMPETENCIES EMPLOYERS WANT

CRITICAL THINKING

Use sound reasoning to analyze issues, make decisions, and overcome problems. Demonstrate originality and inventiveness.

COMMUNICATIONS SKILLS

Articulate thoughts and ideas clearly and effectively in written and oral forms to people inside and outside of the organization.

TEAMWORK

Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints.

DIGITAL TECHNOLOGY

Leverage existing technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. Effectively adapt to new technologies.

LEADERSHIP

Draw on interpersonal skills to coach and motivate others and organize and delegate work. Leverage the strengths of others to achieve goals.

PROFESSIONALISM

Demonstrate personal accountability, effective work habits, integrity and strong work ethic. Act responsibly and learn from mistakes.

CAREER MANAGEMENT

Identify and articulate skills, strengths, knowledge and experiences to navigate job options. Understand how to self-advocate for career opportunities.

GLOBAL FLUENCY

Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. Demonstrate openness, inclusiveness, and sensitivity.

Attachment B

2019-2020 Employer Terms and Conditions

Student Educational Records. Student educational records are protected by the federal Family Educational Rights and Privacy Act (FERPA). Site will comply with FERPA and its implementing regulations. Accordingly, prior written permission from the student must be obtained by site before any student data, including but not limited to employment records and student evaluations, are released to anyone other than Siena College. Any access to student records shall be limited to those employees of site with a legitimate need to know.

Nondiscrimination/Sexual Misconduct: Site certifies that it will comply with all federal, state or local nondiscrimination laws, including, but not limited to, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and the Americans with Disabilities Act of 1990.

Siena College has in place a **Sexual Misconduct policy** and a **Discrimination and Harassment policy** that prohibit discrimination, discriminatory-based harassment and sexual harassment directed against persons because of their race, religion, ethnicity, national origin, gender, age, sexual orientation, gender identity, marital status, protected veteran status, disability, predisposing genetic characteristics, domestic violence victim status or other basis identified in Federal or New York State law.

In accordance with Title IX, Education Amendments of 1972, the Policies prohibit discrimination based on sex, including sexual harassment, inappropriate touching, and all forms of sexual violence as well as intimate partner violence, dating violence and stalking.

Discrimination and discriminatory-based harassment are unethical and unprofessional, and they are incompatible with Siena's commitment to diversity, educational equity, and the Franciscan tradition.

All officials at volunteer service sites, internships and field educational experience settings where Siena students are placed are subject to the college's Affirmative Action policy, Sexual Misconduct policy and Discrimination and Harassment policy. These policies are available online and found [here](#).

To obtain a hard copy of the Sexual Misconduct policy and/or the Discrimination and Harassment policy for further information please contact Lois Goland, Title IX Coordinator/Equal Opportunity Specialist at Siena College at lgoland@siena.edu or call 518-782-6673. Should any allegation of misconduct arise during the internship, the site shall immediately notify the Siena College Title IX Coordinator/Equal Opportunity Specialist at the email address or phone number stated above.

Insurance: Site certifies that it maintains Comprehensive General Liability coverage for its employees, officers, and agents with limits of at least \$1,000,000 per occurrence and \$3,000,000 General Aggregate.

Labor Laws: The Site is solely responsible for determining whether the Student is an employee of the Site under the Fair Labor Standards Act or state labor laws, and whether the Student is entitled to compensation by the Site. Visit <https://www.dol.gov/whd/regs/compliance/whdfs71.pdf> for more information.

Attachment C

Sample Internship Job Description Template

Position Title

Company Name

Company Overview

Provide a brief description of your company and the ways in which the student intern will be assisting with the mission and vision of the organization. A brief history and current status will provide perspective on where the company has been and where it is going.

Description

Start with a brief description of the internship in paragraph form. This will allow a student to get a sense of the overall expectations of the job. Next, list in bullet form beginning with verbs the daily tasks that the student will be performing.

Be sure to include start date/duration. (If credit bearing, dates should align with the academic calendar.) Indicate how many hours a week the student will be at the site, and what those hours would be. Specify if this is a paid or unpaid internship and what the hourly wage will be. Finally, indicate if the company is willing to offer the experience “for credit”. If willing, the college’s faculty will review and make a determination as not all internships are accepted as credit bearing.

Company is looking for a qualified intern to join our marketing/advertising team. Our marketing department produces quality work for major companies in the Boston area, and seeks an intern who can participate in various stages of print and online marketing campaigns.

This intern should be prepared to work in a fast-paced team environment, and will finish the internship having gained broad experience in various aspects of marketing. Internship is an opportunity for fall 2017 beginning September 5, 2017 and running through December 5, 2017. Student will work between 15-20 hours per week. It is a paid internship at \$10/hour. The company is willing to offer as credit bearing.

- *Assist in the creation of signage, circulars, mock ups, email campaigns, online promotion, etc.*
- *Assist in the distribution or delivery of marketing materials*
- *Assist with fulfillment of marketing offers*
- *Assist with execution of trade shows*
- *Perform analysis of marketing and sales data*
- *Seek and analyze competitor marketing and sales materials both on and offline*
- *Prepare presentations*
- *Enter contact information into contact management systems*

- *Provide support to social media efforts*
- *Maintain tracking report of public relations activity*

Learning Outcomes

Specify the learning outcomes or objectives the student should be acquiring through this experience.

- *Analyze customer service practices and attitudes in the organizational culture*
- *Identify and analyze a target market*
- *Identify the basics of web page design*
- *Identify methods for promoting an ecommerce business*

Requirements

Describe the degrees, experience and skills required for the ideal candidate. List the majors which the company is willing to draw from.

Company is looking for an undergraduate student in the Boston area who is majoring in Sales, Marketing or Advertising. This person should have excellent verbal and written communication skills, with extensive knowledge of Web and social media. PowerPoint, Word and Excel experience is a bonus, and will be considered when choosing the best applicant for this internship position.

How to Apply

Include instructions on how the student should apply for the internship. Be sure to include all the necessary contact information (Name, title, company, address, city, state, zip, phone, email address). Also list what the student should include in their application (resume, cover letter, writing sample, recommendations etc.) and who they should contact if they have questions.

Attachment D

Career Saint Posting Instructions for Employers

(CareerSaint is a member of the NACELink network. It is the means by which positions get posted to students at Siena College.)

To register:

Go to <https://siena-csm.symplicity.com/employers/>

Click on the button that says 'Register' and enter in your pertinent information.

(Note: Your username will be your e-mail address. If you already have a login at another institution that utilizes NACELink, you must use that username/ password to access CareerSaint.)

To post a position for which you would like to recruit on campus:

- Click on the 'On-campus recruiting (OCR)' tab on the top menu bar or select the 'Create New Schedule Request' under the 'Shortcuts' section on the far-right hand side of the homepage.
 - Click the 'Request a Schedule' button if you chose the 'On-campus recruiting (OCR)' option.
- Fill out the required fields- fields designated with an asterisk (*) are required.
- Select the OCR model you would like to use:
 - 'None- Room Reservation Only' means that no recruiting schedule will be created for you and you will call and schedule appointments on your own.
 - 'Preselect' means that you will review resumes and only select those students in whom you are interested in for interviews.
 - 'Preselect to Alternate' means that you will receive resumes and select students in whom you are interested in for interviews. If some of those students elect not to sign up, you may select alternate students to take those spots. (Alternate students must also have applied by the submission deadline.)
 - 'Open' means that students are allowed to sign up for an interview time slot upon applying, without being pre-selected.
- Add the position(s) for which you would like to recruit, either by copying an existing position or by writing up a new one.
- Please allow one business day for your listing to be approved by our staff and go live. Please be sure your contact information in CareerSaint is up to date, so we can contact you with questions.

To post a full-time job, internship, part-time job, or volunteer position:

- Click on the 'Jobs' tab on the top menu bar or select the 'Create Job Posting' link under the 'Shortcuts' section on the far-right hand side of the homepage.

- Click the 'Add New' button if you chose the 'Jobs' tab.
- Enter/ revise the required job information.
 - Fill out the required fields- fields designated with an asterisk (*) are required.
 - 'Copy existing' means that if you have listed a similar position in the past, you may copy the information into this listing to save time.
- Indicate how you would like to receive applications:
 - If you select email, a field will open in which you can revise the 'To' email address for applications, if desired. All student applications will be redirected through the system to the desired email address listed as they are submitted. (Please note: Student will not be able to view your email address.)
 - 'Accumulate Online' means that you will log into CareerSaint to view resumes. You will not receive notifications of new applications as they come in when selecting this option.
 - 'Other' means that you can request applications via a different method, such as your website or via snail-mail.
- Click 'Submit' when you are satisfied with your entry.
- Please allow one business day for your listing to be approved by our staff and go live. Please be sure your contact information in CareerSaint is up to date so we can contact you with questions.

Information sessions may also be scheduled via CareerSaint:

- Go to the 'Events' tab and select the 'Information sessions' or select the 'Request New Information Session' link under the 'Shortcuts' tab.
 - Click the 'Add New' tab if you chose the 'Events' tab option.
- Fill out the required fields- fields designated with an asterisk (*) are required.
- Click the 'Submit' button after reviewing the information submitted.
- Please call us at (518) 783-2339 or email us at careermail@siena.edu prior to scheduling your event to discuss your needs so we can come up with the most effective method to reach out to our students.

Employers can also sign up for Career Fairs via CareerSaint:

- Go to the 'Events' tab and select the 'Career Fairs' tab or select the applicable fair under the 'Attend Events' option on the far-right hand side of the homepage.
 - Select the 'Register' tab next to the available Career Fair if you chose the 'Career Fairs' option.
- Fill out the required fields- fields designated with an asterisk (*) are required.
- Click the 'Submit' button after reviewing the information submitted.
- Please allow one business day for your listing to be approved by our staff and go live. Please be sure your contact information in CareerSaint is up to date so we can contact you with questions.

Attachment E- Dept of Labor Fact Sheet #71

U.S. Department of Labor Wage and Hour Division



Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act

This fact sheet provides general information to help determine whether interns and students working for “for-profit” employers are entitled to minimum wages and overtime pay under the Fair Labor Standards Act (FLSA).¹

Background

The FLSA requires “for-profit” employers to pay employees for their work. Interns and students, however, may not be “employees” under the FLSA—in which case the FLSA does not require compensation for their work.

The Test for Unpaid Interns and Students

Courts have used the “primary beneficiary test” to determine whether an intern or student is, in fact, an employee under the FLSA.² In short, this test allows courts to examine the “economic reality” of the intern-employer relationship to determine which party is the “primary beneficiary” of the relationship. Courts have identified the following seven factors as part of the test:

1. The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee—and vice versa.
2. The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.
3. The extent to which the internship is tied to the intern’s formal education program by integrated coursework or the receipt of academic credit.
4. The extent to which the internship accommodates the intern’s academic commitments by corresponding to the academic calendar.
5. The extent to which the internship’s duration is limited to the period in which the internship provides the intern with beneficial learning.
6. The extent to which the intern’s work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
7. The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

¹ The FLSA exempts certain people who volunteer to perform services for a state or local government agency or who volunteer for humanitarian purposes for non-profit food banks. WHD also recognizes an exception for individuals who volunteer their time, freely and without anticipation of compensation, for religious, charitable, civic, or humanitarian purposes to non-profit organizations. Unpaid internships for public sector and non-profit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible.

² E.g., *Benjamin v. B & H Educ., Inc.*, --- F.3d ---, 2017 WL 6460087, at *4-5 (9th Cir. Dec. 19, 2017); *Glatt v. Fox Searchlight Pictures, Inc.*, 811 F.3d 528, 536-37 (2d Cir. 2016); *Schumann v. Collier Anesthesia, P.A.*, 803 F.3d 1199, 1211-12 (11th Cir. 2015); see also *Walling v. Portland Terminal Co.*, 330 U.S. 148, 152-53 (1947); *Solis v. Laurelbrook Sanitarium & Sch., Inc.*, 642 F.3d 518, 529 (6th Cir. 2011).

Attachment F
Employer Welcome Letter for the Experiential Learning Module



Office of Internship Programs
Phone 518-783-2542 • Fax 518-786-5013
internships@siena.edu

Dear Internship Site:

We appreciate the internship opportunity that you are providing our student. The Siena College internship program requires:

- Each student complete a minimum of 120 hours of field work at the internship site for a 3 credit internship, with the exception of the marketing practicum which requires a minimum of 90 hours. If a student is taking for less than 3 credits, every one academic credit requires 40 hours of field work.
- The student must be supervised by an appropriate and responsible employer representative who is a subject matter expert in the field.
- All work assignments given to interns must be meaningful, structured, relevant and consistent with the job description that was approved prior to commencement of the internship
- A formal mid-term and end-of term performance evaluation provided by Siena College must be completed and submitted in a timely manner.

Beginning January 2018, Siena College is using new software, The Experiential Learning Module, to track our internship program. You will receive 3 notifications from Siena College.

- The first will be an email from Siena College's Office of Internship Programs, requesting your approval of the student's placement within your organization. An example of that email is attached to this communication. By clicking on the embedded link in the email which you receive, you are able to approve the opportunity. We request that the approval be granted within **48 hours of the receipt** of the email so as not to delay student paperwork. Doing so may prevent them from not receiving academic credit for the internship.
- The second will be a request to complete a midterm evaluation on the student at the mid- point of the semester. By clicking on the embedded link in the email, you may access the student evaluation. It is imperative that you complete in a timely manner so

the supervising faculty member can assign a midterm grade for the student. We send the emails a week before the due date.

- The third will be a request to complete a final evaluation on the student at the end of the semester. Again, it is imperative that you complete in a timely manner so the supervising faculty member can assign a final grade. Emails are sent a week before the due date.

Jan 23, 2018, 11:57 AM

Dear CC:

A student has submitted an Experiential Learning placement with your company that needs your approval.

By approving this Experiential Learning placement, you are agreeing to the following terms and conditions [seen here](#).

[Details:](#)

[Student: Courtney Winkler](#)

[Employer: Test](#)

[Job: Test](#)

[Start Date: Jan 23, 2018](#)

[End Date: Jan 30, 2018](#)

You can use the following links to review and approve this Experiential Learning placement:

<https://siena-csm.symplicity.com/explearning/caa05c97e9ca53dcaa4202333e067b9f>

Or log in to <https://siena-csm.symplicity.com/employers/>, and go to the Experiential Learning tab to access this record.

Thank You,

Alicia Pepe
Director
Office of Internship Programs



Thank you for your interest in our students. Your interest in Siena College is very much appreciated, and we are confident that the experience will be mutually beneficial. Employers over the years have had wonderful experiences with our interns and many of them receive offers of employment following their internship. Should you have any questions please feel free to call or email Alicia Pepe at 518-783-2542 or a pepe@siena.edu.

Alicia Pepe, Siena College Director of Internships
James R Nolan, Ph.D, School of Business Internship Director
Sharon Small, Ph. D. School of Science Internship Director

