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USM, SCHOOL OF BUSINESS (SB) INTERNSHIP SUMMARY FOR EMPLOYERS

MINIMUM NUMBER OF HOURS: USM, School of Business students, are required to complete a minimum of 140 hours for 300 level 3 credit internships (400 hours min. for Sport Management majors) while enrolled in an internship. For 295 internships students need to complete 47 internship hours per credit (1-3 credits).

ELIGIBILITY: At the time of completing an internship, an undergraduate business major/minor needs to have completed 54 credit hours minimum (24 credit hours minimum for 295 internships, major only, minors can't enroll in 200 level internships). Accounting and finance interns must have a minimum 2.5 GPA; marketing/insurance/general business interns must have a minimum 2.33 GPA; and graduate students must have a minimum 3.0 GPA. Graduate students must also have completed their foundation courses. Sport Mgt. majors must also have completed BUS 311. *Employers can require a higher GPA for applicants.*

GRADING/CREDITS: Internships are pass/fail and students earn three credit hours for a 300 level internship and one to three credit hours for a 295 level internship. Sport Management majors earn six credit hours and are given a letter grade for their internship experience.

OF INTERNSHIPS FOR CREDIT: Undergraduate students can complete a maximum of 9 credits toward their degree, with a maximum of 3 credits in the major category. Exception: Sport Mgt. majors can earn six credits in the major category. Graduate students can complete one internship for credit within their degree.

COMPENSATION: Internships can be paid or unpaid.

GUIDELINES: It can be broad in nature (exposure to many different departments) or it can be department specific (i.e. Marketing/Finance/Insurance/Accounting). Any credit bearing internship has to be approved and supervised by a faculty member in the internship specialty.

APPROVAL & REGISTRATION: The School of Business internship has to be approved for credit by a faculty member. The School of Business wants to see that the student will be learning something new* by completing the internship. Employers should identify what the student will be doing and what the student will be learning by completing the internship. (*A new learning experience can be a new internship; a new job; or a new project on a current job.)

FEDERAL STANDARDS: The Department of Labor fact sheet which explains what experiences qualify for an internship can be found at <http://usm.maine.edu/school-of-business/internships-career-services-forms> (under the "For employers" section).

FACULTY CONTACT: The faculty member will typically contact the employer in the beginning and end of the internship. Also, the faculty member will make at least one on site visit to the employer during the course of the internship.

FORMS: Employers, as well as, students, faculty sponsors, and academic advisors must sign an internship approval form for the student to register for the internship. Students also are required to create a learning contract that has to be approved by the faculty sponsor. Also, an Educational Affiliation Agreement form has to be signed by the employer if there is not one on file with the university.

EVALUATION: Each employer, student, and faculty sponsor involved in an internship is required to complete an evaluation at the end of the internship. Evaluations are sent by the SB Coordinator of Career Services & Internships about two weeks before the internship is scheduled to end.

Path to Internships – What You Need to Know

Thank you for your interest in the University of Southern Maine, School of Business Internship Program. This guidebook has been designed to assist you with our program. The object is to cover many of the major points needed to implement a program of your own.

As an employer it is imperative that you gain internal support for establishing an internship program. Sometimes this can be as simple as discussing the concept with your staff. In larger organizations internal support can be best when you start at the top. When company employees know that there is support from the top down for an internship program it helps them to feel more comfortable including students as part of the team. Also, it shows current employees that there is full-fledged support of the student intern, their role and the value of this experience.

Determine Your Need

A student intern is not a volunteer, nor a resident expert, nor a go-fer. Your need will give the college student the chance to use their education in a real world setting while making a solid positive contribution to your organization. Although student interns may bring special skills, new knowledge and fresh ideas to an organization it is not appropriate for an organization to expect the student to be the resident expert.

Remember: Students accepting a 300 level credit internship assignment **must complete a minimum of 140 hours (or 400 for Sport Mgt. majors)** and a 200 level internship **must complete 47 hours per credit in their internship experience**. Internships are flexible and can start and stop any time. It's great when assignments directly correspond to our semesters; however, we realize business needs aren't necessarily based on our schedule. However, most students seek internships based on the semester schedule.

Contact the Internship Coordinator at the School of Business – University of Southern Maine

Should you find that a student intern is just what you need, or if you need a few questions answered, please contact WKH8606FKRRORIMQVILFH. The RIILFH can be reached directly at (207) 780-4 during normal university office hours (Monday-Friday, 8am-4:30pm). 7KH2IILFHVmail is sbinfo@maine.edu.

Write a Job Description

One of the most important things you'll need to do is to write an internship job description. This description will be used to advertise your available internship. Make sure it describes the roles and responsibilities of the intern; any special events that the intern will attend (training, workshops, job shadowing, meetings etc.); and the learning that will take place as part of this internship experience. If there are special qualities/skills, education, GPA, or experience that the intern needs you'll need to describe them here. Please note you can require or desire a certain major or GPA. Required means the students must meet this requirement to apply and desired means students that do not meet this requirement would be able to apply.

Interview a Student

We prefer that students who have been attracted by your internship description submit a resume (and any other documents, such as cover letter or unofficial transcript) through our electronic internship/job website, USMCareerConnections. Although on a rare occasion a student will submit materials directly to the company. Once you receive his/her information we ask that you contact the student directly within ten days to let them know you are reviewing their application materials. Please remember that you are hiring a student intern not an employee. Please consider a student's potential than their current level of familiarity with your particular product or service. *If you would like to interview on campus, please contact the Coordinator of Career Services and Internships.*

Contact with Faculty Sponsor

Once you have interviewed and selected your student intern the academic process begins. A member of our faculty works with the student by reviewing and approving their internship; their learning contract; and is contact with the student throughout the course of the internship experience. This faculty sponsor will also be in contact with the employer during the program. Ordinarily, an onsite visitation/evaluation will be done. Circumstances may necessitate other means of communication.

Agree to a Learning Contract with Student Intern

The student intern is responsible for developing the learning contract. As his or her supervisor, you are asked to sign the contract acknowledging your agreement with the tasks to be completed as agreed upon by you, the student, and the student's faculty sponsor. The learning contract sets the student's goals for the internship experience. It outlines what the student intends to accomplish/learn during their internship and how that learning will be evaluated. A good plan will help the student plan ahead and maximize the benefits of the program.

Educational Affiliation Agreement

An Educational Affiliation Agreement form has to be signed by the employer if there is not one on file with the university. Two versions of the form (paid or unpaid credit internship) can be found under the "For Employers" section at <http://usm.maine.edu/school-of-business/internships-career-services-forms>. For questions about this form for business internships, please contact Melissa Burns at 207.780.4669 or burnsm@maine.edu.

Training/Supervising and Mentoring

Training is a priority for everyone. One of the most overlooked aspects of training is an organizational introduction. Introducing the student intern to key personnel and the people they will be working with is extremely important. Also, showing the intern the location of the photocopier, rest rooms, coffee machines and fax machine is important.

Communication

As with any employee, knowing when and when not to communicate is extremely valuable. Remember, this is a learning experience for the student. They are going to have questions. It's much more important that they ask the question than not. Please support them in that. Some faculty members will require the student to submit a memorandum to their faculty sponsor, site supervisor (you) and the internship coordinator at the mid-term mark of their internship. The memorandum will outline where the student feels their strengths are and where they need help. It will point out what's going right and what's going wrong in their perspective of the internship.

It gives the internship experience the opportunity to continue running on the right track or to get back on it. It's an opportunity that we hope you'll embrace and take advantage of.

Evaluations/Mid-term Memorandum

We have three evaluation forms that are used in this process. One is an employer evaluation form that goes to the employer to evaluate the student's performance. The second evaluation form goes to the student to evaluate the internship experience. The third evaluation form goes to the faculty sponsor to evaluate the overall program. If your organization has an established written evaluation method used for employees, you may attach your organization's form to the USM evaluation form that we will send you. A copy of the employer evaluation is included in this handbook. This formal evaluation gives the student an opportunity to learn and grow from the internship experience and for this program to learn and grow as well.

The mid-term memorandum (assigned by some faculty sponsors) is a feedback device used by the student to address the work accomplished during the first part of the internship; describe any problems encountered; complete a self-assessment of their performance; and set goals for the remainder of the internship. It is addressed to the employer, with copies going to the faculty sponsor and internship coordinator.

Keep in Mind

Unemployment Compensation -- School of Business interns are not entitled to unemployment compensation after completion of an internship experience for credit because the work experience is part of a USM approved educational program. In some cases the student will be continuing to take classes at USM, or will be returning to classes, so may be unavailable for work once the internship experience is over.

Worker's Compensation -- Participating employer organizations are responsible for Workers Compensation for all employees, including paid and/or unpaid interns, and should check with their insurance provider to obtain more information.

Employee Benefits and Insurance -- Internship students who are not employed by the company they intern with are ineligible for employee benefit packages from participating employers.

Why Consider a Student Intern?

1. You gain access to highly motivated and skilled workers
2. Recruitment for long or short-term staff
3. Benefits of association with the learning institution
4. Inexpensive source of competent assistance

Things to think about prior to hiring a student intern

1. What is the need within the organization?
2. Who else needs to agree with this concept?
3. What duties or projects will the students have? Are they appropriate for a college student? Do you think they are worthy of college credit?
4. What level of experience or what type of education best fits the position to be filled?
5. What training is needed? Who will train and act as the site supervisor for the student? Do they have the skills, interest and time?
6. What is the time commitment for this position? (300 level internships need a min. of 140 hours; Spt. Mgt. need a min. of 400 hours; and 200 level internships need a min. of 47 hours per credit hour up to a max of 3 credits)
7. Where will the students work?
8. What is the required or desired major? Required or desired GPA? (Required means the student must meet this major or GPA to apply. Desired means students with other majors/GPA's can apply.)
9. What will the student learn by completing this internship?

Sample Internship Descriptions

Internships can be broad in nature (exposure to many different departments) or it can be specific (see the below list). Internships could be in the following:

• Accounting • Entrepreneurship • Finance • General Business • Human Resources • International Business • Marketing • Management • Production Operations Management • Management Science • MBA • Risk Management & Insurance • Sport Management • Strategy

Sample Internship Descriptions

Accounting

The responsibilities associated with the tax intern position include the preparation of both federal and state tax returns for individuals, corporations, partnerships, and other business entities. The tasks required in the process of tax preparation include gathering the necessary financial information; inputting the information into a tax return software program; and tax rules and regulations research. The intern will receive hands on practical experience in a public accounting firm will become proficient in the tax preparation software used by the firm. Applicant needs a minimum of a 2.5 GPA. Student must be an accounting major (undergraduate or graduate) or accounting certificate student. Please submit your resume and unofficial transcript through USMCareerConnections.

Sales & Management

The intern will participate in the sales/management area. The main divisions of the business the intern will be exposed to are: customer service, business operations, and sales. The intern will job shadow the assistant manager. The intern will learn “sell up” techniques and be trained in customer service techniques. The intern will spend two days in training at the corporate office. The student needs to be proficient in MS Word, Excel and PowerPoint. Applicant needs to be a School of Business major with a 3.0 GPA. Pay depends on experience. The internship will be 10-15 hours a week and is flexible around the student’s schedule. Hours will be during normal business hours. Please submit your resume and resume through USMCareerConnections.

Human Resources

The intern will assist the Director of Human Resources. The intern will work on tasks and projects in all areas of HR and will research recruitment practices, selection techniques, and processes for validating recruitment and selection. The intern will then make recommendations for the library's recruitment, selection, and validation practices. The intern will also review the Library's HR Information Systems (HRIS) data base, update its information on competitive compensation and benefits packages, and recommend other changes to the database. The intern will participate in the financial planning for the HR department and be actively involved in the capital budget decision making process. Finally, the intern will assist the director in identifying topics to be used in training and development programs. Prefer Business majors but will consider other majors. Prefer a 2.8 GPA but not required. Please submit your resume through USMCareerConnections.

Marketing

This paid internship is designed to provide a student with a broad scope of learning within marketing and certain aspects of the sales function of a start-up company. Marketing Activities include further developing the marketing messages used in the business; updating marketing brochures; designing and implementing our Facebook page and/or the Company’s web site; develop customer “lead lists” by researching target customer information; sending email information (brochures) to target customers; conducting initial phone contact with target customer with goal of arranging the physical sales call; participating in sales calls including formulating the service agreements; and developing a sales-cycle pipeline where potential customer sites are tracked through a multi-stage process from the initial call to signing contract. Need to be a School of Business major with a required 3.0 GPA. Please submit your resume and cover letter through USMCareerConnections.

ROLES AND RESPONSIBILITIES

Students are expected to:

- 1) Develop a professional looking resume and cover letter.
- 2) Actively seek an internship in coordination with the internship coordinator.
- 3) After finding an internship, develop learning objectives in consultation with their faculty sponsor and site supervisor to be part of their learning contract.
- 4) Adhere to all personnel rules, regulations, and other requirements of the host organization, including regular and punctual reporting to work.
- 5) Dress appropriately.
- 6) Perform all assignments as required by the faculty sponsor.
- 7) Maintain communication with the faculty sponsor and internship coordinator. Attend all meetings as required.
- 8) Perform all assigned tasks to the satisfaction of the site supervisor.
- 9) Notify the faculty sponsor and the internship coordinator of any problems or revisions to the learning contract.

Students may be terminated by an employer if his/her performance is unsatisfactory. The internship program requests that employers give students ample warning and an opportunity to correct unsatisfactory performance prior to termination. In all cases, it is requested the employer contact the faculty sponsor or internship coordinator prior to the student's termination.

Employer/Site Supervisor are expected to:

- 1) Submit a job description of position responsibilities and applicant requirements for each internship position.
- 2) Provide the internship coordinator with a written job description of the available position.
- 3) Either post internship on USMCareerConnections (<https://usm-maine-csm.symplicity.com/employers/>) and inform the coordinator that it is posted or ask the internship coordinator for assistance with posting.
Please Note: Due to fraudulent employment behavior new account verification may take up to 7 business days.
- 4) Assure that student interns will not be held financially accountable for training, materials, and/or other items required to perform the duties of this internship.
- 5) Notify the internship coordinator when business students are employed by your organization.
- 6) Provide an academically qualified, professional level work experience related to the student's major.
- 7) Provide workers compensation insurance for all paid student interns.
- 8) Establish a wage rate (if applicable) and level of responsibility according to the student's qualifications.
- 9) Be clear about pay and pay periods upon hiring of the student.
- 10) Include students in the company's general liability insurance policy while working for your organization.
- 11) Provide an orientation to the worksite; introduce the intern to other staff members.
- 12) Evaluate the student's performance at the end of the internship and submit the USM evaluation to the internship coordinator.
- 13) Provide well supervised, career-related opportunities for student interns.
- 14) Notify the internship coordinator when business students are employed by your organization.
- 15) Communicate periodically with the student and faculty sponsor concerning the student's performance and progress.

Students may be terminated by an employer if his/her performance is unsatisfactory. The internship program requests that employers give students ample warning and an opportunity to correct unsatisfactory performance prior to termination. In all cases, it is requested the employer contact the faculty sponsor or internship coordinator prior to the student's termination.

The Internship Coordinator is expected to:

- 1) Notify qualified candidates about your job opportunities through a student email distribution list, bulletin board posting, verbal communication, and faculty email distribution list.
- 2) Assist students in developing cover letters/resumes for internship opportunities.

- 3) Coordinate communication as needed between the employer, student and faculty sponsor.
- 4) Assist students with finding internship opportunities.
- 5) Assist employers with finding potential students to fill internships.
- 5) Oversee the internship program with respect to USM SB policy and maintenance of internship records.
- 6) Act as a liaison between the School of Business and the host organization.
- 7) Ensure that evaluations are sent to students, site supervisors and faculty sponsors.
- 8) Post internships if assistance is needed on USMCareerConnections.
- 9.) Coordinate on-campus interviews.

Faculty sponsors are expected to:

- 1) Determine that the student is adequately and appropriately prepared and that the work experience is appropriate.
- 2) Review and approve the student's learning objectives (learning contract).
- 3) Provide guidance for the student including individual meetings, assignments, and employer visits as needed.
- 4) Maintain contact with the site supervisor and provide appropriate assistance to maximize student learning experiences.
- 5) Submit a grade for the internship. (Grades are pass/fail grade for all internships with the exception of 6 credit Sport Mgt. internships.)
- 6) Maintain contact with the internship coordinator and return forms in a timely fashion.

Four Steps for successfully supervising a student intern (A review):

1) When you hire the student explain:

- a) Responsibilities expected of the intern
- b) Equipment provided by the company
- c) Equipment provided by the student
- d) Standards for appearance (dress expectations)
- e) Salary, benefits, overtime pay (if applicable)
- f) Starting date and ending date
- g) Use of car (if applicable)

2) When the student begins work:

- a) Introduce the student to office personnel, including key players
- b) Identify person (site supervisor) who will assign work and supervise
- c) Explain the chain of command
- d) Identify where to go if there is a problem
- e) Explain any office policies
- f) Include the student in applicable department activities

3) At the beginning of each week:

- a) Review the previous internship work with the student
- b) Assign meaningful and challenging work
- c) Tell the student what is needed, why it's needed, when and the format expected
- d) Explain how the student's work will be evaluated

4) Schedule several intermediate reviews throughout the internship:

- a) Monitor the student's general performance
- b) Measure progress toward the learning contract
- c) Make adjustments as needed

Editor's Note: The above info. (4 steps) was taken in part from the Ctr. for Employer Teaching at the U. of Cincinnati)



School of Business Internship Approval Form

Print Form

Bring this completed, signed form to the School of Business Coordinator of Career Services and Internships to register. You must attach a Learning Contract. (See School of Business Web site for Learning Contract Instructions.)

Student	
Name	
Address	
Email	
Telephone	
MaineStreet ID (7 Digit Number)	
Major	

Employer	
Firm Name	
Address	
Supervisor & Title	
Telephone	
Email	

Course Information	
Course Number	
Class Number	
Semester & Year	
Faculty Sponsor, Phone Number	

Internship/Position Information	
Is this a new work experience?	<input type="radio"/> Yes <input type="radio"/> No
Position Title	
Approx. beginning and ending dates	<input type="text"/> to <input type="text"/>
Compensation (enter 0 or hourly amount)	<input type="text"/>

Credit and Grading: 3 credits pass/fail
Hours Needed to Complete: 140 minimum

I. Description of the Work Experience

Employer Signature: _____ Date _____

II. Description of the Learning Experience

The student agrees to complete the work and learning activities specified in the attached learning contract and to inform the faculty sponsor of difficulties that might affect satisfactory completion of the experience. The student or faculty sponsor can negotiate, at any time, to modify this agreement.

Acceptance by Student: _____ Date _____

Approval by Faculty Sponsor: _____ Date _____

Approval by Academic Advisor or MBA Director: _____ Date _____

The Coordinator will make and distribute copies for the following: student's file, the faculty sponsor, and internship file.

Revised 1/07/2009



Student Instructions for
Creating an Internship Learning Contract

Each student enrolled in a School of Business Internship negotiates a learning contract with a faculty sponsor. The learning contract outlines what you intend to accomplish on your internship, and how this will be evaluated. Think of the learning contract as a tool for generating shared expectations between you and your faculty sponsor. It is also a way to help you plan your internship and maximize your benefit from it. **Given that an internship is intended to be a self-directed learning experience, the student is responsible for developing the learning contract.**

Draft a learning contract using the format outlined below. Submit the first draft of your learning contract to your faculty sponsor for approval before beginning the internship. Using feedback from your faculty sponsor revise the learning contract until it is approved. **The student is encouraged to discuss the development of the contract with your employer and to provide them with a copy of the final version.**

PART I: DESCRIPTION OF THE WORK EXPERIENCE [to be negotiated with employer]

- A. Job Description. Obtain written objectives or a job description from your employer. Describe your role and responsibilities. Include a description of any meetings, trainings, job shadowing, workshops, and other related events that you may be attending.
- B. Work Site Supervision Evaluation. Describe the supervision and assistance you will receive at the work site. How and when will your employer evaluate your work performance? Indicate if someone other than the supervisor listed on the internship approval form will evaluate your performance or if a form other than the one sent to the employer by the University is to be used, attach a copy.

PART II: DESCRIPTION OF THE LEARNING EXPERIENCE [developed by student and approved by faculty sponsor]

- A. Learning Goals. What do you plan to learn during this experience? Goals may relate to:
 - knowledge you hope to acquire about the organization, business practices, or the functioning of organizations in general,
 - skills you hope to develop or apply, or
 - insight you hope to gain into your career direction, your strengths and weaknesses, and your ability to operate in professional settings.

PART III: DESCRIPTION OF LEARNING ACTIVITIES AND COURSE REQUIREMENTS [include all but Part D which is determined by the faculty sponsor]

What activities will help you obtain each of your learning goals? Activities may be assigned by the employer as part of the job, required by the faculty sponsor for the course, or included for your own development. All students are required to:

- A. *Progress on all of my learning goals will result from my on-the-internship (job) activities.*
- B. *Meet with faculty sponsors periodically when needed to:*
 - address student questions,
 - discuss the student's job performance and internship experience,
 - discuss career opportunities and the student's career direction, and
 - demonstrate accomplishment of the goals in the learning contract

- C. *Prepare a midterm progress report memorandum.* The memo is to be directed and submitted to your employer, and copies given to your faculty sponsor and the internship coordinator. It should address the work accomplished during the period, problems encountered, a self-assessment of performance and the goals for the remainder of the internship. Ask your employer to meet with you to provide verbal feedback as well as written feedback that you can show your faculty sponsor. The latter can be brief, handwritten comments on your memo, or a separate memo, indicating the employer's agreement with your memo. An example memo is available on the School of Business Web site.
- D. ***Academic Requirements.*** *Submit a final paper/project and/or keep a journal (Your faculty sponsor will determine your academic requirements.)*

The focus of this might be:

- A portfolio of the work you produced on-the-job and a reflective essay on that work.
 - Reflection on the accomplishment of your learning goals.
 - What insights did you gain about the field? What are your observations about organizations and professional roles and norms?
 - How did the internship experience change your view of yourself and contribute to your professional development? What knowledge and skills were developed? What strengths and weaknesses were uncovered by the experience? How did you think, feel, and act in a professional setting, and how did others in that setting think, feel, and act toward you? What insights did you gain into your attitudes, values, and behaviors?
 - How did the internship affect your academic or career plans?
 - Reflect on your approach to problem resolution in organizations.
 - How could you have benefited more from the internship experience?
- E. *Act professionally on the job as a representative of USM and the School of Business. I will assist my faculty sponsor in setting up at least one site visit.*
- F. *Complete an evaluation of the internship experience.*
- You will receive an official evaluation from the School of Business.
 - The employer and the faculty sponsor also complete an evaluation.
- G. *(Optional) Students are encouraged to:*
- Submit to the Coordinator of Career Services and Internships an updated resume that includes the internship position.
 - If you need assistance updating your resume, see the Coordinator of Career Services and Internships.

Example

MID-TERM PROGRESS REPORT MEMORANDUM

TO: Linda Jones, Director of Human Resources [Site Supervisor]

CC: Rick Grover, Faculty Sponsor [Faculty Sponsor]
USM School of Business [Internship Coordinator]

FROM: Richard J. Smith, Human Resources Intern

DATE: March 19, 2018

RE: Evaluation of Internship

During the first six weeks of my internship, I have accomplished the following:

- * Researched recruitment and selection practices, and submitted report.
- * Reviewed validation procedures, and recommended changes.
- * Reviewed HRIS data base, and developed procedures for periodic HRIS review.
- * Updated compensation and benefits information in HRIS.
- * Assisted in the submission of a tentative budget to Finance department.

The completion of these projects has been a successful work and learning experience. I am pleased with my performance and feel I have been a valuable member of the HR team.

I also encountered a few problems. It was initially difficult for me to access the HRIS system because of my lack of experience with the data base. In addition, I learned a valuable lesson after the budgeting error that occurred when I misinterpreted last year's fiscal data. In the future I will ask for clarification when I have doubts about my work. Lastly, I have learned the importance of having a clearly defined goal before research is conducted. If I had surveyed the staff to identify their informational needs before I began my research, I would have spent less time doing the research and my report would have better addressed staff needs.

Overall, I am on schedule in terms of completing projects. I am also meeting my learning goals, but I would like more conversations with staff to learn about HR career opportunities. The first six weeks of this internship have been a rewarding and positive experience for me.

*I agree with Richard's self-assessment.
We are extremely pleased with his performance.
Linda Jones
5/30/2011*

EVALUATIONS/MID-TERM MEMORANDUM INFORMATION

We have three evaluation forms that are used in the internship program. One is an employer evaluation form that goes to the employer to evaluate the student's performance. The second evaluation form goes to the student to evaluate the internship experience. The third evaluation form goes to the faculty sponsor to evaluate the overall program. If your on-site employer has an established written evaluation method used for employees, the employer may attach their organization's form to the USM evaluation form that we will send them. This formal evaluation gives the student an opportunity to learn and grow from the internship experience and for this program to learn and grow as well. Copies of all the evaluations are included in this handbook.

The mid-term memorandum is a feedback device used by the student to address the work accomplished during the first part of the internship; describe any problems encountered; complete a self-assessment of their performance; and set goals for the remainder of the internship. It is addressed to the employer, with copies going to the faculty sponsor and internship coordinator. An example is included in this handbook.

Conclusion

Participation in the internship program can be a valuable component of the student's overall education. It adds relevance, allows the student to begin making the transition between classroom and workplace, and ensures the student will leave the University of Southern Maine with a degree and relevant work experience.



**SCHOOL OF BUSINESS INTERNSHIP PROGRAM
EMPLOYER SUPERVISOR EVALUATION FORM**

Date: «EvalMailDate» Semester/Year: «Semester» «Year»
 Student: «FirstName» «LastName» Student ID: «Social_Security_Number»

Employer Supervisor: «SiteSupervisorFname» «SiteSupervisorLname» Organization: «EmployerCo»

Course: «Course» Course #: «CRN» Faculty Sponsor: «Sponsor»

Thank you for taking the time and energy to serve as a site supervisor. Since this evaluation is needed to assign the student's internship grade, please return the form ASAP to: USM, School of Business, P.O. Box 9300, Portland, ME 04104-9300 or fax to: 780-4662.

FEEDBACK ON STUDENTS PERFORMANCE (please discuss with student)

Rating scale: **1 = excellent** 3 = satisfactory 5 = unacceptable
 n/a = not observed or not applicable to work setting

1 2 3 4 5 n/a	verbal communication	1 2 3 4 5 n/a	openness to criticism
1 2 3 4 5 n/a	written communication	1 2 3 4 5 n/a	ethical sensitivity
1 2 3 4 5 n/a	ability to work with others	1 2 3 4 5 n/a	professional appearance and demeanor
1 2 3 4 5 n/a	technology skills	1 2 3 4 5 n/a	ability to work independently
1 2 3 4 5 n/a	judgment	1 2 3 4 5 n/a	ability to seek and use help
1 2 3 4 5 n/a	creativity	1 2 3 4 5 n/a	ability to organize work
1 2 3 4 5 n/a	attitude toward work	1 2 3 4 5 n/a	ability to make and meet deadlines
1 2 3 4 5 n/a	initiative	1 2 3 4 5 n/a	quality of work
1 2 3 4 5 n/a	adaptability	1 2 3 4 5 n/a	productivity
1 2 3 4 5 n/a	dependability	1 2 3 4 5 n/a	professional maturity
1 2 3 4 5 n/a	business knowledge	1 2 3 4 5 n/a	overall performance of the student

FEEDBACK ON THE SCHOOL OF BUSINESS INTERNSHIP PROGRAM

n/a = not applicable or not observed

How satisfied were you with the following?	Very satisfied	Very dissatisfied
Your overall experience with the internship program this semester	1 2 3 4 5 n/a	
The process for listing your internship position	1 2 3 4 5 n/a	
The process of writing the job description for the position.	1 2 3 4 5 n/a	
Interaction with faculty supervisor	1 2 3 4 5 n/a	
Helpfulness of brochures and materials	1 2 3 4 5 n/a	

<p>Please comment on the student's strengths (or attach a letter of recommendation).</p>	<p>How might the student work to improve professionalism?</p>
--	---

May we quote you and use your name/business name on what you liked best about the internship experience?

Yes **No**

Comments: (If your comments do not fit, please attach additional information.)

Are you interested in sponsoring another intern in the future? yes no

Possible dates: Beginning _____ Ending _____

If yes, you may post your internship at usm.erecruiting.com or contact Melissa Burns, USM's School of Business - Coordinator of Career Services and Internships at (207) 780-4669 or MBurns@usm.maine.edu who will be happy to assist you in posting your internship. She would be happy to assist in posting employment opportunities too.

If you have suggestions on how we might work together again, please contact Melissa Burns, Coordinator of Career Services and Internships, University of Southern Maine, School of Business, P.O. Box 9300, Portland, Maine 04104 or call (207) 780-4669, fax (207) 780-4662 or email at burnsm@maine.edu.

Supervisor's signature: _____ **Date:** _____

Student's signature: _____ **Date:** _____



SCHOOL OF BUSINESS
STUDENT INTERNSHIP EVALUATION

Date: «EvalMailDate» Student: «FirstName» «LastName», «Social_Security_Number»
 Faculty Sponsor: «Sponsor»
 Employer: «EmployerCo»
 Employer Site Supervisor: «SiteSupervisorFname» «SiteSupervisorLname»
 Semester/Year of Co-op: «Semester» «Year»
 Course #: «CRN», Course: «Course»

Your feedback on the internship program helps us improve the services we provide to students. Your comments are not shown to employers, and not shown to faculty sponsors **until after grades are assigned**. Please return the form ASAP to: U.S.M., School of Business, P.O. Box 9300, Portland, Maine 04104-9300. Thank you!

HOW SATISFIED WERE YOU WITH THE FOLLOWING?

Rating scale: 1 = excellent 3 = satisfactory 5 = unacceptable
n/a = not observed or not applicable to work setting

Your internship experience, overall	1	2	3	4	5	n/a
<i>Employer and on-site supervisor</i>						
employer and on-site supervisor, overall	1	2	3	4	5	n/a
the nature of the work assigned to you	1	2	3	4	5	n/a
quality of supervision and feedback	1	2	3	4	5	n/a
exposure to profession beyond your specific assignments	1	2	3	4	5	n/a
<i>Faculty sponsor</i>						
faculty sponsor, overall	1	2	3	4	5	n/a
accessibility of faculty sponsor	1	2	3	4	5	n/a
helpfulness, guidance, and responsiveness	1	2	3	4	5	n/a
assignments from faculty sponsor (e.g., learning contract, papers)	1	2	3	4	5	n/a

HOW MUCH DO YOU AGREE OR DISAGREE WITH THE FOLLOWING STATEMENTS?

Rating scale: 1 = strongly agree 3 = neutral 5 = strongly disagree
n/a = not observed or not applicable to work setting

I developed new skills and knowledge as a result of the internship	1	2	3	4	5	n/a
This experience helped clarify my career goals	1	2	3	4	5	n/a
I am better prepared to enter the work force as a result of this internship	1	2	3	4	5	n/a
I am glad I did an internship instead of taking a traditional class	1	2	3	4	5	n/a
I would recommend my co-op site to another student	1	2	3	4	5	n/a

What did you like best about your internship experience?

May we quote and use your name on what you liked best about your internship experience?

Yes No

Are there any reasons why we should or should not place interns at this site in the future?

Any advice to future students that may want to intern at this company?

Additional Comments:

How did you locate your internship position:

- | | |
|--|---|
| <input type="checkbox"/> School of Business Career Services & Internships office | <input type="checkbox"/> Another Student |
| <input type="checkbox"/> USM Career Services & Professional Life Dev. office | <input type="checkbox"/> Your own contact |
| <input type="checkbox"/> Faculty member | <input type="checkbox"/> Other (explain) |
| <input type="checkbox"/> Current/previous employer | |

Which describes your internship position: paid marketplace & wage small stipend non-paid

What best describes your internship:

- the position was a one-time experience that is now over
- the option existed to turn the position into a continuing part-time job (or second semester internship)
- the option existed to turn the position into a full-time job
- the position was part of my regular employment
- other (explain)

Student' s signature _____ Date _____

THANK YOU!



**FACULTY RESPONSIBILITIES CHECKLIST &
PAYMENT REQUEST FOR FACULTY SPONSORSHIP OF INTERNSHIP**

Faculty Sponsor's Name	Intern's Name	Course/CRN	Semester/Year
«Sponsor»	«FirstName» «LastName»	«Course» / «CRN»	«Semester» «Year»

Internship start Date: «Coop_Begins» Internship end date: «CoopEnds»

Payment is via stipend. \$250 per 3 credit internship. If internship is less or more credits than the payment is adjusted accordingly.

I hereby request internship remuneration. I confirm that:

- 1) I have completed the faculty sponsor responsibilities listed below, and
- 2) Copies of the Internship Approval Form and Learning Contract are in the student's file.

Faculty Sponsor Responsibilities (please check or initial):

- Ensure that the student's Learning Contract includes:
 - 1.) Description of Work Experience, Learning Objectives and Learning Experience/Academic Expectations
 - 2.) Description of Learning Experience/Academic Expectations includes
 - a. Journal and/or final paper or project
 - b. Progress report memorandum (optional)
 - c. Resume (optional)

- Ensure that the student completed 140 hours at the internship site

- Employer/Site Supervisor contacted at the beginning and end of internship. Under normal circumstances, a person-to-person meeting takes place at least once.

- Periodic contact between student and faculty (min. of beginning, middle & end)

- Grade submitted to the registrar.

- 1.) Are there any reasons why we should or should not place interns at this site, «**EmployerCo**», located in «SiteCity», «SiteState» in the future?

2.) Additional comments (use the back if needed):

note: Evaluations are sent to the student, site supervisor and faculty sponsor prior to the end of the internship experience by the internship coordinator. The mailing date of the evaluations is based on the approximate ending date on the *Internship Approval Form*.

Faculty Signature**Date**

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 internemployer 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).

Courts have described the “primary beneficiary test” as a flexible test, and no single factor is determinative. Accordingly, whether an intern or student is an employee under the FLSA necessarily depends on the unique circumstances of each case.

If analysis of these circumstances reveals that an intern or student is actually an employee, then he or she is entitled to both minimum wage and overtime pay under the FLSA. On the other hand, if the analysis confirms that the intern or student is not an employee, then he or she is not entitled to either minimum wage or overtime pay under the FLSA.

Where to Obtain Additional Information This publication is for general information and is not a regulation. For additional information, visit our 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, 1-866-4USWAGE (1-866-487-9243).

U.S. Department of Labor
Frances Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210

1-866-4-USWAGE
TTY: 1-866-487-9243
Contact Us
https://www.dol.gov/whd/contact_us.htm