



# Starr Career Development Center

## *Internship FAQ's for Employers*

Employers can post internships at any time with the SCDC directly by using STARR Search. Please read our frequently asked questions for posting internships below.

The STARR Career Development Center hosts a yearly **Internship Fair**.

If you have any questions, please **contact the Internship Manager at 646.312.4670**.

### **INTERNSHIP FREQUENTLY ASKED QUESTIONS FOR EMPLOYERS**

1. How do internships benefit employers?
2. What are the general guidelines for posting internships?
3. What are the guidelines for posting unpaid internships?
4. What are the guidelines for students to obtain college credit for an internship at Baruch College?
5. What do I, as an employer, need to do so a student can obtain college credit?
6. What are the specific internship courses offered at Baruch College?
7. What is a Zero-Credit Internship?
8. What are some common issues that come up regarding interns?

#### **1. How Do Internships Benefit Employers?**

Our internship program provides the employer with a cost-effective means of recruiting qualified students. Employers have the opportunity to train and evaluate students before making full-time employment decisions. Likewise, the recruiting process itself becomes more simplified since many companies choose to hire students who have interned with them.

Internships benefit employers by: Providing employers with a supply of talented, well-trained staff; Reducing recruiting and training costs; Freeing experienced personnel from time-consuming but necessary tasks; Keeping the employer in touch with cutting-edge developments in the field; Enhancing the employer's image on campus; Allowing the employer to have a role in the professional training of new staff.

#### **2. What are the general guidelines for posting internships?**

Internships differ from part-time jobs in that employers are committed to providing training related to the student's studies. In order to post an internship, you will need to log in to STARR Search; it is then posted in our database, which is only accessible to Baruch College students. Students will then submit their applications or resumes to you.

In general, as an internship employer, you are responsible for:

- Providing Baruch students with a pre-professional experience in an environment conducive to their growth and learning
- Defining students' specific roles and responsibilities within your company

- Offering training, supervision, and evaluation for the student during the internship

### **General Guidelines for Internships:**

According to the **National Association for Colleges and Employers**, in their **NACE Position Statement on U.S. Internships (7/2011)**:

### **Criteria for an Experience to Be Defined as an Internship**

To ensure that an experience—whether it is a traditional internship or one conducted remotely or virtually—is educational, and thus eligible to be considered a legitimate internship by the NACE definition, all the following criteria must be met:

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

If these criteria are followed, it is the opinion of NACE that the experience can be considered a legitimate internship.

### **Posting Unpaid Internships**

Career services professionals should monitor positions posted through their career centers to see that they follow the NACE definition and criteria articulated in this paper. This is particularly important for unpaid internships, as allowing an unpaid internship to be posted implies approval of the internship. Therefore, career centers should not post any unpaid internships that do not meet the seven criteria set forth above.

### **Academic Credit**

While academic credit legitimizes an unpaid experience, in order to be identified as an internship, that experience must fit the criteria. For experiences that employers make available only if academic credit is awarded, the college or university's requirements in combination with the criteria laid out in this paper should be used to determine if the experience is a legitimate internship.

For more information, see the **NACE Position Statement on U.S. Internships** on the **Terms of Use** page on our site.

### **3. What are the guidelines for posting unpaid internships?**

In order to avoid violating minimum wage laws, for-profit companies should be able to show that unpaid interns will be "trainees" rather than employees. The U.S. Department of Labor (DOL) has developed six criteria for differentiating between an employee entitled to minimum wage and a learner/trainee who, while an employee, may be unpaid. The criteria are:

- The training, although it includes actual operation of the facilities of the employer, is similar to that which would be given in a vocational school.
- The training is for the benefit of the students.
- The students do not displace regular employees, but work under the close observation of a regular employee or supervisor.
- The employer provides the training and derives no immediate advantage from the activities of students, and, on occasion, the operations may actually be impeded by the training.
- The students are not necessarily entitled to a job at the conclusion of the training period.

- The employer and the student understand that the student is not entitled to wages for the time spent in training.

Students who work without pay cannot be considered “volunteers” unless they are working for a nonprofit, charitable or humanitarian organization (i.e. not a for-profit).

Please also note, **unpaid internships should be structured as part-time (10-15 hours per week).**

One way many companies use to show that interns are “trainees” is to ask the students to obtain college credit for the internship (see below).

#### **4. What are the guidelines for students to obtain college credit for an internship at Baruch College?**

If your company requires students to obtain college credit for an internship, please keep in mind that each academic department at Baruch College determines which types of internships are considered worthy of college credit. A list of internship courses offered at Baruch can be found below.

**IMPORTANT NOTE! If you are offering a student an internship for credit during the summer, students will have to pay between \$170 and \$1,080 to receive credit for their internship.** Please keep this in mind when offering a student a credit-required internship during the summer.

#### GENERAL GUIDELINES FOR COLLEGE CREDIT BEARING INTERNSHIPS AT BARUCH

QUALITY OF WORK: In general, professors will not give college credit for an internship if it is more than 50% administrative work or telemarketing/"cold calling." Therefore, if your position is mostly administrative, we recommend paying at least the minimum wage (\$8.00 per hour as of December 2013) for the position. If you are sure the position must be unpaid, please ensure your internship description can demonstrate how the students' learning experience will relate to their studies at Baruch (see below for a list of internship courses offered at Baruch).

DEADLINE: Students should be aware that there are deadlines for registering for the internship course. After this deadline, students may be able to register for credit at the discretion of the professor in their department and the Office of the Registrar.

HOURS: Internships for credit are typically 10-15 hours per week for 12-15 weeks during the school year. Paid internships for credit can be up to 20 hours per week during the school year. Internships for credit can be full-time in summer. **Unpaid internships should be structured as part-time.**

If you have questions regarding this, please **contact the Internship Manager at 646.312.4682.**

#### **5. What do I, as an employer, need to do so that a student can obtain college credit?**

1. First, read the specific employer requirements below and write an internship description that fits one of the course descriptions if possible.
2. Second, if you hire a Baruch student, provide the student with a letter stating that you are offering him/her an internship and note what he/she will learn as it relates to his/her major. Some professors may ask you to fill out a "learning agreement" as well.
3. Third, the student will ask their professor for permission to register for course credit, and will register and pay tuition for the course.
4. Fourth, while the student works for you, ensure that their internship provides a learning experience. Most students will write a journal of what they are learning and submit it to their professor.
5. Lastly, at the end of the internship, some professors may wish to have you fill out an evaluation of the student's work.

## 6. What are the specific internship courses offered at Baruch College?

If you are interested in offering an internship for college credit, please read the Employer Requirements below.

Please note the Prerequisites for Students; this will limit the type of students who can perform your credit-bearing internship.

Also note, the decision of whether to grant a student credit for an internship is at the sole discretion of faculty; the descriptions below are general guidelines for internship credit.

Many professors will not allow an internship to be taken for college credit if it is more than 50% administrative work or telemarketing/"cold calling."

## 7. What is a Zero-Credit Internship?

### ZERO-CREDIT INTERNSHIP COURSE: INTRODUCTION TO THE WORKPLACE

#### Course Description:

The Zero-Credit Internship Course allows students to accept internships that require college approval. It is intended to be the first step toward the development of skills and attitudes that lead to satisfying careers. The SCDC's Internship Manager approves the internship prior to enrollment in the course and supervises the students who reflect on their experiences in journal entries and in workshops organized by the SCDC. Students who participate in the Zero-Credit Internship Course will receive Transcript Notation (TN) after successful completion.

#### Transcript Notation:

The Zero-Credit Internship Course provides official college recognition on student transcripts through Transcript Notation (TN). Students will receive a 'notation' on their official Baruch College transcript documenting the internship experience upon successful completion.

#### Employer Instructions and Timeline:

1. Find a Baruch student to complete an internship at your organization.
  - a. To be eligible for Transcript Notation, your student intern must:
    - i. Have a minimum of 28 credits and not have been admitted into any Baruch school: Zicklin, SPA or Weissman
    - ii. Have a minimum GPA of 3.0
    - iii. Not require work visa sponsorship now or in the future
    - iv. Obtain an official internship offer from your organization
    - v. Receive approval from the Baruch College SCDC Internship Manager
2. Establish the number of hours your student intern will work.
  - a. See chart below:

Fall & Spring Semester	
Course Load	Hours of Internship Work
12 credits or less	Up to 20 hours per week
15 credits	Up to 15 hours per week
18 or more credits	Permission will not be granted

\*During Summer or Winter sessions, students may work additional hours if they are not taking classes.

3. Sign and complete the internship agreement and send it to the Internship Manager:

Michael Kalish

[Michael.Kalish@baruch.cuny.edu](mailto:Michael.Kalish@baruch.cuny.edu)

4. Establish goals and learning objectives with your student intern.
5. Provide supervision and feedback to your student intern.
6. Submit an intern evaluation to Michael Kalish at the end of the internship.

## **8. What are some common issues that come up regarding interns?**

### **Q. When are students available to intern?**

A. Students are available to work throughout the year.

### **Q. How do I post my internship?**

A. Our job and internship opportunities are posted on our online system, STARR Search. Employers have the opportunity to register with us for FREE and have control to post their listings when they would like. All they have to do is log onto: [[http://www.baruch.cuny.edu/careers/employers/emp\\_policies.html](http://www.baruch.cuny.edu/careers/employers/emp_policies.html)] – On this page, there will be extensive information on posting positions.

### **Q. What are the policies for hosting an internship?**

A. Please see [*Terms of Use for Employers*]

### **Q. How many hours should my intern work?**

A. See [*Hours of Internship Chart*]

### **Q. Can interns get paid?**

A. The internship can be paid or non-paid. Transcript notation is not a substitute for pay.

### **Q. What is transcript notation?**

A. Transcript Notation is official college recognition and documentation on a student's transcript of their internship completion.

### **Q. What steps should I take if my intern does not meet expectations? (Lateness, missing work, excessive absence, etc.)**

A. Begin by personally addressing the issues/concerns with the intern. If the meeting fails to ameliorate the situation, contact the Internship Manager: **Michael Kalish**, [Michael.Kalish@baruch.cuny.edu](mailto:Michael.Kalish@baruch.cuny.edu).

## **BUSINESS INTERNSHIPS**

Accounting

CIS/Computer Information Systems

Finance/Economics

Management & HR

Marketing

Real Estate

## **LIBERAL ARTS/ PUBLIC AFFAIRS INTERNSHIPS**

Communication

Government/Political Science

Graphic Communication

Journalism

Music

Psychology

Sociology

Theatre

Public Affairs

## **BUSINESS INTERNSHIPS**

### **Accounting Internship**

Number of Credits: Between 1 and 3.

Minimum Hours: 10 per week; maximum hours are 15 per week for unpaid internships and 20 for paid, or full time for paid summer internships.

Prerequisite for Students: Admission to the Zicklin School of Business/Junior Status

Course Description: “Coordinated and supervised internship in accounting. Students will work in accounting positions in the accounting functions of commercial and public organizations. Each student will receive work assignments similar to the day-to-day assignments of full-time accountants in the organization.”

Website: <http://zicklin.baruch.cuny.edu/faculty/accountancy/resources/internships.html/> Employer

Requirements: Appropriate internship experience includes any ‘real world’ opportunity to apply a student’s educational background in financial statement preparation and analysis, risk analysis, budgeting, investment appraisal, standard costing, internal and external auditing, specialized tax research, etc. An internship that consists of predominantly clerical or secretarial work would not meet the qualified internship requirements.

The employer agrees to: Designate an individual to supervise the student and serve as a liaison between the employer and the designated Internship Coordinator in Baruch’s Accountancy Department; provide a written description of intern responsibilities; provide training experience and assist the student in structuring and fulfilling his/her learning and performance objectives, and complete the “Employer Data and Evaluation of Interns Performance Form,” and submit it to the Internship Coordinator before the end of the college semester.

Learning Contract: Both the employer and the student must sign the contract to signify compliance with the requirements for course credits. In addition, the employer is expected to give reasonable access to information, interviews, and any records, that will allow the student to complete their educational requirements. At the end of the internship, both the employer, and the student, must provide separate questionnaire evaluations of the internship experience.

### **Computer Information Systems Internship**

Number of Credits: Between 1 and 3.

Minimum Hours: 135-180 hours per semester

Prerequisites for Students: Admission to Zicklin School of Business/Junior Status

Course Description: “A work-study/training program for students majoring in computer information systems. Students will work with approved organizations engaged in the various facets of information systems where they can gain practical experience in the field.”

Employer Requirements: 1. Employers are required to use the course website, <http://cisnet.baruch.cuny.edu/ma/internship> to verify the internship applications submitted by intern students. 2. Employers are required to designate an employee to be the mentor for the intern student, and the mentor is required to use the course web site to manage the internship throughout the semester. For business 3001/3003, students must work a minimum of 135 hours for the entire semester. For CIS 5900, students must work a minimum of 180 hours for entire semester. Work hours per week will be mutually determined by employer and student. Students are required to submit internship objective statements, which need to be endorsed by mentors. Mentors are required to submit semester and performance evaluations electronically through the website.

### **Economics or Finance**

Credits: 1-3

Minimum Hours: 10-20 work hours per week

Prerequisites for Students: Admission to Zicklin School of Business/Junior Status

Course Description: “Students work under supervision in cooperating agencies, trade associations, private finance, and research organizations. Students are required to prepare a term report analyzing the economic problems of interest to the organization to which they are assigned. This report, as well as demonstrated job accomplishments and attitude, will form the basis for rating the student.”

Employer Requirements: All internships must have an academic component that is specified prior to the student’s enrollment. A contract must be in hand from the employer to verify the duties of the intern.

The employer needs to provide several documents:

When the student is offered an internship, the employer must provide two documents:

- 1. A written "Offer of Employment" Letter.**

This should include:

- The student's supervisor's name, title, and phone number
- The firm's name and mailing address
- The start and end dates of the internship
- The number of hours per week
- If paid, the rate of pay
- A brief description of the responsibilities and duties of the intern. These duties shall not include any cold calling, and are not to be confined to administrative and clerical work.

## **2. The "Internship Agreement" form outlines the various responsibilities of your employer, the College, and the student intern.**

To download the form, visit: <http://zicklin.baruch.cuny.edu/faculty/economics/downloads/form-3-internship-agreement.pdf>

Note that the Internship Agreement requires three signatures:

1. The student's. By signing this Agreement, the student agrees to follow all of the requirements of the internship.
2. The internship supervisor's. By signing, he or she agrees to abide by the terms of the Agreement.
3. The Faculty Internship Coordinator's. He or she will sign after you and your employer have already signed it.

At the end of the internship, the employer must provide an evaluation (visit <http://zicklin.baruch.cuny.edu/faculty/economics/downloads/form-7-employer-s-evaluation.pdf>) of the student's experience to the academic coordinator.

Employers will be notified that interns for the Fall semester should be hired no later than the third week of September. Employers must understand that it often takes students two to three weeks to complete the academic registration process and the last date to register is in the third week of September.

## **Management & HR Internship**

Credits: 1-3

Minimum Hours: 100 hours per internship

Prerequisites for Students: Admission to Zicklin School of Business/Junior status

Website: <http://zicklin.baruch.cuny.edu/faculty/management/resources/intern/instructions/>

Course Description: "Internship fields include human resource management, operations management, and entrepreneurship. Each student will submit a report covering the nature of the work accomplished and the lessons learned."

Employer Requirements: Professor may require a letter confirming that the intern has completed his/ her scheduled assignment; student works minimum 100 hours per internship. For MGT 5110: Completion of an evaluation form; student must work 8- 10 hours/week (minimum).

## **Marketing Internship**

Credits: 1-3

Minimum Hours: 12 hours per week

Prerequisites for Students: Admission to Zicklin School of Business/Junior status

Course Description: "Coordinated and supervised work experience for students in marketing. Students obtain positions to gain insight and experience in their major field of study. Topics include, but are not limited to, advertising and international marketing."

Employer Requirements: Must be related to any aspect of Marketing. Clerical and sales positions are not acceptable. Must demonstrate that the tasks have legitimate future career potential. 12 hours minimum per week. Employer needs to send a statement indicating that the internship was successfully completed. Since the internship is on a Pass/Fail basis, the employer need not provide a grade for the student.



## **Real Estate Internship**

Credits: 1-3

Hours: 10-20 hours per week

Prerequisites for Students: Admission to Zicklin School of Business/Junior status

Employer Requirements: Must be related to real estate.

## **LIBERAL ARTS INTERNSHIPS**

### **Communication: Internship In Business & Public Communication**

Minimum Hours: 8-10 hours

Credits: 3 Credits

Website: <http://www.baruch.cuny.edu/wsas/departments/communication/internships.html> Prerequisites for

Students: Open Only To Senior Corporate Communication Majors

Course Description: “Students work in an organization under the supervision of both their professional mentors and the internship coordinator. Students must submit a term report describing and analyzing the experience. Students will have to meet minimal standards in oral and written communication in order to be admitted to the course. This, together with students’ organizational interests, will be considered in selecting the positions or organizations to which they will be assigned.”

Employer Requirements: List of 8-10 corporate communication related tasks or projects on which the students will work. Employer must also send name of supervisor/mentor and contact information. Students must work a minimum of 8-10 hours per week for 14 weeks for at least 140 hours total during the semester. Employers must fill out evaluation forms. Internship fields in corporate communication include: public relations, media relations, investor relations, advertising, human resources, government relations, and public affairs.

### **Government: Field Work in Government**

Minimum Hours: 8-10 per week

Credits: 3 credits

Prerequisites for Students: Open to Sophomores, Juniors, or Seniors in good standing

Website: [http://www.baruch.cuny.edu/wsas/departments/political\\_science/intern.html](http://www.baruch.cuny.edu/wsas/departments/political_science/intern.html)

Course Description: “The student interested in a government or a political career is afforded the opportunity to work under supervision in a public agency or political institution. The course is designed primarily to bridge the gap between the classroom and actual employment. Each student serves as an intern in a federal, state, or municipal agency appropriate to his or her major field of study.”

Employer Requirements: Internships are offered every Fall and Spring semester, but not in the Summer. Must be a government agency or related non-profit organization; most placements are arranged by the professor.

### **Graphic Communication Internship**

Minimum Hours: 10-14 hours

Credits: 3 credits

Prerequisites for Students: ART 2050, 3050, 3058, and Permission of the Internship Coordinator

Website: <http://www.baruch.cuny.edu/wsas/departments/arts/intern/index.html>

Course Description: “This course is a work-study program for students interested in graphic communication. Interns put their graphic training to practical use by working for a semester in the design department of a New York-based corporation, cultural institution, advertising agency, design firm, or publication. Professional mentors and the internship coordinator supervise the intern. Additional projects are planned and executed during the semester.”

Employer Requirements: Employers should show willingness to work with a student in developing skills; provide supervision on the job; allow for an on-site visit by faculty adviser; provide an evaluation of the student at end of the internship. Employer must complete final evaluation form. Goals of the course include: to expand the student's knowledge of the skills and techniques of the graphic design discipline; to research and



comprehend areas of specialization; to learn how different areas of specialization function; to explore possible career alternatives; to work on the development of a portfolio.

### **Journalism: Media Internship**

Minimum Hours: 8-10 hours

Credits: 3 credits

Website: <http://www.baruch.cuny.edu/wsas/departments/journalism/internships.html>

Prerequisites for Students: ENG 2150 & 3050 (2550)

Course Description: “The internship provides on-the-job experience for arts and sciences or business students interested in such fields as radio, network and cable TV, newspapers, magazines, wire services, business and financial journalism, and book publishing. Interns put their journalistic interests into practice by working for the semester in a New York–based media organization under the supervision of both their professional mentors and internship coordinator. Applicants’ preferences, training, and skills will be considered not only for admission to the course but also in choosing the position or organization to which they will be assigned.”

Employer Requirements: Not specified.

### **Music: Internship in Music Management**

Minimum Hours: 10 hours per week

Credits: 3 credits

Prerequisites for Students: Departmental Permission

Website: <http://www.baruch.cuny.edu/wsas/departments/arts/intern/index.html>

Course Description: “The internships provide students with an in-depth experience of the music management profession. Interns spend at least 10 hours per week in an organization, working under the supervision of one or more senior managers in the firm. The student performs work tasks related to one or more aspects of music management, including marketing, fundraising, and music programming. The student also meets with the faculty internship coordinator and with other interns throughout the semester. Written reports related to the work experience are required. Internships may be with commercial organizations, such as booking agencies, record companies, or radio stations, or may be with not-for-profit organizations, such as symphony orchestras or music service organizations.”

Employer Requirements: Not specified. Internships are available in profit and not-for-profit businesses and organizations as part of the Management of Musical Enterprises Specialization.

### **Psychology: Practicum in Community Psychological Services**

Minimum hours: 4 field hours

Credits: 3 credits

Prerequisites for Students: PSY 1001, 6 additional credits in psychology, and permission of the psychology field work coordinator prior to registration

Course Description: “This course is designed to introduce students to community psychological services. Students are given the opportunity to supplement their classroom experience and to work under supervision in a variety of field placements, including psychiatric hospitals, day care centers, geriatric facilities, rehabilitation centers, agencies serving physically and/or mentally handicapped, recreational facilities, community mental health centers, drug and alcohol programs, correctional facilities, and outreach projects. All students will devote four hours per week to their field placement and also participate in a weekly one-hour seminar at the College. This weekly seminar will be the focal point for bridging the gap between theoretical material and field work experiences.”

Employer Requirements: Not specified.

### **Sociology: Internship in Human Service & Community Organizations**

Credits: 3 credits

Minimum Hours: 4 work hours/week

Prerequisites for Students: SOC 1005 or ANTH 1001 and ENG 2150

Website: <http://www.baruch.cuny.edu/wsas/departments/anthropology/internship.html>

Course Description: “Students are placed in social agencies for 3 to 12 hours per week plus 1 hour of seminar. Under the joint supervision of the instructor and agency staff, students gain an understanding of the field of social welfare and the role of staff in assisting clients with varied needs. This course is strongly recommended for students planning to pursue graduate-level education in social work, counseling, or other human service professions.”

Employer Requirements: Must be a nonprofit, human services organization that provides students with experience in community service. Willingness to supervise and assess students. Supervisor must evaluate student twice each semester.

### **Theatre Management: Arts Administration Internship**

Minimum Hours: 10 hours per week

Credits: 3 credits

Prerequisites for Students: Departmental Permission

Website: <http://www.baruch.cuny.edu/wsas/departments/arts/intern/index.html>

Course Description: “This course offers firsthand experience in a professional arts administration setting. Students work a minimum of 10 hours per week as interns in an arts organization under the supervision of a site mentor. Their assignments will relate to one or more aspects of arts management, such as marketing, fund-raising, or programming. Students also meet as a group with the department’s arts administration internship coordinator throughout the semester. Interns are required to write interim reports as well as a final analysis of their semester’s work experience.”

Employer Requirements: Not specified. This is a theatre management internship in areas such as theatre management, technical production, sales and marketing, and educational theatre programs.

### **PUBLIC AFFAIRS INTERNSHIPS**

Minimum Hours: 150 hours per semester

Credits: 3 credits

Prerequisites for Students: Departmental Permission; open only to Public Affairs majors