



<b>Workforce Connections Administrative Policies Internship Programs</b>	<b>Admin-010-13</b>
	<b>Revision No. 1 Effective: March 14, 2018</b>
<b>Policy Approved by: WC Executive Director Policy Adopted on: 03-02-2018</b>	

**Purpose**

To provide guidance and set forth the requirements for the implementation of internship programs.

**Background**

In general, an internship is a planned program that provides a student with a meaningful learning experience applicable to the student’s field of study. These programs require structured assignments, appropriate supervision, evaluation and feedback. The employer shall provide clear work duties that identify the learning objectives or, otherwise, an internship program scope that establishes how the learning objectives will be achieved.

Internship programs are designed to provide students with career exploration opportunities while still in school and while getting paid for the work performed. Internship programs allow Workforce Connections to take advantage of short term support while providing the interns with the capacity to gain relevant skills and experience in a particular field.

**Policy**

It is the policy of Workforce Connections to establish internship programs that link education with on-the-job learning and prepare the intern student to effectively perform in a public service work environment. The establishment of internship programs by Workforce Connections provides neither entitlement to employment, promotion, demotion, transfer, reinstatement nor any other employment right or benefit for any individual.

**References**

Public Law (P.L.) 113-128 Sec. 181, 188, 194; 20 CFR Part 683 Administrative Provisions under Title I of the Workforce Innovation and Opportunity Act (WIOA); Fair Labor Standard Act (FLSA); 2 CFR Part 200

**Eligibility**

Eligible individuals must meet the following criteria:

- Minimum 2.5 GPA; and
- Be at least 18 years of age; and
- Currently enrolled student in high school (seniors), college, university, professional, technical, vocational, trade school or other qualifying educational institution pursuing a degree or certificate; and
- Must be a United States citizen or legally authorized to work in the United States; and
- Males must be registered with Selective Service at the time they submit an application for an internship programs.

<b>Workforce Connections Policy Admin-010-13</b>	<b>WC Administrative Policies</b>
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## I. General Provisions

Any department that plans to employ the services of interns must submit a written request for approval to the Workforce Connections' Human Resources (HR) department. Such request must be submitted by the department's manager and must include, but will not be limited to, the following:

- Determination of need;
- Budgetary approval;
- Duration of the internship program;
- Proposed rate within budgetary constraints which shall be consistent with section IX of this policy; and
- Internship program scope.

In order to comply with the established requirements under Title I of WIOA, addressing equal opportunity and nondiscrimination provisions, all requests for the implementation of an internship program must be submitted to HR 60 days prior to the internship program start date. Any exception to the established criteria will be evaluated on a case by case basis and in compliance with the requirements set forth in this policy. Additional information may be requested at the sole discretion of Workforce Connections' Executive Director.

## II. Established Requirements

When requesting approval to start an internship program, the host department must adhere to the following guidelines:

- A. The internship will provide training that would be similar to that which would be given in an educational environment, such as hands-on training provided by educational institutions;
- B. The internship program is tied to the intern's formal education program of study by integrated coursework or the receipt of academic credit;
- C. The internship program accommodates the intern's academic commitments by corresponding to the academic calendar;
- D. The internship program duration is limited to the period in which the internship program provides the intern with beneficial learning;
- E. The intern's work complements, rather than displaces, the work of Workforce Connections' employees while providing significant benefits to the intern; and
- F. The intern and the host department understand that the internship program is conducted without entitlement to full time employment at the conclusion of the internship program.

## III. Internship Program Approval

The following criteria will be taken into consideration by Workforce Connections prior to the approval of an internship program.

- A. The internship program is actually an extension of the classroom, meaning the program is a learning experience that provides for applying the gained knowledge in the classroom. It must not be simply to advance the operations of any particular department or be the work that a regular employee would perform;
- B. The skills or knowledge gained must be transferable to other employment settings;
- C. The internship program has a clearly defined start and end date, and a scope with required qualifications;
- D. Learning objectives related to the professional goals of the intern are clearly defined;
- E. The supervision of the intern will be conducted by a professional with the expertise or educational background in the field of the internship program;



- F. There will be a written evaluation conducted by the supervisor at the end of the internship program; and
- G. There are available adequate resources, work settings, and equipment provided by the host department that will support the learning objectives and goals of the internship program.

**IV. Limitations**

Workforce Connections will only authorize one intern per hosting department at any given time during a program year. Interns will be approved only once to participate in a Workforce Connections' internship program. A waiver to these limitations may be requested in writing to Workforce Connections' Executive Director.

**V. Designing the Program Scope:**

Prior to requesting a position for interns, the host department will develop a program scope for the intern that is clearly designed to provide the intern with the capacity to gain relevant skills and experience in a particular field.

**In designing the program scope the following shall be considered:**

- Required duties and essential activities or job functions which would most greatly benefit the intern's goals;
- Name of the department where the internship will be performed;
- Whenever applicable, outcome expectations of specific tasks to be performed or completed;
- Physical requirements of the internship program;
- Length of the internship program;
- The supervisor(s) responsible for mentoring and evaluating the intern progress; and
- If training is required, who will be providing such training.

**VI. Course Credits**

Course credit is at the sole discretion of the intern's educational institution and it is the intern's responsibility to coordinate the process. For this purpose, the intern's immediate supervisor shall obtain official records directly from the school prior to the start of the internship program and must obtain information from the educational institution with respect to the receipt of course credits by the intern towards the completion of a degree or certificate, if the intern successfully completes the internship program.

**VII. Application Process**

Each of the requirements listed in this section must be met.

- A. HR must advertise and interview applicants for the open internship program(s). The recruitment and selection process must comply with equal opportunity employment and nondiscrimination applicable laws and regulations.
- B. Internship program(s) availability will be posted on the Workforce Connections' website. All interested individuals meeting the eligibility criteria specified in this policy must complete an application and attach a resume for review and consideration.
- C. All applicants must submit a resume with their application; this will facilitate tailoring the intern's assignments so they will directly align to the intern's studies. Responsibilities assigned to an intern shall be consistent with his or her qualifications, educational background, career interests and the internship program scope.



- D. After the review of submitted applications and resumes, the HR department will refer them to the host department manager for review and approval. The host department must send their recommendation to the HR department no later than 15 days after the receipt of such documents.
- E. In consultation with Workforce Connections' Executive Director, the HR department will determine which candidates will be invited in for an interview. Submitted applications for any internship program will be valid for a period of ninety days starting the date of submission.
- F. During the interview process, the internship program requirements will be discussed, including a complete explanation of the internship assignments, internship program host department functions and Workforce Connections internal administrative requirements.

### **VIII. Selection Process**

Workforce Connections' selection process follows all of the requirements in this policy. As a general procedure, Workforce Connections will interview potential interns only as needed and approved by executive management.

- A. Interns will be selected for an internship program based on their academic background, demonstrated interest in and knowledge of public service, evidence of skills needed; and training goals. Some of the documents and elements that will be considered may include, but are not limited to:
  - 1. Application;
  - 2. Resume;
  - 3. Personal and professional development goals;
  - 4. Strong oral and written communication skills;
  - 5. Self-motivation and organizational skills;
  - 6. Ability to read and interpret documents, such as safety rules, operational manuals, etc.;
  - 7. Ability to meet deadlines;
  - 8. Skill at initiating innovating ideas, ability to manage multiple projects at once to the successful completion of each;
  - 9. Applicant's contribution to the organization; and
  - 10. Anticipated benefits for the applicant.
- B. Additional information/documentation may be requested, at the sole discretion of Workforce Connections, prior to or after the interview.

### **IX. Internship Program Length and Compensation**

- A. The length of any internship program shall not exceed ten weeks. Interns will be working between 30 and 35 hours per week.
- B. The hourly rate shall not exceed \$15.00 per hour.



**X. Requirements for Completion**

Workforce Connections must, on a weekly basis, assess the duties performed by the intern in order to ensure that they are fully committed to complete their learning objectives.

Prior to the completion of the internship program the following must be in place:

- A.** Weekly completion of intern time log which will document the intern's attendance and actual number of hours worked. This document must be signed by both the intern and the immediate supervisor;
- B.** Brief report addressing the successful completion of all assignments;
- C.** Intern's assessment of the internship program and host department must be properly signed and dated; and
- D.** Summary report from the host department addressing the successful attainment of objectives goals as described in the internship program scope.

**XI. Termination of the Internship Program**

Workforce Connections may, at any time, terminate the internship program without cause or prior notice. Upon termination of the internship program Workforce Connections shall interview the intern in order to determine whether or not the objectives of the internship program were met.