

Internship Policies

The following policies and guidelines ensure that UC Denver students have access to high quality learning experiences that integrate academic knowledge and work experience in professional environments.

General Qualifications

- The position must be directly related to an academic field of study available at UC Denver.
- At least 80% of the position should consist of professional or pre-professional work assignments related to students' majors and/or career goals.
- The company/organization must be a legitimate established business located in commercial space.
- Interns must be given an orientation to the organization, training, ongoing supervision, and evaluation.
- An experienced professional in this field must be assigned to supervise/mentor the intern.
- Interns should not be considered “consultants” or be expected to provide a function that your professional staff cannot do. (e.g. create a company website, write a grant, develop a marketing campaign).
- Interns must have an appropriate workspace and tools with which to perform their duties (e.g. access to a computer, software, etc.).
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Experiences that DO NOT qualify:

- Commission-based positions
- Internships located in home-based businesses
- Situations where 100% of the work is done remotely or virtually
- Positions that require more than 20% clerical duties.
- “Independent contractor” relationships that require the intern to set up his/her own business for the purpose of selling products, services and/or recruiting other individuals to set up their own business.
- Family-owned businesses or positions supervised by a family member.
- Telemarketing positions

Note: Exceptions must have approval by the ELC director. *Final approval of internships is at the discretion of the supervising faculty sponsor.*

Internship Terms and Agreements

Employer Responsibilities

- Afford all applicants equal consideration regardless of race, color, national origin, gender, disability, sexual orientation, religion or veteran status.
- Accurately represent positions offered.
- Provide a safe working environment.
- Assign an experienced professional who has expertise in the content area of the internship to supervise the student throughout the internship.
- Ensure that an *Internship Learning Agreement* signed by the student, the site supervisor, and the University and will be on file at the Experiential Learning Center prior to the intern's first day on the job. This agreement outlines expectations and responsibilities of all parties, and ensures that the student is 'sponsored' by the University.

Supervisor Responsibilities

- Evaluate students' performance at end of work assignment and provide written summary of evaluation.
- Provide the student with an orientation to organizational policies, procedures, and utilization of resources, and position-specific training.
- Provide a positive supervisory experience that encourages the professional, academic, and personal growth of the student.
- Assist the student in developing/achieving personal learning objectives.
- Provide consistent and appropriate feedback through informal and formal evaluations.
- Notify the Experiential Learning Center of any changes in the intern's status, or any performance issues that may arise during the course of the internship.

UC Denver Experiential Learning Center Responsibilities

- Designate an Internship Advisor to work with the Site Supervisor.
- Inform eligible students of co-op/internship opportunities.
- Assist in the establishment and maintenance of credit-worthy internship experiences.
- Conduct site visits with employers and interns.

Confidentiality

Any re-disclosure of internship candidate/intern information is prohibited without the intern's express written consent.

Worker's Compensation

All University of Colorado Denver interns must be covered by Worker's Compensation insurance. The employer's workers compensation must cover the student if the intern is paid by the employer. The University will cover worker's compensation for interns earning academic credit. For additional information, please go to the website of the Office of University Risk Management at UC Denver: <http://urm.cusys.edu/>

Equal Opportunity and Non-Discrimination

Internship employers must subscribe to EEOC guidelines established by Federal and Colorado state law. **Employers** cannot unlawfully discriminate in the selection of individuals on the basis of race, color, national origin, sex, age, disability, creed, religion, or veteran status.

The University will not tolerate acts of sexual harassment.

Fair Labor Standards Act (FLSA)

Employers must be aware of and ensure compliance with the Fair Labor Standards Act (FLSA), before classifying an intern as an unpaid "trainee." If an intern is considered an "employee" for purposes of the FLSA, then the employer must pay its interns at least the minimum wage. The Department of Labor's Wage and Hour Division developed a six-factor test for determining whether workers are considered "trainees" under the FLSA:

1. The training is similar to that which would be given in a vocation school;
2. The training is for the benefit of the trainee;
3. The trainees do not displace regular employees, but work under close observation/supervision;
4. The employer derives no immediate advantage from the activities of the trainee;
5. The trainees are not necessarily entitled to a job at the completion of the training period;
6. The employer and the trainee understand that the trainees are not entitled to wages for the time spent in training.

For more information, please go to <http://www.dol.gov>

Hold Harmless Agreements

Because of the concern over liability during internships, some employers may ask UCD and/or the student intern to sign a hold-harmless or indemnity agreement. In some cases, employers have asked students to sign a release of liability as a condition to accepting the internship. It is the policy of UC Denver that we will **NOT** sign these types of agreements. Below, please find guidelines of professional principals developed by the National Association of Colleges and Employers on this subject.

Principles for Professional Conduct – Hold Harmless Agreements
http://www.naceweb.org/committee/whitepapers/hold_harmless.htm

The National Association of Colleges and Employers addresses the ethical issues regarding hold harmless agreements as they relate to internships.