Thank you for your interest in a student intern from Menlo College. The following information will allow you to understand your role as an internship employer. We look forward to working with you to ensure the internship experience is beneficial for all involved. If you have questions or concerns, please contact Mary Robins, Director of Career Services at 650-543-3735 or mrobins@menlo.edu.

**Internship Guidelines**

Internships usually are 10-12 weeks in length, but can be longer or shorter as long as approximate hours per units for the student are met. Students entering Menlo as of Fall 2011 are required to complete 6 units of internship as a graduation requirement and may complete their internship either as two 3-unit internships (approximately 240 hours per semester) or one 6-unit internship (480 hours per semester). Fewer hours per unit are required for students entering Menlo prior to Fall 2011.

**Timing**

Internships for academic credit usually take place during a semester. However, some internships may start or end outside the official semester dates. Menlo’s semesters for 2012-2013 academic year are:
- Fall Semester – August 22, 2012 through December 6, 2012
- Spring Semester – January 9, 2013 through May 1, 2013
- Summer – May 15, 2013 through August 9, 2013

**Internship Definition**

*An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.*

**Internship Criteria**

In order for the experience to meet educational and Federal labor laws, Menlo College is using the criteria developed by the National Association of Colleges and Employers (NACE). Internships should meet all the following criteria:

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.

The internship definition and criteria was developed by the National Association of Colleges and Employers (NACE) in July 2011 and current as of June 2012.

**Employer Responsibility**
The organization will provide a reasonably detailed job description to Menlo College prior to the start of the internship that include the tasks and/or projects the intern will perform. The job description will be used by the Faculty Sponsor to create individualized learning objectives for the student that combines the performance goals and past and present coursework.

Employers are also required to sign the Employer Internship Agreement within the first two weeks of the student starting the Internship. The Agreement will provide the name and contact information for the workplace supervisor. The supervisor must agree to meet early in the internship with the faculty sponsor to confirm details and provide progress reports for the student throughout the internship. A final evaluation must be completed by the supervisor and returned to Menlo College.

The employer must provide a safe working environment and meet all federal and state requirements and fair labor laws governing student interns.

**Student Responsibility & Expectation**
Students will be required to complete academic work concurrently with their field experience. The academic work will be in the form of written papers and discussion with other students. The topics are general in nature and refer back to their classroom learning. At no time will they be asked to share any confidential or proprietary information.

Students are expected and will be held accountable for the work hours you set and completing the projects you’ve assigned them. Student interns must dress and behave professionally and ethically as you would expect any of your staff.

**Menlo College’s Responsibility**
Menlo College will assign a faculty member to work with the student and provide the academic component of the internship experience. The faculty member may contact you to arrange a site visit or phone meeting to obtain feedback about the student.

All records and agreements will be maintained by the College.