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**Internship Classes**

**INT 499 – Internship in Major Field**

Upon completing their junior year, students can enroll in **INT 499 - Internship in Major Field**, a 6-unit upper division course that requires students to complete 280-hour internship. This course meets 10 times.

This is a required course for accounting, business management (all concentrations), finance and marketing majors. This is an elective course for psychology majors.

This course is offered twice per year:

- **Summer Cohort**: Students complete a 10-week full-time internship between May and August. The class meets once a week, typically in the evening on a Tuesday, Wednesday or Thursday.
  
  *Summer 2021 Deadline to Start An Internship: Monday, June 21, 2021*

- **Academic Year Cohort**: Students complete a 28-week part-time internship between Sept. and April. The class meets five times each semester, typically in the evening on a Tuesday, Wednesday or Thursday.

Students are eligible to enroll in this course after they have completed their junior year, by which time they will have completed a good number of their core classes and will be ready to meaningfully contribute to an organization’s operations.

While completing the internship, students enrolled in INT 499 study the ‘four frames’ organizational model. At the conclusion of the internship, supervisors are asked to complete a performance evaluation and confirm the total number of hours that the student worked.

**ACC 499 – Accounting Internship**

Accounting students who secure an internship at one of the below firms will enroll in ACC 499 instead of INT 499. (Accounting students who do not secure an internship at one of the below firms will enroll in INT 499(A), which is exactly the same as INT 499, just noted differently on your transcript.) ACC 499 is taught by a member of the accounting faculty. This course requires students to complete an 8-10-week full-time summer internship.

- Armanino
- BPM
- Deloitte
- EY
- Franke, Rimerman
- KPMG
- Moss Adams
- PwC
- RSM
- Seiler
- Sensiba San Filippo
- Shea Labagh Dobberstein

Contact **Professor Janis Zaima** at janis.zaima@menlo.edu for more information about the recruiting process for these firms.

**Individually Directed Research (IDR): Career Exploration I & II (International Students only)**

In addition to the INT 499 course, international students have the option to enroll in a 1-unit elective by requesting an IDR. These IDRs are referred to as Career Exploration I & II.
International students are eligible to enroll in an IDR after completing two (2) consecutive semesters. Students can complete up to two (2) of these IDRs. Students must have at least one (1) unfulfilled elective unit prior to enrolling.

Contact the ICS Director (Dylan Houle at dylan.houle@menlo.edu) to learn more.

**Not-For-Credit Internships (Domestic Students only)**

At any time, non-international students (i.e., U.S. citizens and those authorized to work in the U.S.) can complete a not-for-credit internship without the approval of the ICS. (However, completing a not-for-credit internship does not fulfill the INT 499 requirement.)
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. — National Association of Colleges and Employers

Internships must meet the National Association of Colleges and Employer’s (NACE) 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.

Menlo College’s requirements include:

1. Internship must be related to the student’s major.
2. Interns must work a minimum of 280 hours. (Students are not required by Menlo College to make up missed time due to illness or unforeseen emergencies. However, any time off for reasons other than these will need to be made up during the course of the internship to meet the minimum hour requirements.)
3. Interns cannot work out of someone’s home office unless the employer can provide appropriate proof of insurance.
4. Interns cannot be directly supervised by a member of their family. (Interns can work in a family business or alongside family members.)
**INT 499 / ACC 499 Pre-Requisites**

**You must be a rising senior or senior to enroll.**

- Seniors are defined as students who have completed more than 89 units.
- For most students, this means completing the internship the summer prior to graduation.
  - For example, if you are graduating May 2022, you would complete the internship requirement during summer 2021.
- Other students choose to complete the internship requirement during their senior year.
- Some students choose to complete the internship the summer after their senior year as their final requirement.

**You must have a 2.0 GPA or higher to enroll.**

- INT/ACC 499 is a credit / no credit course and does not impact your GPA; therefore, students with a sub-2.0 GPA need to improve their GPA and so cannot take credit / no credit courses.

**You must have no serious and/or recent violations of the student Code of Conduct as outlined in the Student Handbook.**

- This policy exists because for-credit internships are extensions of the Menlo College classroom and you will be representing Menlo College at your internship site; accordingly, you may be ineligible for the internship program if you violate the code of conduct in any way that would cause Menlo College to lose confidence in your ability to conduct yourself professionally and responsibly at an internship site.
- Conduct violations will be considered on a case-by-case basis by the ICS Director (Dylan Houle at dylan.houle@menlo.edu) and Dean of Student Affairs. If you are determined ineligible, you have the option to appeal the decision to the Vice President of Student Success.

**You must complete the following preparatory steps during your junior year:**

| 1. Attend an internship information session | Sessions are offered in early fall and early spring. Register in Handshake. |
| 2. Complete the internship application form | You will complete the application form after attending an information session. |
| 3. Complete a kick-off meeting to review your resume | Schedule your kick-off meeting in Handshake. |
| 4. Complete a mock interview | Mock Interview Day is held annually in the fall. You will sign up during the info session. Students who cannot participate will complete a virtual interview on StandOut.com. |
| 5. Attend an internship orientation | Orientations are offered in late spring and late summer. |

Internship Location Requirements

Normally, the INT/ACC 499 course is an in-person course. Students have the choice to take the INT/ACC 499 class in Northern California (at Menlo College in Atherton) or the INT 499 class in Southern California (at Antioch University in Culver City). Thus, students normally complete their internship within a reasonable distance of one of these two locations. **However:**

The below guidance is in place only and until in-person classes resume. This guidance is subject to change with little advance notice.

All students can complete their internship in the following U.S. states and territories: Arizona, California, Colorado, Hawaii, Idaho, Indiana, Maryland, Mississippi, Missouri, Nebraska, New Jersey, Oklahoma, Oregon, Pennsylvania, South Carolina, U.S. Virgin Islands, Washington.

International students can complete their internship in any of the above states or their home country.

Please contact the ICS Director (Dylan Houle at dylan.houle@menlo.edu) if you are interested in completing your internship in a U.S. state or territory not listed above.
Finding An Internship

Students are responsible for finding their own internship opportunity. The ICS team will support you in your internship search and teach you how to find an internship on your own, which is an invaluable skill you will use throughout your career. This is what you can expect from the ICS team:

Individual Advising
Schedule your appointment on Handshake: https://menlo.joinhandshake.com/appointments

Schedule a 30-minute appointment with a member of the ICS team any time, as many times as you want.

- Discuss and explore your career goals
- Help you develop a job search strategy
- Introduce you to job search resources
- Review your resume, cover letter and LinkedIn profile
- Practice your interviewing skills
- Help introduce you to alumni and employers
- Analyze your career and personality assessments (e.g., Strong Interest Inventory and Myers-Briggs Type Indicator)

Events and Workshops:
Most events and workshops are listed on Handshake: https://menlo.joinhandshake.com/events

<table>
<thead>
<tr>
<th>All Year</th>
<th>Employer Spotlights</th>
<th>30-minute information sessions with local employers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Leverage Your Potential Podcast</td>
<td>Conversations with employers and alumni about their career journeys</td>
</tr>
<tr>
<td></td>
<td>Career Workshops</td>
<td>60-90 minute workshops on a range of topics like resume writing, interviewing, networking; workshops often feature employers as guest speakers</td>
</tr>
<tr>
<td>Fall</td>
<td>Mock Interview Day</td>
<td>40-50 employers and alumni volunteer to practice interviewing with junior-year students</td>
</tr>
<tr>
<td></td>
<td>Meet-The-Firms</td>
<td>The Accounting Club hosts 8-10 accounting firms for an evening of networking</td>
</tr>
<tr>
<td>Spring</td>
<td>Career Connect Day</td>
<td>Morning of career and professional development-focused sessions and workshops led by employers and alumni</td>
</tr>
<tr>
<td></td>
<td>Career Fair</td>
<td>40-60 employers and graduate schools recruit our students for internships and jobs</td>
</tr>
</tbody>
</table>
**Internal Online Resources:**
Unless otherwise noted, all resources are available for download in Handshake’s “Resources” Folder
[https://menlo.joinhandshake.com/schools/363/articles](https://menlo.joinhandshake.com/schools/363/articles)

<table>
<thead>
<tr>
<th>Resource</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Handshake**  
[https://menlo.joinhandshake.com/](https://menlo.joinhandshake.com/) | Menlo College’s career management platform; register for events, apply for jobs, and network with other students and alumni. |
| **Guide to Resumes and Cover Letters** | Use the suggestions, examples and templates in this guide to write an effective resume and cover letter. |
| **Guide to Interviewing and Networking** | Use the suggestions, examples and sample questions to practice and prepare for your internship interview. |
| **Menlo College Alumni Directory**  
[https://www.linkedin.com/school/menlo-college/people/](https://www.linkedin.com/school/menlo-college/people/) | Find more than 6,000 current and former students of Menlo College; filter by where they live, where they work, what they do, and what they studied. |
| **StandOut.com** | Practice your virtual interviewing skills by recording your responses to pre-recorded questions. |
| **Diversity, Equity and Inclusion Career Resources** | An extensive list of career and professional development resources for a diverse student body. |
| **List of Fortune 500 Internship Programs** | List of internship programs at each of the Fortune 500 companies, with links to take you directly to their listed opportunities. |
| **List of Accounting Firms Internship Programs (ACC 499)** | List of internship programs at many of the nearby accounting firms, with links to take you directly to their listed opportunities. |
| **List of Sites Where Students Have Interned in the Past** | List of internship sites where Menlo College students have interned at in the past. You can sort this list by employer name, student major, paid vs. unpaid, and more. |
| **List of Sites Where International Students Have Interned in the Past** | List of companies that have hired an international student for an internship or post-graduation job. |
| **LinkedInLearning.com** | Hundreds of courses to help you achieve your professional goals. Free for Menlo College students. Contact the ICS Director (Dylan Houle at dylan.houle@menlo.edu) to request access. |
| **Job Search Resources** | List of general and major-specific online job boards |
Confirming Your Internship Is Eligible For Academic Credit

Once you have secured an internship offer, you must confirm the internship is eligible for academic credit. To do this, contact the ICS Director (Dylan Houle at dylan.houle@menlo.edu) to request the Internship Confirmation Form.

The Internship Confirmation Form will ask you to provide:

- A job description (this must be written by the company, not by you)
- The name, title and contact information of your supervisor and/or the person responsible for hiring/onboarding you
- Expected start and end date
- Total number of hours you expect to work
- Location of the internship (even remote internships must have a physical address where the company is located)
- You agreement to the rules and requirements of the INT 499 course

Once submitted, the ICS Director (Dylan Houle at dylan.houle@menlo.edu) will send a brief Supervisor Confirmation Form to your supervisor or the person responsible for hiring/onboarding you.

Your employer will need to confirm:

- Location of the internship (even remote internships must have a physical address where the company is located)
- Total number of hours you will be expected to work
- That your direct supervisor has training and experience in the area in which you are interning
- That they have a clearly stated process for you to follow when reporting workplace concerns
- That they will comply with all federal, state and local safety and health requirements
- That they will complete our performance evaluation at the end of the internship
- Whether or not they will agree to host an ICS staff member for a site visit

Once the employer completes the Supervisor Confirmation Form, the ICS Director (Dylan Houle at dylan.houle@menlo.edu) will review and either confirm or deny the internship for academic credit. You will be emailed either way.

Reasons why internships would be ineligible for academic credit:

- The job description does not provide sufficient evidence that the internship is related to the students major.
- Your supervisor does not have training or experience in the area in which you are interning.
- The internship is located in a home office and the employer has not provided proof of insurance.
- You are being supervised by a family member.
- Your work schedule would not allow you to attend the INT 499 class, which meets in the evenings from 7-9 p.m.
- The internship does not meet the location requirements.

Contact the ICS Director (Dylan Houle at dylan.houle@menlo.edu) if you feel an internship was incorrectly deemed ineligible.
Registering for INT 499 / ACC 499 and Cost of Tuition

You do not self-register for INT 499/ACC 499 the same way you do as other classes. Instead, your academic advisor will be the one to register you. The reason for this is because for the summer cohort only there can actually be more than one way to register for this course. (There is only one registration option for the Academic Year Cohort.)

Summer Cohort

**What most students do:** Defer enrollment to fall and/or spring.

This is called “credit deferral” and means that you complete the internship requirement during the summer but defer actually enrolling in the course until the following fall and/or spring.

By deferring enrollment, you avoid paying summer tuition for 6 credits.

To be clear: You will complete your internship in the summer and you will complete the INT/ACC 499 course in the summer, but INT/ACC 499 course will appear on your transcript in the fall and/or spring semesters.

If you choose to defer enrollment, you will be charged a $250.00 credit deferral fee.

You have these five (5) options to defer your credits: (See Appendix for an easy-to-follow decision tree.)

<table>
<thead>
<tr>
<th>Course Section</th>
<th>Explanation</th>
<th>Why Choose This Option?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section 10-Fall and Spring</strong></td>
<td>Defer 3 credits to fall and 3 credits to spring</td>
<td>If you are taking fewer than 16 units in both the fall and spring semester of your senior year</td>
</tr>
<tr>
<td><strong>Section 13-Fall</strong></td>
<td>Defer 6 credits to fall</td>
<td>If you are taking 13 or fewer units in the fall semester of your senior year</td>
</tr>
<tr>
<td><strong>Section 13-Spring</strong></td>
<td>Defer 6 credits to spring</td>
<td>If you are taking 13 or fewer units in the spring semester of your senior year</td>
</tr>
<tr>
<td><strong>Section 11-Fall</strong></td>
<td>Enroll in 3 credits in summer and defer 3 credits to fall</td>
<td>If you are taking 16 or fewer units in the fall, and 17 or more units in the spring of your senior year</td>
</tr>
<tr>
<td><strong>Section 11-Spring</strong></td>
<td>Enroll in 3 credits in summer and defer 3 credits to spring</td>
<td>If you are taking 16 or fewer units in the spring, and 17 or more units in the fall of your senior year</td>
</tr>
</tbody>
</table>

*Please note that by choosing Section 11, you will be charged for 3 units in the summer. Summer tuition is discounted by 50 percent. Each credit is approximately $940.00 (as of 2020-2021).

**What some students do:** Enroll in summer.

There are two reasons why you would enroll in summer instead of deferring:
1. You are likely to enroll in 17 or more units in both the fall and spring semester of your senior year. In this case, you cannot defer enrollment because you would then incur tuition overage charges for exceeding 19 units in a single semester.

2. The internship is your final requirement and you will not be returning to Menlo College for the fall semester on account of completing your degree. In this case, you cannot defer enrollment because you do not have a future semester to defer to.

Summer tuition is discounted by 50 percent. Each credit is approximately $940.00 making the total approximate cost for 6 units $5,700.00 (as of 2020-2021).

Request to Change How Your Credits Are Deferred

If for some reason you need to change how your credits were deferred, you can submit that request to your academic advisor up to the date on the fall academic calendar marked “Last day to withdraw with a ‘W’”. Requests received after that date may not be recognized. There are no deferral fee refunds.

Academic Year Cohort

Students completing the internship requirement during the academic year will be enrolled for 3 credits in the fall and 3 credits in the spring. There are no options to defer enrollment.
Your Role As An Intern

During your internship, you have the opportunity to apply your classroom learning to a real-world setting. **Here are some suggestions for maximizing your internship experience.**

Prior to the start of the internship:

- **Develop** goals for your internship experience. Even before you start your internship, review the job description and identify the areas that are of specific interest to you. At the end of the internship, what would you like to say you’ve accomplished or learned?

- **Arrange** your workspace. Whether you’re working from home or going into the office, make sure you have all your necessary supplies easily accessible and that you keep your workspace professional.

- **Read** your organization’s employee handbook and website to make sure you understand all workplace policies, including anti-harassment and remote-work policies.

- **Join** any designated spaces—e.g., closed Facebook or LinkedIn groups—that your organization has set up where you can meet incoming interns and other employees. If there’s no such space, request an employee directory.

- **Dress code.** Select outfits that match the organization’s dress code, whether it be casual or formal.

At the beginning of the internship:

- **Show up** on time and stay to the end of your assigned shift. Don’t cut corners or draw negative attention to your work ethic. Put in your full effort. Be accountable for your actions.

- **Engage** with other interns and employees. Go out of your way to introduce yourself to your new colleagues. If you’re going into the office, invite yourself out to lunch with them. If it’s remote, request a 1:1 video chat to introduce yourself.

- **But … Keep your list of topics professional and neutral.** Carefully consider your audience and the context before bringing up potentially sensitive topics like religion, sex, politics, personal finances, and certain types of humor. Don’t gossip or badmouth other employees.

- **Set** goals. Sit down with your supervisor and decide in advance how you will develop your knowledge, skills and professionalism. (NOTE: This will be an INT 499 assignment.)

- **Avoid** miscommunication and interruptions by working with your supervisor to establish set times—daily and weekly—to connect with them. If your supervisor has more of an “open door” policy, that’s fine too, but make sure you know their preferences regarding dropping in, texting, emailing, calling or video chatting.

- **Ask** questions and write the answers down. Your internship may present you with a steep learning curve, you and might have to do a lot “learning on the job.” That’s OK! Ask for examples or templates of deliverables. Write down any instructions you’re given—don’t rely on memory. (NOTE: You have access to LinkedInLearning, where you can watch thousands of online courses on a variety of topics. Email the ICS Director (Dylan Houle at dylan.houle@menlo.edu) for access.)
Over the course of the internship:

- **Demonstrate** initiative and be curious. If you finish a project early or find yourself with some downtime, ask your supervisor, colleagues, or even your fellow interns if there’s anything you can help them with. If there’s nothing for you to help them with, then give yourself a project, or learn more about the company’s products and services, or research the company’s competitors, or read industry-related news. Keep yourself engaged.

- **Propose** ideas and solutions. Employers appreciate interns for the new, fresh perspective they bring to the workplace. They want to hear your ideas and solutions!

- **Build** your professional network. Ask your supervisor to facilitate introductions and meetings with senior leadership. If your supervisor is too busy to facilitate introductions, introduce yourself and request an informational interview over coffee or lunch.

- **Request** constructive feedback from your supervisor on a routine basis.

- **Foster** community through virtual team lunches and happy hours.

Towards the end of the internship:

- **Present** your final projects, accomplishments and ideas to your supervisor and senior leadership.

- **Conduct** a self-evaluation and a formal performance review with your supervisor. Schedule time to discuss the evaluation and take seriously any suggestions you are given for improvement. (NOTE: This will be an INT 499 assignment.)

- **Summarize** your experience both on your resume and LinkedIn profile and in future job interviews.

- **Discuss** full-time opportunities with your supervisor and/or ask if they could write you a recommendation on LinkedIn and/or be a reference for you in future job interviews.
As part of the INT 499 class, your supervisor will complete a performance evaluation. The performance evaluation will ask them to evaluate you on these 8 competencies.

**DEFINITION OF CAREER READINESS AND COMPETENCIES**

*Career readiness is the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace.*

- **Critical Thinking/Problem Solving:** Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

- **Oral/Written Communications:** Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.

- **Teamwork/Collaboration:** Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.

- **Digital Technology:** Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.

- **Leadership:** Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

- **Professionalism/Work Ethic:** Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.

- **Career Management:** Identify and articulate one’s skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.

- **Global/Intercultural Fluency:** Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates, openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals’ differences.
Setting and Managing Expectations

On rare occasions, you may feel that the internship is not meeting your expectations. Alternatively, the supervisor might feel that you are not meeting their expectations. These issues can often be resolved through clear communication. If the internship is not progressing as expected, we recommend that you take the following steps:

Reflect:

- **Did your supervisor clearly outline expectations at the start of the internship or project?** It is never too late to reset and re-establish expectations. Request a meeting to discuss what areas of the internship aren’t meeting your expectations. Referring back to the job description can be helpful.

- **Did you receive the necessary training?** Supervisors sometimes forget that you’re still learning. Request a meeting with your supervisor to ask for more training.

- **Did your supervisor assign you substantive projects in addition to daily tasks?** You are seeking meaningful work and expect to contribute in a meaningful way; if you find that you are being assigned mundane tasks and busy work, request a meeting with your supervisor to brainstorm larger, more substantive projects for you to work on.

- **Do you and your supervisor meet on a regular basis?** Regular one-on-one meetings give you both the opportunity to gauge engagement, satisfaction and learning. It also creates an opportunity for both of you to voice questions or concerns, and for you to ask for help or advice.

Take Action:

- **Meet with your supervisor to discuss your performance.** If you feel that you are not meeting your supervisor’s performance expectations, request more coaching, feedback and additional resources. Decide on specific action steps and benchmarks to measure progress.

- **Revisit the job description and the goals you agreed to at the beginning of the internship.** Decide together what steps you can take to ensure you are able to meet your goals and fulfill the expectations outlined in the job description.

- **Identify and formally assign a second colleague to be a resource/mentor.** If your supervisor is busy and cannot dedicate a lot of time to coaching you, ask if they can introduce you to other people at the organization that can help you in your professional growth.

- **Not sure what to do?** Contact the Menlo College Career Services team and we will schedule a site meeting (remote or in-person) with you and the supervisor. Please do not quit an internship without first alerting the Career Services team and requesting help.
Internships can be either paid or unpaid.

For paid internships, the average hourly rate for Menlo College students is between $16.00-$18.00 per hour. If the organization is unable to offer an hourly wage, consider negotiating for a one-time stipend or reimbursement for lunch and/or travel expenses.

If an organization is offering you an unpaid internship, please ensure that the experience meets the U.S. Department of Labor Fair Labor Standards Act (FLSA) criteria for unpaid internships:

**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. In short, this test allows courts to examine the “economic reality” of the intern-employer 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.

For more information:

- [http://www.naceweb.org/advocacy/position-statements/united-states-internships.aspx](http://www.naceweb.org/advocacy/position-statements/united-states-internships.aspx)

**Federal Work Study**

Federal Work Study funds can be distributed to qualified students who secure internships at select non-profit and community organizations. Contact the ICS Director (Dylan Houle at dylan.houle@menlo.edu) if you qualify for FWS and would like to learn more.
When you complete the Internship Confirmation Form, you will be required to agree and/or affirm the following:

- Menlo College does not itself control the Activity, the means of instruction, or the workplace where the instruction will take place. In granting credit for the internship, Menlo College affirms that, to the best of its judgment, the Activity is appropriate for student learning and academic credit, but Menlo College makes no other assurances, express or implied, about the safety or suitability of the Activity or of any travel in connection with it. The student understands that any internship or travel carries with it potential risks which are beyond the control of Menlo College. The student represents that he or she is at least 18 years of age and legally competent.

- I release and discharge Menlo College, its trustees, officers, employees and agents, from any and all liability, loss or damage, including liability for bodily injury, caused by or arising in any manner, whether directly or indirectly, from my participation in the Activity. This release expressly includes any liability caused by or arising from any negligence, whether based upon any actions or any failure to act, by Menlo College, its employees or agents.

- I affirm that I have sufficient health and medical insurance to cover me during this internship, and I understand and agree that I am responsible for the costs of that insurance and for any expenses not covered by that insurance.

- I agree to indemnify, defend, and hold harmless Menlo College, its trustees, officers, employees, and agents from any and all claims, damages, or liability arising from or related to my participation in the Activity.

Workers’ Compensation

If interns are paid by the internship organization, then an employment relationship exists and the intern should be covered for workers’ compensation insurance by the employer.

In the event that the internship is unpaid, the intern may not be considered an employee. Interns are responsible for maintaining their own health insurance for the duration of their internship in the event that they are injured during their internship.

Menlo College requires that all enrolled students maintain health insurance.

Liability

Organizations working with interns should maintain comprehensive general liability insurance coverage, in the event of negligence on the part of the organization.

Menlo College also maintains comprehensive general liability insurance for any negligence on its part.
Students on an F-1 visa are legally able to intern in the U.S. through a program called Curricular Practical Training (CPT).

Employers who hire international students must provide the student with an offer letter (on company letterhead) that contains:

- The supervisor’s name and contact information
- The title of the position
- A brief description of the position (enough to substantiate that the experience is relevant to the student’s field of academic study)
- The start and end date of the internship.

The student will then bring the offer letter to a Menlo College Designated School Official (DSO), who will then submit the proper documentation to U.S. Customs and Immigration Services (USCIS) and then issue the student a CPT I-20.

**If the internship is paid, students will need to apply for a social security number.**

**If the internship is either paid or the student receives remuneration (something of value), employers will need to complete a Form I-9, and a CPT I-20 is required to complete a Form I-9.** (Refer to [https://www.uscis.gov/i-9-central](https://www.uscis.gov/i-9-central) for more information.)

Students cannot begin working until the start date listed on the CPT I-20 issued by the College and they must stop working on the end date listed on that same I-20.

Aside from the I-9, all documentation for CPT is managed through Menlo College, and will not require any paperwork (aside from the initial offer letter) or additional cost to be borne by the employer beyond what would normally be required for a domestic student.

**CPT Designated School Official:** The ICS Director (Dylan Houle at dylan.houle@menlo.edu)
Interns should be treated as any other prospective employee during the recruitment and selection process, with regard to Equal Employment Opportunity laws. Students who are disabled are protected under the Americans with Disabilities Act (ADA) during their internships.

Workplace Harassment

Employers must inform incoming interns on the organization’s anti-harassment policies and the process for filing a complaint should harassment occur. Interns must adhere to these policies and follow these processes.

Additionally, when students are completing an internship as part of the INT 499 - Internship in Major Field course, the internship is an extension of the classroom; because of this, both students and supervisors are expected to also adhere to all relevant Menlo College policies outlined in the Student Handbook.

According to the U.S. Equal Employment Opportunity Commission (EEOC):

Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990, (ADA).

Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

... The law protects you from retaliation (punishment) for complaining about harassment. You have a right to report harassment, participate in a harassment investigation or lawsuit, or oppose harassment, without being retaliated against for doing so.

Read more here: https://www.eeoc.gov/harassment
Read more here on sexual harassment: https://www.eeoc.gov/sexual-harassment

Menlo College Career Services will take one or more of the following actions – depending on the severity of the complaint or accusation – when students report any type of workplace harassment, discrimination, unconscious bias, stereotyping, or microaggressive acts (all hereafter called “misconduct”).

Step 1: We will advise the student to begin documenting the misconduct and to refer to the organization’s anti-harassment policies and process for filing a complaint. If the organization has laid out a clear escalatory process, we will advise the student to start by initiating the first step in that process and continuing until the situation is resolved satisfactorily.

Step 2: We will advise the student to schedule a 1:1 meeting with their supervisor to report the misconduct. Once reported, the supervisor is expected to take action to resolve the situation satisfactorily.
Step 3: If it is the supervisor performing the misconduct, or if the student feels uncomfortable going to their supervisor, we will advise the student to contact Human Resources. Once reported, Human Resources is expected to take action to resolve the situation satisfactorily.

Step 4: If the student feels uncomfortable reporting the misconduct to anyone at the organization, or if they have reported it and the situation has not been resolved satisfactorily, we will do one or more of the following:
   a) Contact the supervisor or appropriate representative of the organization to report the misconduct.
   b) Request a meeting with the supervisor or appropriate representative of the organization to report the misconduct and discuss possible resolutions.
   c) Report the misconduct to Menlo College’s Title IX Coordinator.
   d) Provide students resources on how to file complaints with relevant government agencies, including the U.S. Department of Education’s Office for Civil Rights (OCR) and the U.S. EEOC.
   e) Advise the student to terminate the internship.

If one of our students is performing misconduct, we recommend organizations both follow their organization’s anti-harassment policies and also to report any misconduct to Menlo College Career Services.

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### Site Visits

A member of the Menlo College Career Services team may request to conduct a site visit. Generally, these site visits are intended to strengthen the relationship between the college, the organization and the student. Supervisors are also invited to request a site visit at any time. Site visits may occur if:

- This is the first time the organization has hosted a Menlo College student-intern.
- Menlo College has never conducted a site visit to this organization.
- The student has requested a site visit.
- The supervisor has requested a site visit.
- The ICS Director (Dylan Houle at dylan.houle@menlo.edu) has requested a site visit in response to specific concerns.
What To Do If You Can’t Find An Internship

Not only is INT 499 a required course for business majors, but completing an internship is also very important for your post-grad career prospects. Students who complete at least one internship are more likely to receive a job offer sooner than students who do not complete an internship; therefore, it is in your professional interest to put your full effort into the internship search.

If you are having difficulty finding an internship, we suggest the following:

- **Stay calm.** The majority of internships are posted in the spring, and most students start getting called for interviews between March and May.

- **Be consistent.** Reserve time to research internship opportunities and submit applications. Set a goal of 5-10 applications each week. Most students will submit between 75-100 applications before receiving an offer they’re excited to accept.

- **Don’t play favorites.** There are literally dozens upon dozens of online job boards. If you’re only using Handshake or LinkedIn or Indeed, that’s not enough. Download our list of Job Search Resources in Handshake’s “Resources” folder: [https://menlo.joinhandshake.com/articles/9199](https://menlo.joinhandshake.com/articles/9199)

- **Be open minded** to different opportunities. There are thousands of start-ups and small companies that you’ve never heard of before—they can still offer you a great learning experience. Apply widely, regardless of whether you’re already familiar with the company or the industry.

- **Stay organized.** If you haven’t already been tracking your applications and interviews, start now. This will help you track when and who to follow up with (and also serves as good evidence that you are putting in a diligent effort to secure an internship).
  - Use this Google Sheet created by the The Muse called “My Job Search Tracker”: [https://docs.google.com/spreadsheets/d/1b4_LpHeLb9NIdVWqWKq14nMxHEvlF3qMpEd3QdOc7Ck/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1b4_LpHeLb9NIdVWqWKq14nMxHEvlF3qMpEd3QdOc7Ck/edit?usp=sharing)

- **Follow up.** If you submitted an application but after two (2) weeks haven’t heard anything back from the organization, send them an email to ask for a status update. Often, you might not know who to email; in that case, most companies have a “Contact Us” section on their website. Use the contact information or form provided there.

- **Activate your network.** Tell everyone you know that you are looking for an internship. Mom, dad, brother, sister, aunt, uncle, professor, coach, older classmates, alumni—everyone. People will try to help you find an internship if they know you’re looking for one.

- **Build** your network. Introduce yourself to everyone you can. Start attending in-person and virtual events in earnest. Request to connect with Menlo College alumni on LinkedIn that work at the companies you’re applying to: introduce yourself and ask for their advice. Develop a list of companies you’re interested in and ask your professors, coaches or the career services office if they can introduce you to anyone who works there. Ask people who are already in your network to introduce you to their connections.

- **Schedule a 30-minute appointment** with the ICS team to discuss specific job search strategies and to review your resume and practice your interviewing skills.
Petitioning The Internship Program

Students can request to petition to substitute the INT/ACC 499 course with two (2) upper division business electives. If your petition is approved, you would complete two upper division business electives instead of the INT/ACC 499 course.

You must contact the ICS Director (Dylan Houle at dylan.houle@menlo.edu) to request to petition. The ICS Director will provide you the required paperwork and both the ICS Director and your Academic Advisor must sign-off on your petition before it is submitted to the Academic Appeals Committee. The Academic Appeals Committee is comprised of five (5) full-time faculty members; it is they who will either approve or deny your petition.

It is rare for a student to petition. These are examples of petitions that have been approved:

- You are an older student who already has extensive work experience in your field of choice and completing an internship would be a step backward in your career trajectory.

- You are already employed and are financially dependent on your current job; leaving your current job for an unpaid or lesser-paying internship would cause you financial distress.

- You are a student-athlete pursuing your athletic career during the summer and you also cannot complete an internship during the academic year due to your athletic commitments (your coach will be consulted if this is your reason for petitioning).

- You are an international student who will not be pursuing a job or career in the United States after graduation.

- You secure an internship outside of an approved location.

- Summer tuition would cause you financial distress and you are unable to do “credit deferral” because it would result in tuition overage charges and you are unable to participate in the Academic Year Cohort.

- You have personal reasons or obligations that take priority over doing an internship (e.g., raising children, being a caregiver to your parents, having certain health conditions).

- You have secured an internship but it does not meet some or all of the program’s eligibility requirements.

- You have demonstrated a diligent effort to find an internship but have been unsuccessful in both the summer and the academic year.
Performance Evaluation Questions

You will be evaluated on 8 career competencies as defined by the National Association of Colleges and Employers (NACE). The number in the left hand column indicates which competency the question is measuring.

<table>
<thead>
<tr>
<th>To what extent did/does the student demonstrate these behaviors?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Gather and analyze information from a variety of sources to fully understand a problem?</td>
</tr>
<tr>
<td>1. Make decisions and solve problems using sound reasoning and judgment?</td>
</tr>
<tr>
<td>1. Multi-task well in a fast-paced environment?</td>
</tr>
<tr>
<td>2. Communicate information, ideas, and data clearly and concisely so that others can understand?</td>
</tr>
<tr>
<td>2. Promptly inform relevant others when needing guidance with assigned tasks?</td>
</tr>
<tr>
<td>2. Assist with the creation of high-quality reports and promotional materials?</td>
</tr>
<tr>
<td>3. Listen carefully to others, taking time to understand and ask appropriate questions without interrupting?</td>
</tr>
<tr>
<td>3. Build strong, positive working relationships with supervisor and team members/coworkers?</td>
</tr>
<tr>
<td>3. Collaborate with others to achieve common goals?</td>
</tr>
<tr>
<td>4. Display proficiency with MS Office software (e.g., Excel, Word, PowerPoint)?</td>
</tr>
<tr>
<td>4. Demonstrate competence with relevant CRM tools and data management programs?</td>
</tr>
<tr>
<td>4. Quickly adapt to new or unfamiliar technologies?</td>
</tr>
<tr>
<td>5. Motivate others by encouraging them and by building mutual trust?</td>
</tr>
<tr>
<td>5. Serve as a role model to others by approaching tasks with confidence and a positive attitude?</td>
</tr>
<tr>
<td>5. Exhibit maturity and self-control, even in situations involving conflict or stress (e.g., does not threaten or abuse others, either physically or verbally)?</td>
</tr>
<tr>
<td>5. Use innovative thinking to go beyond traditional methods?</td>
</tr>
<tr>
<td>6. Demonstrate dependability (e.g., report consistently, and on time, for work or meetings)?</td>
</tr>
<tr>
<td>6. Have an attention to detail, resulting in few if any errors in their work (e.g., accurately input data)?</td>
</tr>
<tr>
<td>6. Take the initiative to prioritize and complete tasks on time?</td>
</tr>
<tr>
<td>6. Show a high level of dedication toward doing a good job?</td>
</tr>
<tr>
<td>6. Display relevant knowledge of principles and best practices in business operations?</td>
</tr>
<tr>
<td>6. Take responsibility for their actions and quality of work without blaming others or making excuses?</td>
</tr>
<tr>
<td>6. Consistently meet or exceed goals and expectations?</td>
</tr>
<tr>
<td>6. Act in accordance with the highest possible standards of ethics and integrity?</td>
</tr>
<tr>
<td>7. Display curiosity; seek out opportunities to learn?</td>
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<tr>
<td>7. Show an awareness of their strengths and areas for development?</td>
</tr>
<tr>
<td>7. Accept feedback without becoming angry or defensive and use it to strengthen future performance?</td>
</tr>
<tr>
<td>8. Demonstrate trustworthiness, honesty, and high personal standards in dealings with others?</td>
</tr>
<tr>
<td>8. Treat other people, including those of different backgrounds, beliefs, and gender, with fairness and respect?</td>
</tr>
<tr>
<td>8. Keep an open mind to diverse ideas and new ways of thinking?</td>
</tr>
</tbody>
</table>
Internship Program Credit Deferral Decision Tree

The internship program is a 6-unit graduation requirement usually completed in the summer before senior year. There are several unique options when registering for the summer course, each with its own financial consideration. Please evaluate them carefully.

1.) WHAT IS YOUR COURSE CODE?

<table>
<thead>
<tr>
<th>ACC 499</th>
<th>INT 499 (A)</th>
<th>INT 499</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting majors interning at one of these firms:</td>
<td>Accounting majors not interning at one of these firms:</td>
<td>Finance, management, marketing, psychology majors</td>
</tr>
<tr>
<td>Armanino, BPM, Deloitte, EY, Frank, Rimerman, KPMG, RSM, Moss Adams, PwC, Seiler, Sensiba San Filippo, Shea Labagh Dobberstein</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2.) WHAT IS YOUR SECTION?

<table>
<thead>
<tr>
<th>Are You Returning in the Fall?</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
</tr>
</tbody>
</table>

**YES**

When Do You Expect to Graduate?

- **Fall (December)**  
  How Many Units Will You Take in Fall? (Exclude internship units.)
  - 13 units or fewer  
    → SECTION 13:  
    Defer all 6 units to fall  
    COST: $250 deferral fee
  - 14-16 units  
    → SECTION 11:  
    Register for 3 units in summer and 3 units in fall  
    COST: $250 deferral fee + summer tuition for 3 units
  - 17 units or more  
    → Consult with your academic advisor  
    COST: TBD

**OR**

- **Spring (May)**
  How Many Units Will You Take in Fall and Spring? (Exclude internship units.)
  - 13 units or fewer one or both semesters  
    → SECTION 13:  
    Defer all 6 units to the fall or spring  
    COST: $250 deferral fee
  - 14-16 units each semester  
    → SECTION 10:  
    Defer 3 units to fall and 3 units to spring  
    COST: $250 deferral fee
  - 17 units or more one or both semesters  
    → Consult with your academic advisor  
    COST: TBD

**NO**

- SECTION 01:  
  Register for all 6 units in summer  
  COST: Summer tuition for 6 units

* This decision tree does not substitute as advice. If you have any questions about these options, please schedule a meeting with your career or academic advisors.
* This decision tree does not consider any financial aid, loans, scholarships, etc. Please consult with Financial Aid and the Business Office for the best advice on your individual situation.
* Summer tuition is discounted fifty percent.
* Students who register for summer units will be also be charged a $95 summer student fee.
* VA funds will not apply to deferred credits. If you are a recipient of these funds, you cannot defer credits.
* Credits cannot be deferred “2 and 4” or “1 and 5.”
Contact

Dylan Houle
Director, Internships & Career Services (ICS)
dylan.houle@menlo.edu
650.543.3741

Menlo College
1000 El Camino Real, Atherton, CA 94027
www.menlo.edu/internships

Explore Careers Through Internships!