

Internship Policies and Procedures

Berry College internship policies require students to set learning goals, work with a faculty adviser to obtain credit if credit is desired, and stay in touch with a campus contact to ensure a successful outcome. We ask employers to commit to similar best practices.

Employers directly supervise interns as site supervisors and evaluate their progress and skills. Berry College offers academic credit for approved internships – employers provide valuable experience and guidance to our Berry students. We expect there to be direct supervision and that the supervisor will have professional expertise and knowledge.

When hiring a student for an internship where the student receives academic credit from Berry College, site supervisors are required to agree to basic parameters. Please make sure you have a copy of the signed [Berry College Internship Learning Agreement](#) form and you have an understanding of the student's learning objectives in order to make the internship experience a positive one for everyone involved.

Background checks, vaccinations, etc. that are required by the internship site are the responsibility of the student as outlined in the Internship Learning Agreement. Academic credit requires at least 45 hours on the work site for each hour of academic credit. A typical 3 hour academic credit internship requires at least 145 hours at your site. We ask that you complete the site supervisor evaluation for each Berry intern at the end of the semester.

We understand that you may have many interns from institutions with different policies and we have tried to keep our procedures simple. We thank you for your cooperation and participation in our students' professional development.

More information regarding setting up and maintaining a successful internship program is available by contacting the Berry College Internship Coordinator, 706 236-2292.

Internship Compensation

While Berry College does not require interns to get academic credit, those who choose to do an internship without credit are not affiliated in a formal relationship with Berry College during the time of the internship and should then be treated as independent volunteers by the employer. Paid interns (including stipends) not receiving academic credit should be covered through their employer for Worker's Compensation and liability insurance. For academic credit interns who are not receiving payment, students do have a formal legal relationship through Berry College.

Unpaid Internships

Berry College expects companies to appropriately compensate students for the work that they perform during an internship. We expect that all employers abide by the standards established by the Fair Labor Standards Act and accompanying regulations. <http://www.dol.gov/whd/regs/compliance/whdfs71.pdf>

The U.S. Department of Labor has outlined the following six criteria for unpaid internships to confirm that an internship does not represent an employment relationship. If any of these criteria are not met, the intern must be paid.

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

Additionally if the experience is in a clinical setting, clinical training must be performed under the supervision and direction of people who are more knowledgeable than the student and experienced in the activity. If the employer requires paperwork, memos of understanding, etc. they should contact the Director of the Career Center, 706 236-2292, to talk about their requirements and paperwork required. Such paperwork will be completed with the oversight of legal counsel and the Berry College Provost.

All employers are asked to please consider these criteria carefully before posting an unpaid internship.

Mutual Agreement on Position Terms and Expectations

The employer should identify the specific terms and conditions of employment (ex: the start and end dates of the internship; compensation; organizational and/or reporting relationships; principal duties, tasks or responsibilities; working conditions; confidentiality; and any other expectations of the employer). These should be discussed when recruiting an intern, and also at their orientation, so there is no misunderstanding regarding these matters. Also, take time to advise your interns of appropriate workplace behavior, the organization's harassment policy, and complaint procedures. It may make good sense to document such a discussion with a written agreement.