

SAMPLE INTERNSHIP POSTING

WEB DEVELOPMENT/MARKETING INTERN

ABOUT <ABC ORGANIZATION>

The mission of <ABC Organization> is to provide a temporary home-away-from-home for families with critically ill or traumatically injured children. We achieve our mission through the quality and experience of our staff and volunteers, as well as the community support we receive to sustain the <ABC Organization>.

POSITION SUMMARY

The <ABC Organization> is recruiting a Web Development Intern to work out of our Valhalla, NY office. The Web Development Intern will be expected to assist the Program Director with a complete reworking of the website. Candidate will be responsible for various tasks related to the updating of the website and enhancing the attractiveness of all marketing materials produced by the organization. The position is supervised closely by the Program Director, with whom the candidate will meet regularly to review and report on progress. Ability to contribute new ideas and work independently is necessary, and comprehensive IT knowledge is essential. Constructive feedback will be provided. This position requires a minimum of 10 hours per week commitment (Monday – Friday) for the 20XX Fall/ Summer/Spring Semester; we will be flexible around class schedule. This is an unpaid internship and eligibility for academic credit is required. The <ABC Organization> is accessible through the 1C Bee Line bus route.

POSITION REQUIREMENTS

- Ability to earn academic credit for completing internship
- Authorized to work for any employer in U.S.
- Bright and enthusiastic; looking to gain experience in a multi-faceted, non-profit organization
- Junior or Senior year of college, majoring in Computer Science, Marketing, or related field
- Excellent written and verbal communication skills
- Efficient project management skills
- Detail- and results-orientated
- Ability to multi-task
- Excellent team player
- Good administrative, Social Media, and IT skills, including Microsoft Office (Word, Excel, PowerPoint)
- Self-motivated and able to meet deadlines
- Good research and Internet skills

Please submit resume and cover letter to <name and contact information> by <date>.

<ABC Organization> is an Equal Opportunity Employer.

FOR MORE INFORMATION

For more information, please contact the Mercy College Office of Career and Professional Development at CPD@mercy.edu, or call 914.674.7203.



MERCY COLLEGE
555 Broadway
Dobbs Ferry, New York 10522
1.877.MERCY.GO
www.mercy.edu



UNDERGRADUATE
INTERNSHIP
GUIDE
FOR EMPLOYERS



INTERNSHIPS AS LEARNING EXPERIENCES

An internship is a form of experiential learning that integrates the knowledge and theory learned in the classroom with practical application and skills gained from the work environment. Internships provide students with the opportunity to gain valuable real world experience and to learn from experienced professionals. Additionally, students are eager to perform entry-level work in order to learn about, and contribute to, the organization.

CREDIT VS. NON-CREDIT INTERNSHIPS

In many cases, students can earn Mercy College credit for their internships. Eligible students must register by the deadline within the semester they are interning.

In some circumstances, students are required to earn credit for an internship. They still must meet eligibility requirements to do so. Situations that apply include:

- **International students on an F-1 Visa:** required by Mercy College to register any internship for credit to comply with government regulations.
- **Employer requirements:** some companies, typically large corporations, require that their interns receive credit in order to comply with Department of Labor Standards (see page 4).
- **Major requirements:** some Mercy majors require a credit-bearing internship to fulfill requirements, or offer a credit-bearing internship as one possibility to fulfill a requirement.
- **Program requirements:** some programs offer a credit-bearing internship as one option to fulfill requirements.



POSTING INTERNSHIPS AND EXTENDING OFFERS

- Internships are administered by semester and should be defined with a start and end date.
- Employers are welcome to set up a free account and post opportunities for our students and alumni using **CAREER MAVERICK**, our online recruiting system. **Create an account at <https://mercy-csm.symplicity.com/>**
- Use **CAREER MAVERICK** to create job and internship postings, view job and internship postings, view applications, and post a profile of your organization.
- The Employer Relations Team can also assist with the development of internship opportunities.
- If you are interested in posting an internship for credit, here are the suggested timelines:

INTERNSHIP SEMESTER	POST TIMEFRAME	APPLICATION DEADLINE	EXTEND OFFERS BY
Spring	September – December	Early December	Early January
Summer	February – April	Early May	Mid-May
Fall	June – August	Early August	Mid-August

Each semester, Mercy College enforces an internship registration deadline. If your company has an extensive on-boarding process, please contact the Employer Relations Team to discuss a recruiting timeline.

CREDIT-BEARING INTERNSHIP REQUIREMENTS

STUDENT

- Must have earned 30 credits (typically a second semester Sophomore)
- Minimum 135 hours for 3 credits and 270 hours for 6 credits; a small number of programs require slightly more hours

EMPLOYER

- Track and sign off on time sheet
- Document goals with student at beginning of internship
- Assign a manager to supervise the student and provide formal and informal feedback
- Document student progress with mid-term and final internship evaluation

The student will also need to follow internal steps to register the internship for credit and should contact Career and Professional Development for details.

PAID VS. UNPAID INTERNSHIPS

Generally, the rule is if the organization is “for-profit,” the employer must pay at least the minimum wage to their intern. In cases where a “for-profit” cannot pay an intern and the internship meets certain training criteria, they often require that the student earn credit. Please see *Department of Labor Standards* below. If the organization is “not-for-profit,” the employer is not required to pay the intern.

Overall, paid internships, regardless of the type of host organization, are preferred, when possible.

VETTING INTERNSHIPS

Career and Professional Development (CPD) uses two standards for vetting an internship experience:

STANDARD 1: The internship meets Department of Labor guidelines outlined for unpaid internships in Wage and Hour Division Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act (April 2010).

STANDARD 2: The internship meets policy set by the National Association of Colleges and Employers (NACE).

DEPARTMENT OF LABOR PRIMARY BENEFICIARY TEST

1. Any promise of compensation, express or implied, suggests the intern is an employee—and vice versa.
2. The internship provides training similar to what would be given in an educational environment.
3. The extent the internship is tied to coursework or academic credit.
4. The extent the internship accommodates academic commitments according to the academic calendar.
5. The internship's length provides the intern with beneficial learning.
6. The intern's work complements, not displaces, the work of paid employees while still educating the intern.
7. The intern and employer understand the intern is not entitled to an offer for a paid job at the end of the internship.

NACE POLICY STATEMENT

- Internships provide unique and valuable experiences for students both academically and in professional career preparation.
- The term “internship” encompasses many different program models (i.e., paid and unpaid; full time and part time; of varying length; as a required part of an academic curriculum or as a course option; for academic credit or no credit). The broad use of this term to cover diverse circumstances makes it difficult to apply common and consistent standards, guidelines, and applicable policies.
- Internships exist or can exist in literally every kind of business, industry, organization, and sector—both public and private.
- What constitutes an internship is determined in the final analysis by the student's college or university and the employer.
- Internship programs should ideally involve a close partnership between the university, the participating student, and the employer in which all accrue some form of benefit.
- The federal and state governments have significant roles in providing and enforcing laws and guidelines to protect the interest of both employers and employees in the workplace.
- Unpaid internships in the not-for-profit sector reflect the fiscal realities and limitations for organizations in that sector and are acknowledged accordingly in current Department of Labor guidelines and enforcement practices.
- All interns, regardless of their compensation, should enjoy similar basic protections in the work setting consistent with all laws, ethical considerations, and sound business practices.

FOR MORE INFORMATION

For more information, please contact the Mercy College Office of Career and Professional Development at **CPD@mercy.edu**, or call **914.674.7203**.