

WELCOME TO INTERNSHIPS AT ANNE ARUNDEL COMMUNITY COLLEGE **DEVELOPING AN INTERNSHIP DESCRIPTION PROPOSAL**

Thank you for your interest in Anne Arundel Community College's (AACC's) internship program. An internship is a great way to mentor a student as well as to augment your staff. Reviewing courses at our online interactive catalog (www.aacc.edu/catalog) can help you propose an internship that builds upon students' learning in a specific major while also providing benefits to your organization. Please note that internship requirements vary with each academic department. To read about those requirements, look for the internship, or "practicum" in that discipline, which are usually 275, 276 or 277 courses. If no such series exists within that discipline, the practicum for Cooperative Education may be appropriate (see COE 275). The course descriptions frequently indicate prerequisites and expectations of hours for work-based learning. Below is a template for creating an internship description proposal. Send the proposal to the internship office at the contact information below. After the proposal is approved, we can discuss ways to promote your internship opportunity. Please let us know if you have any questions. Welcome to internships at AACC!

Thank you,

Tony Teano, Internship Coordinator
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Arnold, MD 21012

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F. 410-777-4049
internships@aacc.edu
www.aacc.edu/internships

COMMUNITY PARTNER

- Is this a home-based business? No (Please continue.) Yes (Contact us for additional instructions.)
- Organization Name
- Web Site
- Description/Mission
- EOE Status
- Worksite features (hours of operation, handicap accessibility, public transportation access, etc.)
- Office Manager Contact
- Address
- Phone
- Fax
- Email

INTERNSHIP BASICS

- Internship Title
- Internship Description
- Salary (Paid or Unpaid internship)
- Posting date and Closing date for advertising the internship
- Duration of Internship
- How to apply? (what is needed for application, cover letter, transcript)

REQUIREMENTS

- Majors
- Course Targets
- Special Skills
- Other requirements
- Desired work authorization

AACC is an equal opportunity, affirmative action, Title IX, ADA Title 504 compliant institution. Call Disability Support Services, 410-777-2306 or Maryland Relay 711, 72 hours in advance to request most accommodations. Requests for sign language interpreters, alternative format books or assistive technology require 30-day notice. For information on AACC's compliance and complaints concerning discrimination or harassment, contact Karen L. Cook, Esq., federal compliance manager, at 410-777-7370 or Maryland Relay 711.

LEGAL ISSUES CONCERNING INTERNSHIPS

The Employment Process: Interview, Selection and Hiring

- Advertisement/Selection for position must follow Equal Employment/non-discrimination rules
- Employers may be required to provide reasonable accommodations to students with disabilities to enable participation in student employment programs

Harassment

- Sexual, age, ethnic, racial or disability harassment of student workers is illegal
- The employer must insure that regular, full-time employees do not harass student workers
- If the cooperative education coordinator is notified, the coordinator should contact the employer to discuss the situation and seek a resolution
- Students must be advised that harassment of others in the workplace based upon race, ethnic origin, age, disability or sex is unacceptable and may result in their dismissal from the program

Wage Issues

Unpaid student work experience will not violate the Fair Labor Standards Act if it is a training program that meets the following criteria:

- The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a vocational school
- The training is for the benefit of the students
- The students do not displace regular employees, but work under the close observation of a regular employee or supervisor
- The employer provides the training and derives no immediate advantage from the activities of the student; on occasion, the operations may actually be impeded by the training
- The students are not necessarily entitled to a job at the conclusion of the training period
- The employer and the student understand that the student is not entitled to wages for the time spent in training

Unemployment Compensation

- Student workers are generally not entitled to unemployment compensation after completion of a student employment work experience as the work experience is a temporary assignment which is not covered under most unemployment compensation laws

Worker's Compensation

- This form of protection for injury arising from the workplace is not limited to a conventional "employee"
- A participating employer organization is often able to obtain a rider to its existing worker's compensation policy through its underwriter to cover volunteers
- If the student is paid in an employment capacity by the sponsoring organization, then the student should be covered by the organization's worker's compensation policy

REFERENCE

Cooperative Education Association, Inc., [Cooperative Education Employment A Legal Issues Briefing](#)