

UNIVERSITY OF WEST FLORIDA BUSINESS ENTERPRISES, INC. (BEI)

POLICY #: BEI 1.11 – 11/13

EFFECTIVE DATE: November 15, 2013

POLICY/PURPOSE: **INTERNSHIP PROGRAM** – To establish a Policy for BEI Student Internships to support the teaching and learning mission of the University through the sponsorship of successful and rich student internship experiences as related to BEI project developments/operations. Internships can provide useful assistance to the BEI holding and student interns gain on-the-job training that will assist them with their future career. Pertinent “Agreements” and/or “Job Descriptions” will be executed as aligned with this Policy.

RESPONSIBLE OFFICE: BEI

1. APPLICABILITY: Student Internships

2. POLICY

BEI will provide an experiential learning internship program for students in accordance with the unique standards defined by specific academic departments. Effective supervisor mentorship will be delivered along with the students’ completion of learning objectives associated with their area of study or discipline. The BEI Internship Program will be characterized by:

1. Planning – Internships will be established after consideration of the academic applicability, staff support, and financial resources. BEI will work collaboratively with the University of West Florida, Department of Career Services. This University Department will assist BEI by marketing for the recruitment/promotion of these opportunities with academic departments, selection of a designated faculty member in the internship proposal if appropriate, and obtaining required approvals prior to posting the student internship opportunity.

2. Recruitment and Hiring Process – recruitment, selection, and starting students in the Internship Program. Student internship opportunities will be posted through Career Services in accordance with their normal practice sufficiently in advance of the expected start date to allow sufficient time to screen and select appropriate candidates. BEI will conduct a fair and non-discriminatory interview process. BEI will not discriminate against applicants on the basis of age, color, disability, gender (including gender identity and sex), marital status, national origin, race, religion, sexual orientation, and veteran status. BEI will follow University policies to ensure that interns work in a safe and harassment free environment. Student interns will have “at will” employment status and may be terminated for poor conduct or performance at any time.” If BEI determines the need to terminate the student based upon a conduct or performance issue, BEI will notify the appropriate academic/supervising department. Each internship site will establish eligibility and application requirements including compensation structures, if a paid internship. BEI internships will include information regarding criteria requirements for receiving academic credit (as approved by the University).

3. Welcome – a warm and professional introduction to the program. After a student intern starts, the intern will be required to review necessary policies (i.e., work hours, absenteeism, etc.) and be given a facility tour to acquaint them to their work space environment and co-workers. Interns will be briefed on BEI communication protocol, organization structure, and the extent of the job authority

4. Learning Objectives and Assignments – the BEI site supervisor, in collaboration with faculty and the intern, will create mutually agreed upon, clear, and measured learning objectives aligned with the student’s academic area of study or discipline. BEI site staff will have responsibility to write internship job descriptions, with assistance from Career Services. The Internship program will involve challenging tasks and responsibilities. When possible, the student intern will be involved in staff meetings and other networking opportunities

5. Supervision – designation of an immediate BEI site supervisor, who will be expected to provide effective mentorship. This supervisor will work collaboratively with the UWF faculty to assess training, supervisory needs, and identify frequency of progress meetings with the student intern.

6. Evaluation – BEI site staff will assist in providing constructive feedback on student performance toward the learning objectives periodically, including positive accomplishments and areas for improvement. Feedback will be communicated to the University contact designated in the internship proposal.

7. Compensation – student interns will be paid in accordance with all state and federal laws and at the agreed upon rate. To the extent allowed by law, unpaid internships may be established when a meaningful academic experience can be planned and approved. Regardless of compensation, all BEI internships will be based on providing a quality academic learning experience.

BEI will not require any student to sign any type of contract or agreement that contains any of the following mandatory terms, conditions, or obligations:

- Non-Compete Clause: prohibiting the student from subsequently working with an Employer’s competitors, clients, vendors, or any other persons related to the Employer’s business for any length of time.
- Repayment of Training – require the student to refund the Employer for the value of any training the student received while working for the Employer.
- Repayment for H-1B Visa Fees – requiring the student to pay back sponsorship fees if he/she exit his/her position prior to the agreed upon date.
- Length of Contracts – requiring the student to remain employed beyond the time periods specified in their experiential learning program.
- In-Kind Compensation – requiring the student to accept compensation in a form other than salary when internships are paid.