



INTERNSHIP REQUIREMENTS AT FRAMINGHAM STATE UNIVERSITY

The University reserves the right to deny endorsement and/or to refuse to post internships and job opportunities for certain employers that are deemed unsuitable. This may include, but are not limited to, ads/listings which cannot be confirmed, prior negative history with an employer, or general unsuitability for student work.

INTERNSHIP SITE - The employer must be an established business in operation for at least one year, **located and conducting business in commercially-zoned office space/property.**

NOTE: VIRTUAL INTERNSHIPS must follow strict guidelines found here. Students should always get internships approved by their academic department and may consult adviser to discuss the possibility of doing academically credited internship or an Independent Study. **UNPAID AND NON-CREDITED INTERNSHIPS ARE NOT SUPPORTED BY THE UNIVERSITY AND ARE VIEWED AS STUDENT VOLUNTEER OPPORTUNITIES.**

SUPERVISION OF INTERN - The organization must provide the intern with a designated on-site supervisor/mentor, knowledgeable in the subject area, who will provide the student with daily or weekly supervision and provide constructive feedback.

POSITION DESCRIPTION - Employers must provide an academically qualified, professional level work experience related to the student's major. The site supervisor provides a written job description of meaningful, career-related responsibilities and/or projects assigned prior to the student starting his/her internship. The job description will bridge the link between academic theory learned in the classroom, and practical, hands-on work experience.

PAYMENT OF INTERNS - An internship can be a paid or unpaid opportunity. Most of the internships that FSU students complete are paid either by a stipend and/or hourly wage. University policy allows students to earn credit with approval of their academic department for the internship whether it is paid or unpaid. Employers are encouraged to review the U.S. Department of Labor's Wage and Hour Division's [Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act](#) and be aware of the government's policy regarding internships and payments.

EVALUATION - Students should be provided with a written letter of evaluation at the mid-point and conclusion of their internship. Many, but not all, of the academic departments at FSU will mail the internship site supervisor a student intern performance evaluation two weeks before the completion of the internship. Site supervisors should properly review and evaluate the intern(s) performance and mail the evaluation back to the designated FSU faculty internship supervisor in a timely manner.

SAFETY - The internship employer / site supervisor is responsible for informing student interns about any and all company / organizational guidelines, policies and any safety issues prior to the students' start date. Employers agree to provide the same consideration of health, safety and working conditions accorded permanent employees.

REPORTING OF ISSUES - Should any problems develop with the intern, they must be reported by the site supervisor to the student and the faculty internship supervisor or the University's Internship Adviser or contact Career Services and Employer Relations.

For more information, please contact Dawn Ross (dross@framingham.edu) – Director or Jill Gardosik - Internship Coordinator (jgardosik@framingham.edu) | 508-626-4625 * McCarthy Center Room 412

Web site: <https://www.framingham.edu/the-fsu-difference/career-services/>

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