

## **Indiana State University Internship FAQ**

### **What are the University's and host organization's obligations for screening interns?**

The University is responsible for verifying that a student is eligible to register for an internship. In most departments, this means that the student is in good academic and conduct standing and has met the program's prerequisites for enrolling in the internship. The host organization is responsible for intern selection and screening.

### **Whose responsibility is conducting criminal history checks for interns?**

Generally, internship sites that require criminal history checks are responsible for completing these checks for prospective interns. The University does not complete criminal history checks for all students prior to enrolling in an internship. The University also does not complete criminal history checks on behalf of intern host organizations.

Some academic programs, including Education programs, may require criminal history checks of their students. Host organizations may choose to utilize these University-facilitated criminal history checks OR require the student to complete another check with their service provider.

### **Who pays the fees for health screenings, criminal history checks, and other screening requirements for interns?**

The University typically does not pay OR collect and distribute fees associated with criminal history checks, health-related screenings, immunizations or other pre-service requirements of the host organization. Those costs normally are assumed by the student or the host organization.

### **Can a student's internship extend beyond the scheduled academic term?**

Per University policy, the student should participate in the internship experience during the term of registration, as expected with course/classroom experiences. Internship hours may extend outside of the defined dates of term enrollment, with University Sponsor approval and signed Internship Agreement and Student Placement forms, but should primarily fit in the semester of enrollment. For example, a student could start a summer internship on May 11, 2015, one week prior to the start of the summer term on May 18, 2015. The intern's relationship and status with the University does not change during the period of the internship that extends outside of the dates of term enrollment. Any and all aid disbursement will correspond to the start date of the term, as will drop and add dates.

### **When is it appropriate to assign an incomplete for an internship?**

Whenever possible, grades for internships should be assigned by the end final grading for the term. In some cases, students may have completed the academic requirements of the internship at the end of the term, but still have work obligations. The University Sponsor can assign grades for students in this situation, but must make it clear to the student possible consequences that may arise if they do not

complete their work obligations. Occasionally it may be necessary to assign an incomplete for an internship. The assignment of incompletes for internships should not be normal practice for any academic program. Faculty and students must be aware that an incomplete in a student's final semester WILL postpone a student's graduation until the following semester. Generally speaking, an incomplete must be removed from a student's record no later than 10 days after the end of the term.

### **Can students receive academic credit for a paid internship?**

There is no University policy or guideline that prohibits interns from receiving compensation AND academic credit. The awarding of academic credit is determined by whether or not the experience meets that academic criteria established by the department.

### **Are host organizations required to pay interns?**

The Fair Labor Standards Act has defined employment very broadly. As a result, most interns in the for-profit private sector are considered employees. The U.S. Department of Labor has provided the following criteria for determining when individuals participating in for-profit, private sector internships may do so without compensation:

1. The internship, even though it includes actual operations 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.

Unpaid internships in the public sector and with nonprofit, charitable organizations generally are permissible.

### **What type of insurance coverage does the University provide for internships?**

#### ***Personal Health/Accident***

The intern is responsible for provision of personal health and accident insurance, or the cost of any expense related to lack thereof.

#### ***General Liability***

Interns are covered by the University's general liability policy. The Office of Risk Management can issue a certificate of insurance is required by the host organization.

#### ***Non-Clinical Internships***

Internships that are not considered clinical in nature and not requiring professional liability coverage have only general liability protecting ISU from any potential claim/suit.

### **Professional Liability for Clinical Experiences and Internships**

The University provides coverage for clinical activities for students completing clinical rotations and internships in health-related professions<sup>1</sup>. If student insurance is available through a professional organization, the student also should purchase this additional layer of coverage. Not all states accept our limits of coverage. Sherry O'Neal, Office of Risk Management, can provide guidance regarding professional liability coverage for out-of-state clinical experiences.

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<sup>1</sup> The programs that currently are covered are Nursing, Social Work, Athletic Training, Occupational Therapy, Physical Therapy, Physician Assistant, Psychology, School Psychology, Dietetics, Counseling, Clinical Laboratory Science, Communication Disorders, and Therapeutic Recreation.