



Policy Chapter: Chapter 7 Student Affairs

Policy Number and Title: 07.007 Internships

I. Policy Statement

The University of North Texas (UNT) recognizes the educational value of paid and unpaid internships, which provide students with practical experiences outside of the traditional classroom and allow students to apply knowledge and skills in a professional setting. The University monitors internships to obtain a clear understanding of each student's application of their classroom learning to real world experiences.

II. Application of Policy

Faculty, Staff, and Students.

III. Policy Definitions

A. Business Opportunities

"Business Opportunities," in this policy, means situations that:

1. require students to make investments or initial cash deposits;
2. involve students purchasing inventory or product for resale;
3. require students to work independently, without direct supervision, on a regular basis;
4. allow students to work in a private residence or non-commercial setting;
5. allow students to work but are not considered employees;
6. require students to have financial liability for their work or the work of others; or
7. involve other situations that are not clearly an employee-employer relationship.

B. Employer

"Employer," in this policy, means the individual, company, or organization for whom the student intern will perform work. Employer may not be a multi-level marketing firm, staffing/third-party firm, or business opportunity.

C. Faculty

"Faculty," in this policy, means the academic member monitoring internships completed for academic credit. Faculty are responsible for providing supervision of the student intern's engagement with the employer, determining the number of course credits to be awarded for the internship, assessing the intern's work, and assigning a course grade.

D. Internship

"Internship," in this policy, means a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a

professional setting. Internships may be paid or unpaid and may or may not be completed for academic credit.

E. Multi-Level Marketing Firm

“Multi-Level Marketing Firm,” in this policy, means a company or organization that utilizes a marketing strategy wherein employee profit is derived from direct sales generated by employees and sales of those recruited into the organization by employees.

F. Student Intern

“Student Intern,” in this policy, means a UNT student who participates in an internship.

G. Unit Administrator

“Unit Administrator,” in this policy, means the department chair, dean, or other individual responsible for reporting known internships to the UNT Career Center at the end of each semester.

IV. Policy Responsibilities

A. Requirements for Internships

1. All internships must meet the following criteria:
 - a. must afford students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths;
 - b. must give employers the opportunity to guide and evaluate talent;
 - c. must be an extension of the classroom and/or student intern’s career aspirations;
 - d. must be a learning experience that provides for applying the knowledge gained in their classrooms;
 - e. must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform;
 - f. must provide learning skills or knowledge that are transferable to other employment settings;
 - g. must have a defined beginning and end;
 - h. must have a job description with desired qualifications;
 - i. must have clearly defined learning objectives/goals related to the students’ career aspirations;
 - j. must be supervised by a professional with expertise, education, and/or a professional background in the field of the experience;
 - k. must include routine feedback to the student by the workplace supervisor;

- l. the host employer must provide resources, equipment, and facilities that support learning objectives/goals; and
 - m. If employer has access to student intern's educational records, employer must limit its employees' access to the records to those persons for whom access is essential to the performance of the internship. Employer must, at all times and in all respects, comply with the terms of the Family Educational Rights and Privacy Act of 1974, as amended.
- 2. Responsibility for the education of student interns is assigned as follows:
 - a. when the internship is completed for academic credit, faculty and on-site supervisors share in the responsibility for the education of student interns; and
 - b. when the internship is completed and no academic credit is involved, the on-site supervisor bears the sole responsibility for the education of student interns.
- 3. Paid student interns are considered employees of the organization at which they work. The employer therefore has the right to develop and direct the student intern's role and job responsibilities but must follow all applicable federal and state employment laws and regulations.
- 4. Unpaid internships must meet the following requirements pursuant to the Fair Labor Standards Act:
 - a. the unpaid internship provides training that would be similar to training given in an educational environment, including the clinical and other hands-on training provided by UNT;
 - b. the unpaid internship's duration is limited to the period in which the internship provides the intern with beneficial learning;
 - c. the student intern's work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern;
 - d. the unpaid internship is tied to the intern's formal education program by integrated coursework or the receipt of academic credit;
 - e. the unpaid internship accommodates the intern's academic commitments by corresponding to the academic calendar;
 - f. the employer and student intern understand that the student intern is not entitled to a paid job at the conclusion of the internship; and
 - g. the employer and student intern clearly understand that there is no expectation of compensation. The employer must not expressly or impliedly promise the student intern any form of compensation for the time spent in the internship.
- 5. Internships will be made available to UNT students as follows:

- a. all internships will be posted on the UNT Career Center's Handshake website; and
- b. faculty referrals for internships will be made in compliance with federal and state laws and policies governing employment referrals, as well as the Family Educational Rights and Privacy Act (FERPA).

B. Reporting/Recording Internships

1. Each Unit Administrator, or designee, must electronically submit an Internship Activity Report to the UNT Career Center at the end of each semester regarding any student within the Unit Administrator's department/division/college who is known to have participated in an internship during the preceding semester. The UNT Career Center will subsequently report aggregate internship activity data for the entire University.
2. The UNT Career Center will provide regular training for faculty, staff, and student interns on engaging in, reporting, and recording internship activity.

V. Resources/Forms/Tools

[NACE Internship Meaning and Definition](#)
[U.S. Department of Labor Fact Sheet #71](#)

VI. References and Cross-References

None.

VII. Revision History

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