



## **AQORD Internship Program:** Quaker Organization Host Sites

### General requirements of hosting organizations

- Provide a description of the internship experience you are offering
- Housing and meals, if necessary, for the intern during the internship period, including meals during non-working hours. This is for interns who will be on-site rather than commuting.
- Designation of preceptor for intern who will provide overall supervision of experience, serves as contact person for the educational institution and intern, coordinates logistics of housing, transportation, etc.
- Internship experience should be for approximately 8 weeks. Different academic institutions and programs require differing numbers of hours. Schedules should be coordinated between the intern and the host site.

In order to reduce any risk of non-compliance with the Fair Labor Standards Act, the internship experience must comply with the six criteria noted below.

- Establish written objectives specific to the intern's course of study.
- Written educational objectives are developed for the individual student and internship experience. The objectives should be structured specifically toward providing opportunities and experiences related to the student's coursework and major that could not be obtained in the classroom environment. This work can be coordinated with the educational institution.
- Written summary at the conclusion of the internship to ensure the outcomes are measured against the objectives. The summary should include the perceived educational growth of the intern and a general overview of performance. This summary is in addition to any documentation required by the academic institution.

### Internships are for the benefit of the intern

- The internship must be for the benefit of the intern; therefore, learnings should be transferable to other business settings.
- Host organizations should provide a letter of reference for future potential employers if established objectives were met.
- Internship should provide training in the career area identified and should be structured as an extension of the intern's academic program.
- Students must be engaged in establishing the objectives of the internship.

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- Host organizations should provide a forum for written feedback from the intern regarding the educational benefits they received during the experience.

## Interns must not work in place of regular employees

- Intern positions must be above and beyond any employee position. Each host site must agree in writing that the internship position is in addition to budgeted employee positions and not in place of a hired staff position.
- The intern should not work on projects independently; work should be overseen by a supervisor.

## Supervision of an intern

- Supervision of the intern by an experienced professional with existing managerial and supervisory capacity is required. The supervisor must be willing to make the commitment required to participate in and evaluate the success of the internship.
- A letter should be included in the supervisor's file stating they are responsible for supervising the intern; a copy of this letter must be emailed to AQORD.

## Host organization derives no immediate benefit

- Avoid assigning interns tasks that are normally handled by employees.
- Have interns work on projects/assignments that support their learning – think long-term, global goals.
  - For example, an intern in the marketing department could participate in structuring a marketing campaign that would not immediately come to fruition during the internship experience.
- At times, the work of the host organization may be impeded – time dedicated to supervising the intern and coordinating with the academic institution may take away time that would be otherwise spent on work.
- Interns are not entitled to a job upon completion of the internship experience.

## Insurance Requirements

Host Site shall maintain the following types of insurance:

- Host Site shall maintain professional liability insurance coverage of at least \$1,000,000 per occurrence and \$3,000,000 annual aggregate.

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- Host Site shall maintain general liability insurance coverage of at least \$1,000,000 per occurrence and \$3,000,000 annual aggregate.
- Host Site shall maintain workers' compensation insurance coverage for all employees supervising the intern program.
- Host Site shall provide the interns' school with a Certificate of Insurance evidencing the above Insurance Coverage upon execution of this agreement and at renewal of all relevant policies. Host Site shall notify the school in advance of any significant modification, termination, or cancellation of such policies. The school will not be responsible for any deductible, coinsurance, or self-insured retentions associated with the Host Site's insurance policies. No contributions by Host Site or its Carrier(s) will be sought from the school or any of the school's insurance policies.

## Miscellaneous

- Students should not spend more than 35 hours/week interning.
- One-hour every two weeks of the internship will be dedicated to attending a virtual AQORD intern peer group, coordinated by AQORD staff.
- Interns will receive a \$1,500 stipend from AQORD for this program. This will be paid directly to the intern from AQORD. One-half of the stipend will be paid at the beginning of the students' internship; the second half will be paid at the start of the second half of the internship.
- Interns who are traveling long distances should submit expenses for initial travel to the hosting site to AQORD for reimbursement, and expenses for their return trip at the completion of the internship. If an intern is commuting, this does not apply.
- Interns must go through the same pre-employment health and background screenings as regular employees, utilizing the same forms. The host site is responsible for coordinating this work. It is acceptable for the host site to send the intern with health screening forms and request completion prior to arrival.

## Sharing an Intern

It is possible for organizations to share an intern if desired. Hosting organizations will need to coordinate housing and meals, transportation between campuses, the internship experience, and work with the college. Health and background screenings could be conducted once, but both organizations will need to have the documented results on their own forms for the records.