

The Career Center, Roscoe West 102  
2000 Pennington Rd. PO Box 7718  
Ewing, NJ 08628

Dear Recruitment/ Internship Partner:

Thank you for your interest in posting an internship opportunity with The College of New Jersey. Due to the criteria outlined below by the Federal standards, many employers are reevaluating their internship descriptions and level of compensation. As we move forward with this posting, and so you are fully aware of all Federal guidelines and expectations of TCNJ, I have outlined the following parameters regarding internships. I also encourage you to visit the **Employers** section of our Career Center webpage to review our recruitment information as well as review the **Affirmative Action and EEO** information. The web link is: <http://career.pages.tcnj.edu/employers/>

The US Department of Labor has the following six legal criteria which must be applied to determine an internship.

1. The internship, even though it includes actual operation 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.
6. The employer and the intern understand that the intern is not entitled to wages but could receive a wage for the time spent in the internship. In the past, unpaid internships have become a common practice amongst organizations. In order for an internship to be academic worthy, students doing internships in conjunction with their college coursework are expected to gain hands-on experience that helps them develop the knowledge and skills required to gain entry into their field.

At The College of New Jersey there are two types of internships: PAID AND NON-PAID/ACADEMIC CREDIT. If an internship is non-paid the student must be receiving ACADEMIC CREDIT. Please note that if your internship is paid a student may also receive academic credit, which may be a graduation requirement within their academic department. The Academic Department determines if the internship is meeting the requirements for credit. Upon approval by the Academic Department, Students may complete the necessary forms found at Records and Registration. Non-Paid Internships must meet the above criteria and will be reviewed by the Career Center Staff prior to placing in LionsLink, the online recruitment system.

Based on the above criteria from the US Department of Labor and guidelines created by the National Association of Colleges and Employers (NACE), we also adhere to the following policy:

- No postings for home base or virtual opportunities
- No postings for volunteer experiences, only those offering pay or academic credit

In order to have a complete understanding of the internship, paid or non-paid/academic credit, and in order to post the opportunity on our LionsLink system please refer to the second sheet of this document, the **Employer Internship Form**.

We look forward to working with you and are here to assist with your new intern. Feel free to reach me at 609.771.2161 or [klokisd@tcnj.edu](mailto:klokisd@tcnj.edu) with any questions.

Sincerely,  
Debra Klokis, Employer Relations Specialist

## **Employer Internship Form**

**Name of Company:**

**Company Contact:**

**Email:**

**Telephone:**

**Organization Mission/Values:**

**Position Title:**

**Number of Hours per week (traditionally for credit it will be anywhere from 10-15 hrs/week min.):**

**Description of the position (project-based work is encouraged):**

**Qualifications:**

**Start date and end date:**

**Paid or for credit only (If paid, include hourly rate or stipend):**

**3 learning objectives (we assist new internship partners to create a sample, note these may be altered):**

*Once the internship description is developed the position is posted on LionsLink and students submit their resumes to the posting. The employer can elect to view resumes online or have them packaged and sent by email. The employer reviews candidates and interviews them, either on campus or at their business location.*

*The selected candidate, who is receiving academic credit, will have paperwork from their department to complete as well as Records and Registration.*