Internship Policy Draft for OwlNetwork

Thank you for your interest in recruiting prospective interns at Temple University! We look forward to helping you engage with diverse Temple talent. Before you post a position, we wanted to let you know the Career Center’s position on some key issues. If you have any questions, please contact Kelly Hart, Director of Employer Partnerships, at 215-204-4468 or Kelly.hart@temple.edu.

What is an internship?
We subscribe to the National Association of Colleges and Employers (NACE) definition of an internship:

An internship is 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 give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

A major influence on this definition is Six Prong Test of the Fair Labor Standards Act. We strongly encourage you to review these key criteria as you design your internship program. The Career Center also supports the following NACE criteria for defining an internship:

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student’s academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

If these criteria are followed, it is the opinion of NACE that the experience can be considered a legitimate internship.

What About Paying Interns?
Pay and internships is a rapidly changing topic within the world of career services and recruitment. The Temple University Career Center strongly encourages you to pay your interns when possible, as this creates a mutually beneficial situation for all parties. The Six Prong Test under the FLSA sets the guidelines for when and how interns must be paid. Additionally, regulations governing academic credit vary widely across academic units at Temple. Compensation can be a complicated issue, so we encourage you to contact Kelly Hart with any questions.