


COMMISSIONER'S SIGNATURE \_\_\_\_\_



## INTERNSHIPS

Description and Scope - The internship work experience (paid or unpaid) is directly related to a specific academic program of an educational institution. The work experience must fulfill an academic requirement and/or result in academic credit from an accredited educational institution. An intern is not a State of Minnesota employee.

Objectives - To provide students of an accredited educational institution with opportunities to earn academic credit and/or fulfill an academic requirement while performing a valuable service for the State of Minnesota. The internship program is designed to provide work opportunities and pragmatic knowledge to students, enhancing their academic preparation while exposing them to state government. To provide agencies the opportunity to appraise students' work performance in a businesslike, practical, realistic work environment.

### Responsibilities -

#### A. Appointing Authorities:

- Identify internship positions and job duties.
- Coordinate agency intern activities with accredited schools, colleges, and universities.
- Recruit and select interns. Ensure that internship opportunities are accessible to all qualified persons.
- Verify that interns are fulfilling an academic requirement and/or are receiving academic credit from an accredited educational institution.
- Ensure that all parties sign Internship Agreement before student begins an internship.
- Determine if interns will be paid or unpaid, or if they will receive another type of benefit (such as room and board).
- Verify interns' employment eligibility if they will be receiving any form of compensation for their work.
- Coordinate internship duration with student's academic requirement.
- Review, monitor and evaluate the progress of interns, submitting any necessary documentation to the educational institution.

#### B. Department of Employee Relations:

- Provide public notice of the Internship Program and of the procedures that educational institutions and their students must follow.
- Market the internship program to all state agencies.
- Publicize notice of openings upon request of state agencies.
- Revise intern application and agreement form as needed.
- Disseminate relevant information to agency coordinators, interns, schools and clients.

Provisions:

A. Eligibility:

- Interns may be high school or college level students who are seeking an internship for academic credit or as a means of fulfilling an academic requirement.

B. Duration:

- Internships generally last a minimum of four weeks and a maximum of one year. The internship duration should be coordinated with the educational institution to coincide with the student's academic requirement.
- Internships may be full or part-time assignments.

C. Compensation/Benefits:

- As a rule, the Department of Labor will not consider student interns to be employees if they are involved in education or training programs that are designed to provide students with professional experience in the furtherance of their education and training and are academically oriented for their benefit. Therefore, student interns are not required to receive payment. When payment will be provided, it may be for any amount, but may not exceed the minimum rate for the related state job class
- All forms of payment are considered to be taxable income and must be processed in a manner which ensures that taxes are deducted.
- Interns may receive non-monetary forms of compensation (such as room and board). If non-monetary forms of compensation are agreed to, agencies must ensure that tax implications are considered and complied with.
- Interns do not receive holiday, sick or vacation pay or any insurance benefits.
- If assigned to travel status during the internship, interns may be reimbursed for expenses in the same manner and amounts as provided in the Commissioner's Plan established pursuant to M.S. 43A.18.
- If an agency wishes to employ a student beyond the internship duration agreed upon with the student's educational institution, the student must at that time be appointed to the appropriate job class

Other Relevant Laws, Rules, Contracts and Administrative Procedures:

The following items have an impact on material contained in this procedure. Review of these items is essential for a total understanding of the subject.

- A. M.S. 43A.02, Subd. 24
- B. Personnel Rule 3900.9000 - Internship Appointments
- C. SEMA4 Operating Policy and Procedure HR006