



**Hudson Valley Community College  
Center for Careers & Transfer  
Internship Disclaimer:**

- Employers must be ethical and truthful regarding duties and responsibilities relevant to internship positions offered. There should be no misrepresentation of positions available.
- 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.
- Organizations offering internships should be responsible for the ethical and legal practice of those under their employment throughout the entire internship experience.
- Internship employers should cover the expense for any required contract, licensure or training fees.
- Internship employers are to be held responsible for the safety and well being of experiential students at the internship location and in the duration of implementing internship task.
- There should be no work-related expense or debt incurred by the intern.
- Disclosure of any Hudson Valley Community College student information is prohibited without the candidate's written consent. Upon disclosure, this should be explicit to dates of employment or recommendations.
- Any organization in the process of dealing with legal allegations must provide proof of the falsehood of all accusations before internship opportunities can be available via posting on the Center for Careers & Transfer Symplicity database system. (The Director of the Center for Careers & Transfer must be notified immediately of all potentially harmful legal matters).
- If there is still any reason for questioning regarding the current status of an internship organization, the Hudson Valley Community College Center for Careers and Transfer Professionals and Institutional Administration will verify if association with the specific organization would be in the best interest of our students and the college community.

**U.S. Department of Labor's Wage and Hour Division (WHD)  
Six Federal Criteria That Must Be Satisfied for Internships to Be Unpaid.**

- 1) The training, even though it includes actual operation of the facilities of the employer, is similar to what would be given in a vocational school or academic educational instruction.
- 2) The training is for the benefit of the trainees.
- 3) The trainees do not displace regular employees, but work under their close observation.
- 4) The employer that provides the training derives no immediate advantage from the activities of the trainees, and on occasion the employer's operations may actually be impeded.
- 5) The trainees are not necessarily entitled to a job at the conclusion of the training period.
- 6) The employer and the trainees understand that the trainees are not entitled to wages for the time spent in training.

**National Association of Colleges and Employers  
Criteria for an Experience to Define an Internship**

- The skills or knowledge learned must be transferable to other employment settings.
- The experience has a defined beginning and end, and a job description with desired qualifications.
- There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
- There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
- There is routine feedback by the experienced supervisor.
- There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

**National Association of Colleges and Employers  
Additional Guidelines**

- An internship is a legitimate learning experience benefitting the student and not simply an operational work experience that just happens to be conducted by the student.
- 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.
- Though the employer may benefit from the work of the intern, this occurs at the same time that it provides a meaningful experience that allows the application of academic knowledge.
- A valuable learning experience must be ethically provided for the student.