

ASPIRE Employer Internship Guidelines and Disclaimer*

Process for creating, posting, reporting on, and carrying out an internship

Step 1: Define the internship criteria

- Designate a start and end date for the position: Internships are generally for 8-12 weeks. Note that the duration of the internship should be sufficient for the student-intern to achieve expected outcomes.
- Compensation: Internship pay varies depending on the industry and location of the opportunity. It is recommended that employers consult with [NACE \(National Association of Colleges and Employers\) guidelines](#) for suggested student-intern pay. Unpaid internships should be consistent with the six criteria for internships defined by the [Fair Labor Standards Act](#).
- Training and supervision: Identify an internship supervisor who will provide appropriate training and supervision for your student-intern.
- Outline a work plan: The work plan purpose is to establish the terms of the internship (to be signed by internship supervisor and student-intern) within two weeks of internship start date.
- Hours and workplace: A clearly defined internship location and system for keeping track of hours worked should be defined prior to the internship start date.
- Nature of the work: Ensure the student-intern will work in a professional setting while performing tasks conducive to her/his education.
- Work environment: Provide a safe workplace free from unlawful discrimination and harassment. Employers should consult the [US Department of Labor](#) for guidelines on equal opportunity in employment.
- For international internships:
 - Visas and/or formal work permission: The student-intern will need guidance on obtaining a proper visa and/or permission to work in the host country.
 - Country orientation: The hiring organization will be responsible for orientating the student to the city and country in which they are working, including but not limited to information about cultural norms, and safety.

Step 2: Submit your position and share with our students

- Connect with ASPIRE. Begin by completing and submitting the ASPIRE Internship Opportunity form. ASPIRE staff will follow up to assist in getting the word out about your opportunity and to ensure it is quickly and widely distributed to all prospective students. This can include distribution to academic departments and student organizations, in addition to on-campus information sessions.
- In an effort to maintain a fair and equitable recruiting process, ASPIRE adheres to [NACE Ethical and Legal Standards in Student Hiring](#). While ASPIRE is unable to refer specific students to employers, we make an effort to connect students to organizations with mutual academic and co-curricular interests.
- Furthermore, ASPIRE complies with non-discrimination policy. The federal government prohibits higher education institutions from discriminating on the basis of race, color, or national origin (Title VI, Civil Rights Act of 1964); gender (Title IX, Education Amendments of 1972); or disability, veteran status, or age (Americans with Disabilities Act of 1990). The University of Miami's non-discrimination policy is consistent with the law and includes additional protected categories: The University of Miami does not discriminate on the basis of sex, race, color, religion, age, disability, status as a veteran, national or ethnic origin, sexual orientation, gender identity, or gender

expression in the administration of its educational policies, admissions policies, scholarship and loan programs, or other school administered programs.

- Many factors influence students' internship decision making and this makes it difficult to predict application numbers. ASPIRE will promote your opportunity and make every possible effort to fill it, but cannot guarantee a specific number of applications or that any given position will ultimately be filled.

Step 3: Report on the process, and evaluate the completed internship experience

- Report back to ASPIRE. Whenever an internship offer is extended to one of our students, or a student accepts or declines an internship offer, please notify ASPIRE so that we can keep track of the progress of our students. We require organizations to report this information in order to ensure we maintain accurate statistics regarding student employment.
- Evaluate the experience. Complete an internship performance evaluation with your student at the end of the internship. The student should provide the employer with a self-appraisal, and the employer is encouraged to provide an evaluation highlighting accomplishments, quality of work, and recommendations for further growth/development.
- ASPIRE will provide support for all phases of an internship from distributing a position to evaluating the student and employer's experience after the internship. Please feel free to contact ASPIRE at any time at aspire@miami.edu or 305-284-6893.

***Internship Posting Disclaimer**

- ASPIRE provides to College of Arts & Sciences (A&S) students a self-help service of internship opportunities made available by alumni and parents of A&S students, and employers interested in hiring A&S students. An employer may offer for distribution by ASPIRE available internships with their organization.
- ASPIRE is providing this service as a courtesy to the students and at no cost to the participating organizations. ASPIRE undertakes only to post listings that comply with the established listing criteria. ASPIRE does not perform background checks on or investigate the practices of either the organizations or the participating students. Once a listing is distributed, all matters relating to the internship position are directly between the employer and the student and the University of Miami will take no responsibility for the actions of the students or the employer, or its employees or other agents. Accordingly employers and students are encouraged to request reference information from each other as needed to establish qualifications, credentials and overall fit between the employer and the student applicant.
- All listings are distributed at the discretion of ASPIRE. No listings will be posted that appear to discriminate against applicants on the basis of sex, race, color, religion, age, national or ethnic origin, status as a veteran, sexual orientation, gender identity, gender expression, or disability. ASPIRE reserves the right to decline to post listings that do not conform to the criteria set forth in the above referenced guidelines or that do not otherwise support the interests of the University and its students. ASPIRE also reserves the right, in its sole discretion, and without notice to remove from the service any listing that falls out of compliance with the criteria, and to refuse to post any listing from any employer about which ASPIRE has received a complaint.