

RUTGERS POLICY

Section: 60.9.31

Section Title: Legacy UMDNJ policies associated with Human Resources

Policy Name: Unpaid Interns and Non-Affiliated Internship Programs at Rutgers Health Sciences

Formerly Book: 30-01-20-80:00

Approval Authority: Senior Vice President for Administration

Responsible Executive: Senior Vice President for Administration

Responsible Office: University Human Resources

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Revisions: 7/1/2013; 10/10/2013 (Updated title)

Errors or changes? Contact: policies@hr.rutgers.edu

1. **Policy Statement**
The policy covers Rutgers University employees who are employed within legacy UMDNJ positions.
2. **Reason for the Policy**
To set policy for the acceptance of unpaid interns; and, to establish oversight of non-affiliated internship programs at Rutgers Health Sciences.
3. **Who Should Read This Policy**
All Rutgers employees who are employed in legacy UMDNJ positions.
4. **Related Documents**
N/A
5. **Contacts**
University Human Resources: 848-932-3020
6. **The Policy**

60.9.31 UNPAID INTERNS AND NON-AFFILIATED INTERNSHIP PROGRAMS AT RUTGERS HEALTH SCIENCES

This policy does not apply to academic programs of the University and high school student internship programs which are processed through the sponsoring high school and University school/unit(s). For questions, contact Rutgers Biomedical and Health Sciences Human Resources at 973-972-6741.

This policy is not applicable to existing internship programs governed by affiliation agreements.

I. DEFINITION

Intern – An individual who is placed in a Rutgers Health Sciences school or operating unit for a

limited time period for the purpose of gaining exposure to, and experience in, a field of study or career of his/her interest. As defined in this policy, an intern is not an employee and is unpaid.

II. REFERENCE

Cancellation of Access to University Assets Policy 70.2.1

III. BACKGROUND

Rutgers Health Sciences is committed to its mission of education. Establishing internship programs through its various schools and operating units and extending the opportunity for individuals to explore diverse educational and career options provides a method for fulfilling this commitment.

IV. POLICY

1. Individuals shall be allowed to participate in Rutgers Health Sciences' various internship programs for the following objectives. Such individuals shall function as unpaid interns, as defined above.

- To access educational experiences unobtainable in traditional classroom settings.
- To advance theoretical knowledge.
- To obtain "hands-on" experience in the work environment.
- To gain exposure to various career options.

2. Pursuant to the U.S. Department of Labor (DOL) Wage and Hour Division (WHD) and the Fair Labor Standards Act (FLSA), Rutgers Health Sciences' schools and operating units must ensure that the following criteria are met when developing internship programs. Meeting all of the following factors ensures that an employment relationship does not exist under the FLSA.

Refer to Fact Sheet #71 at <http://www.dol.gov/whd/regs/compliance/whdfs71.pdf> "Internship Programs Under the Fair Labor Standards Act" (for-profits, public sector and non-profits).

- The training is similar to that which would be given in academic educational instruction.
- The training is for the benefit of the interns.
- The interns do not displace regular employees, but function under their close observation and/or supervision.
- The school or operating unit derives no immediate advantage from the intern's activities.
- It is understood by management and the intern that the intern is not necessarily entitled to a job at the end of the training.
- Management and intern understand that the intern is not entitled to wages for the time spent in training.

3. Internships at Rutgers Health Sciences are solely learning opportunities which may be:

- Full or part time during the summer months for up to twelve (12) weeks;
- Part time during the year, not to exceed an academic year.

4. Departments are responsible for ensuring that a structured learning experience is provided to interns and must obtain approval of the program and its participants through the Deans or President/CEOs of the operating units or Vice Presidents. Programs for research interns must be reviewed by the school's Office of Research and Sponsored Programs (ORSP).

- All such programs shall include a departmental orientation and compliance with

mandatory University training as applicable and tailored to the student's program, i.e.: (1) Ethics, Compliance and Corporate Integrity; (2) Sexual Harassment, (3) Code of Conduct, (4) HIPAA, (5) Lab Safety or other mandatory training which may be required by the University, school or operating unit.

- Departments shall comply with all six (6) factors set forth in Paragraph 2 above.
- Interns must be supervised by a faculty member and/or an on-site supervisor.
- Supervisors shall ensure interns receive University IDs and access to technology as required.
- Supervisors shall be responsible for providing a final evaluation to interns upon completion of their participation.

5. Acceptance/Eligibility Requirements

Internships are open to both undergraduate (enrolled), graduate level and "recently" graduated students ("recently" is defined as not exceeding two (2) years) in all academic disciplines, preferably those majoring in the sciences or healthcare professions, including social and behavioral sciences. Administrative internships are also allowed. Exceptions can be made to accommodate individuals who may be in career transition.

Individuals shall be required to provide to the sponsoring department the following documentation for assessment before acceptance:

- Current resume or CV
- Recommendation letter
- Recent transcript
- Intern Information Sheet
- Internship Program Learning Agreement

V. PROCEDURES

1. Prior to establishing internship programs and accepting individuals, departments shall contact the following who shall assess and approve the program structure:

Type of Internship	Contact
Research	Dean; Office of Research and Sponsored
Healthcare	Dean, President/CEO (or designees) of Healthcare unit
Administrative	Vice President (or designee)
Educational	Dean (or designee)

2. Supervisors shall assess all applicant documentation referenced in IV. 5. above and obtain appropriate approval(s).
3. The Dean, President/CEO (or designee) or the Vice President (or designee) or ORSP for research interns shall review the applicant's supporting documentation and inform the department of its approval (or denial). Approved documents are then forwarded to the campus Senior Human Resources Generalist.
4. University Human Resources shall review documentation to ensure compliance with Department of Labor and University guidelines. Upon completion of review, University Human Resources shall arrange for the applicant to complete the following standard University requirements prior to acceptance in the program. No individual shall commence assignment in a University internship program until all documentation is finalized.
- Rutgers Health Sciences Criminal Background Check
 - Costs for background checks shall be covered by University Human Resources
 - Disclosure and Authorization

- Intern Statement of Understanding
 - Confidentiality Agreement
 - Pre-placement medical/screening and/or testing as necessary
 - Costs for screenings shall be the responsibility of the sponsoring school/unit
5. Upon satisfactory completion of background checks (including OIG and GSA) University Human Resources shall inform the requesting department.
 - For research interns, the requesting department shall inform the ORSP, its Laboratory Safety Committee and EOHSS.
 6. If a background check disqualifies an applicant for any reason, the department and applicant will be notified.
 7. Applicants determined to have falsified information on their application, will not be considered for internship placement. In the event that it is determined that an applicant has falsified information on his/her application, University Human Resources should be contacted to discuss appropriate action.
 8. Upon completion of the internship, the sponsoring departments shall provide interns with a completed Intern Evaluation Form and retain a copy in its files.
 9. Supervisors shall secure all University assets pursuant to University policy, Cancellation of Access to University Assets, 70.2.1.

VI. RESPONSIBILITIES

Performed By	Action
Departments	1. Collaborate with the Dean or President/CEOs (or designee) or Vice President (or designee) in developing programs. For research internships, also collaborate with the school's Office of Research and Sponsored Programs.
	2. Prepare documentation for review and approval, adhering to Department of Labor and University guidelines.
	3. Reviews intern application documents.
	4. Notify the appropriate approver of intern selection and submit application material for review.
	5. Responsible for costs of medical screening and/or tests as necessary.
	6. Provide departmental orientation and ensure interns complete applicable University training.
	7. Assign supervisors for interns.
	8. Ensure provisioning of University ID and access to required technology to interns.
	9. Provide interns with final evaluations and cancel access to University assets.
Deans, Presidents/CEOs, Vice Presidents of operating units, Office of Research and Sponsored Programs for each school (for research internship programs).	10. Provides guidance to departments in developing internship programs.
	11. Provides oversight of Internship Programs
	12. Reviews and approves program documentation and intern application materials.
	13. Sends approved materials to Human Resources.

University- Human Resources	14. Reviews program documentation to ensure compliance with the Department of Labor and University guidelines.
	15. Processes intern application materials.
	16. Upon approval, contacts the intern to arrange for completion of background check and other related University requirements: OIG, GSA, medical clearance.
	17. Upon successful completion of required checks, notifies the department, and forwards copies of Intern Information sheet and Internship Program Learning Agreement.
Interns	18. Must meet criteria for intern status.
	19. Completes and submits all required forms.
	20. Completes all applicable University training and departmental orientation.
	21. Adheres to Learning Agreement
	22. Participates in final evaluation process.
	23. Return University property upon completion of program.