

Internship Host Notification of Expectations and Ethical Standards

The University of Mount Union appreciates the willingness of organizations such as yours to provide internship opportunities to its students. The university recognizes that the dynamics of any internship can be complicated and must advocate on behalf of its students in the event that problems occur during the term of the experience. With that in mind, the university requires that the following expectations be honored by employers:

- All students will be considered equally and fairly for internships without regard to race, color, religion, national origin, age, gender, sexual orientation, military status, veteran status, or disability.
- The purpose of any internship is first and foremost to aid in the learning and development of the intern. Therefore, it is essential that they be trained, closely supervised, and evaluated by a qualified employee.
- Internships should allow students to apply coursework/theory relevant to their major, and to develop skills relevant to their major/career. Employers must provide a job description with clear learning objectives which guide the work of the intern, and that demonstrates that the student's work will be at least 60% professional in nature.
- Supervisors are expected to complete university paperwork in a timely manner in order for a student to receive academic credit.
- All internship hosts will abide by the Americans with Disabilities Act. You may contact the University of Mount Union if you have questions regarding reasonable accommodation/accessibility.
- Internships must comply with DOL standards <http://www.dol.gov/whdregs/compliance/whdfs71.pdf>. Generally speaking, for-profit organizations should provide paid internships. Non-profit organizations are encouraged to offer paid opportunities but are permitted to treat interns in a similar nature to volunteers with regard to pay.
- Interns must be properly oriented to the position. Topics that should be addressed during orientation should include legal/ethical issues relevant to the organization, safety/emergency guidelines, confidentiality issues, organizational etiquette including dress code and social media use, and identification of co-workers who may support or guide them.
- Host organizations should provide at least one performance evaluation (preferably two, one at midpoint and one at end). This is required of all internships for which students are earning academic credit.
- Students are to be afforded all rights as regular employees, especially the right to a safe workplace, and in particular, a workplace free from harassment or discrimination of any kind including bullying and initiation/hazing.
- The internship supervisor is considered an extension of the University and therefore must maintain privacy of student records. Records should only be shared with the student, immediate supervisors, the human resources department, and designated university staff.
- Within reason, the organization should allow students to publish samples of their work in a portfolio in order to gain academic credit or other employment. A discussion with the student before the end of their internship should address such issues as using the company logo, examples of budgets, research, copyrighted material, and other internal documents and items of a sensitive nature.
- Although highly encouraged, employers are not required to provide students with an offer of employment or references.
- The University considers any type of sexual behavior or the use of controlled substances with (or in the presence of) an intern to be an ethical violation, whether or not the intern objects to the situation. In situations where the university becomes aware of inappropriate, unethical, unsafe, illegal or unprofessional behavior, it reserves the right to intervene for the well-being of the student, as well as to protect the university's reputation.
- When applicable, students are to be trained in appropriate methods of research and assessment with human participants, and confidentiality of research and assessment data.

This list of expectations is not exhaustive however, it does address the most common issues involving internships. Please contact the students' faculty internship coordinator or the Career Development Office (330) 829-8211 with any problems or concerns.

Guidelines for General Recruiting Practices

The Career Development Office at the University of Mount Union greatly values the relationships it develops with employers and strives to interact in good faith with them. In addition to following the NACE Principles for Ethical Practice, the following employer guidelines have been established with input from a wide range of stakeholders with the best interest of students in mind. They are meant to protect students and to establish a clear set of expectations for all parties involved in student recruitment. This list addresses the most common issues that arise but is not all inclusive. Employers may contact the Career Development Office with questions at (330) 829-8211.

- Employers who wish to recruit on campus must secure permission from the Career Development Office for each visit. Visits are generally limited to job/internship fairs, networking events or on-campus interviews. Employers should not recruit through individual students, student groups or class visits. Please note that recruiting is considered different from sharing one's personal career journey or discussing careers in general as a visitor in a class or at a club meeting. Questions about what constitutes recruiting activity may be directed to the Career Development Office.
- The Career Development Office does not screen candidates or resumes on behalf of employers. The office will provide equal access to all job/internship opportunities through Handshake (job posting system) and, when warranted, by forwarding opportunities to appropriate academic departments.
- The University does not promote self-employment/business opportunities, independent contract opportunities, or third-party positions. Under certain circumstances third party recruiters may be eligible to recruit on campus or through the university's job posting system. Exceptions will be reviewed on a case-by-case basis.
- In an effort to balance the opportunities available to students, the university reserves the right to limit the number of employers it affiliates with from any particular industry or career field. When a disproportionate number of positions or employers are represented in our database or at our events, students outside of these areas become discouraged and are less inclined to use our services.
- For the purposes of student safety, the University does not post jobs or internships for home-based businesses.
- The University reserves the right to edit any job posting. Editing of job postings is not a common practice, and most often occurs when vital information is missing, or a job title is incongruent with the listed duties.
- The University will not affiliate with organizations with a history/reputation of misleading candidates, or that discriminates in its employment practices with regard to protected class including, but not limited to race, color, religion, national origin, age, gender, sexual orientation, military status, veteran status or disability.
- Employers who require any payment or fee from candidates (whether for application, training, licensure, purchase of products, pre-payment for kits, etc.) will not be permitted to post jobs or recruit students on campus. It is expected that students will not have to carry any type of expense or financial burden (even temporarily) to obtain opportunities.
- The University regularly collaborates with other institutions to host consortium job fairs. The University of Mount Union abides by the protocols and policies of the consortium. These collaborations presently include Northern Ohio Teacher Education Day (NOTED), Greater Canton Collegiate Job & Internship Fair, and OFIC CareerFest.
- Employers who register on Handshake in order to post job opportunities will be screened prior to being approved for access. No employer is guaranteed the right to access the University's database and may have access removed or denied. Handshake is to be used to post full-time or part-time professional positions and internships only. Self-employment/business opportunities and low skill student jobs should not be posted through this system.
- Employers who extend offers to students are expected to provide the student with complete information about the job, schedule, compensation and significant expectations. It is recommended that employers give students at least one week to accept or decline an offer and should not pressure a student to accept a position. It is recommended that employers carefully determine how early they extend job offers, as early offers often result in students changing their minds.