



ACADEMIC INTERNSHIP PROGRAM

Employer Agreement

For employers choosing not to post internship positions on Midwestern State University's Handshake platform, this signed **Employer Agreement and an appropriate job description must be received by the Internship Coordinator** before a student can participate in a DCOBA Academic Internship.

The employer agrees to the following terms:

Federal Guidelines for Internships

When offering internships, employers should follow [the guidelines provided by the U.S. Department of Labor Wage and Hour Division \(WHD\)](#). Non-paid internships must meet the U.S. Department of Labor Wage & Hour Division [Fact Sheet #71](#).

Nature of Qualifying Work

The internship experience must be related to the student's area of study at Dillard College of Business Administration. Moreover, the work experience shall be equivalent to the type(s) of entry-level or professional work relevant to a Midwestern State University graduate.

Supervisor Obligations

Minimum work required of a 3 hour credit-seeking student is 150 hours within the course time frame. Minimum work required of a 2 hour credit-seeking student is 100 hours, and a 1 hour credit-seeking student is 50 hours within the course time frame. Supervisor will work with student to set learning objectives at the onset of the experience and provide an evaluation at the end of the experience in accordance with course deadlines. Student is responsible for notifying supervisor of course deadlines in a timely manner.

Harassment

Employers will not engage in harassment as defined in this policy. Harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, national origin, age, disability, citizenship or any other characteristic protected by law that has the purpose or effect of creating an intimidating hostile, or offensive work/academic environment and/or has the purpose or effect of unreasonably interfering with an individual's work/academic performance; or, otherwise adversely affects an individual's employment/academic work.

Discriminatory Practices

Employers will follow federal and state guidelines to not discriminate on the basis of race, color, religion, national origin, gender, age, disability, marital status, creed, sexual orientation, ancestry, veteran status, or any other basis except where such conditions are bona fide occupational qualifications permitted by law.

Payment of Wages

For paid internships, employers will meet or exceed minimum wage requirements. According to the United States Department of Labor and the Fair Labor Standards Act effective July 24, 2009, minimum wage is \$7.25 per hour. No payment of wages in cash will be accepted.

Safe Work Environment

Dillard College of Business Administration requires that all job sites provide a safe and appropriate work environment. Interns are not permitted to participate in a home office/home training setting and must obtain suitable supervision and training during their internship in order to support the learning experience.

The employer agrees to terms set forth above.

Name:	Title:
Signature:	Date:
Company/Organization:	Location:

Campus Contact:

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