

## **WUSF INTERNSHIP POLICY**

WUSF Public Media will offer internships, on a non-paid basis, three times per year; the Fall, Spring and Summer semesters. Internships are to provide learning and hands-on experience for the student. WUSF must observe the following Department of Labor and Fair Labor Standards Act guidelines:

- The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment
- The internship experience is for the benefit of the intern
- The intern does not displace regular employees, but works under close supervision of existing staff
- The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded
- The intern is not necessarily entitled to a job at the conclusion of the internship

The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship. Department heads are to assess their department's capacity for interns and provide a written description of the scope of responsibilities for each intern.

All internship candidates must provide documentation that their internship has been sanctioned by their respective educational institution with written documentation. Students interested in receiving course credit must provide documentation that their internship has been sanctioned by their respective educational institution prior to beginning the internship.

All internships will be posted on USF's and WUSF's websites for 14 days. Those interested in applying for an internship are required to submit a resume and a cover letter that expresses their interest, why they are applying and what they hope to gain from the internship.

Internships will be competitive and the existing USF hiring policies related to EEO will be strictly followed.

Department heads will interview candidates based on the current WUSF procedures for employee recruitment.

Prior to beginning the internship, the intern(s) selected must sign an offer letter that states the expectations and requirements of WUSF, the unpaid status of the internship, duration of the experience and hours for the intern.

Interns will be required to attend an orientation given by WUSF HR prior to beginning their station experience. This orientation will be designed to provide the intern with WUSF's Policies and Procedures and those USF Policies and Procedures that apply to interns. All Interns will be held to the same standards as employees in the area of discrimination and acceptable and expected behavior. All interns will also be protected as though they were an employee in the area of discrimination and harassment.

Department heads will be required to do an objective evaluation of each intern. The evaluation must be completed two weeks prior to the end of the internship. The evaluation is to be first reviewed by WUSF HR and then shared with the intern. The intern will sign the evaluation which is meant to show acknowledgement that it was shared with them and not as an agreement of content. The completed evaluations will be kept in WUSF's human resource files.