

Internship Host Sites

- Massasoit Community College provides an internship-listing website as a free service for employers, students and community members. We make no guarantee that a qualified applicant will be found for any given listing. Massasoit Community College does not guarantee that the service will function error-free or uninterrupted.
- Massasoit Community College retains the right to refuse, for any reason, any employer the opportunity to post internship or employment opportunities on this website.
- A Massasoit Community College intern host site must be a corporation, a limited liability partnership (L.L.P.), a not-for-profit [501(c)(3)] organization, a government agency, or an educational institution in operation for at least one year, and located and conducting business in a commercially zoned office space/property. The host site must agree that no qualified student shall be discriminated against on the basis of race, creed, religion, color, gender, sexual orientation, age, disability, genetic information, maternity leave, or national origin. The host site further agrees to provide the intern a working environment free from sexual harassment and unlawful discrimination.
- To post an internship, host sites must provide Massasoit's Internship Coordinator with a job description that includes career-related responsibilities and/or projects for the internship.
- Host sites must designate an on-site supervisor/mentor who will provide the student intern with daily or weekly supervision, serve as the site contact, and provide a mid-semester and end of semester evaluation.
- Host sites are required to complete and submit to the Center for Experiential Learning a *Massachusetts Community Colleges Internship Agreement* before the start of an internship.
- Host sites must undergo an onsite inspection by Massasoit's internship coordinator.
- The Center for Experiential Learning strongly recommends that interns be compensated in accordance with Department of Labor standards:
<http://www.dol.gov/whd/regs/compliance/whdfs71.pdf>.
- Positions that require prospective interns to purchase products or services, or positions involved in a "pyramid" or multi-level type networking structure requiring or encouraging the recruitment of others to sell products or services are not permitted. No door-to-door sales, home-based businesses, or "business opportunity" postings are allowed. Positions that pay a commission-only salary will be reviewed on an individual basis.
- Third party recruiters, search firms, employment consultants, and placement services must identify themselves as such, must disclose client's name and contact information, and must not require a placement fee from the student, consistent with NACE's Principles for Professional Practice: <http://www.naceweb.org/principles/?referral=knowledgecenter&menuID=203&nodetype=4#thirdparty>

Students

- Students who enroll in a non-credit or credit-bearing internship are required to meet with Massasoit's internship coordinator or their faculty advisor to determine eligibility before applying to the host site for the internship.
- Internship sites must be approved by Massasoit's internship coordinator or a faculty advisor.
- Students who perform an internship are required to complete an internship orientation through the Center for Experiential Learning before the start of the internship.
- Students who perform an internship are required to complete and submit to the Center for Experiential Learning a *Massachusetts Community Colleges Internship Agreement* and a *Massachusetts Community Colleges Internship Acknowledgement of Risk and Consent* form before the start of the internship.
- To be eligible to participate in a non-credit internship, degree-seeking students must have second semester freshman status (12 credits) and have a GPA of 2.0 or higher, or approval of Massasoit's internship coordinator, faculty advisor, or their Internship supervisor.
- To be eligible to participate in a credit-bearing internship, degree-seeking students must have sophomore status (24 credits), have successfully completed three courses in their major or be co-currently registered, and have a GPA of 2.0 or higher.
- Students enrolled in certificate programs must be in the second half of their program, have successfully completed three courses in their major or be co-currently registered, and have a GPA of 2.0 or higher to be eligible to participate in an internship.