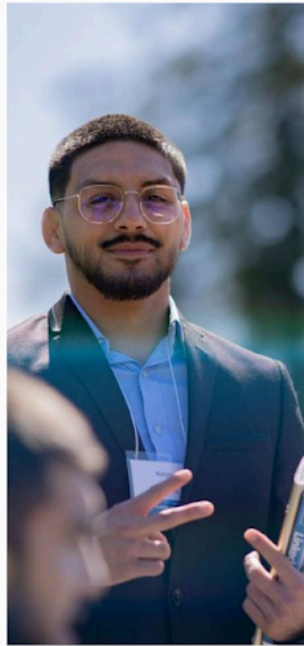


# MENLO COLLEGE INTERNSHIP PROGRAM

PROGRAM POLICIES AND BEST PRACTICES  
FOR INTERNS



Menlo College



*Office of Internships &  
Career Services*  
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SUMMER 2024 COHORT

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# WHAT IS AN INTERNSHIP?

*An internship is an immersive and dynamic learning experience in which you'll bridge the gap between theoretical knowledge and practical application. During this time, you'll refine your expertise, explore career paths, and cultivate essential networks within your chosen field! Below are the key requirements and guidelines we look for in a for-credit internship at Menlo College.*

## **Menlo College Criteria**

**To ensure your internship will count for full credit at Menlo College, please confirm your opportunity satisfies the following:**

✓ **Relevant to your major:** Internships must be related to your major. If not relevant to major, you must be able to demonstrate how the opportunity advances your professional goals

✓ **28 hours per week on average:** You must work between 280 - 400 hours total across 10 weeks. You're not required to make up missed time due to illness or unforeseen emergencies. However, any time off for other reasons will need to be made up during the course of the internship to meet the minimum hour requirements.

✓ **Not working from a home office:** Interns cannot work out of someone's home office unless the employer can provide appropriate proof of insurance.

✓ **No relationship to direct supervision:** You cannot be directly supervised by a member of your family. Interns can work in a family business or alongside family members, though!

✓ **Physically located in an approved state/region:** The INT 499 course is a fully remote course and you can complete an in-person, remote or hybrid internship. However, this does not mean you can complete an internship anywhere of your choosing. To receive credit, you will need to be located internationally or domestically in California, Colorado, Florida, Guam, Hawaii, Maine, Michigan, Missouri, Pennsylvania, Rhode Island, or Washington.

## **NACE Criteria**

**You can also refer to the National Association of Colleges and Employers (NACE) criteria when considering an internship:**

*NOTE: The ICS team will also be using these points to evaluate your internship prior to your acceptance. Keep this criteria top of mind when evaluating your potential internship opportunities.*



The experience should be **an extension of the classroom**: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.



The skills or **knowledge learned is transferable** to other employment settings.



The experience has a **defined beginning and end, and a job description** with desired qualifications.



There are **clearly defined learning objectives/goals** related to the professional goals of the student's academic coursework.



There is **supervision by a professional** with expertise and educational and/or professional background in the field of the experience.



There is **routine feedback** by the experienced supervisor.



There are **resources, equipment, and facilities provided by the host employer** that support learning objectives/goals.



# INTERNSHIP CLASSES

*In order for your internship to count for credit toward graduation, you'll need to be enrolled in a summer seminar course. The seminar meets weekly during the session in which you'll be completing your internship.*

## **INT 499 – Internship in Major Field**

*NOTE: This class is only offered remotely in the summer!*

Upon completing their junior year, students are eligible to enroll in **INT 499 - Internship in Major Field**, a 6-unit upper division course that requires students to complete a 280-hour internship between May and August. This fully remote course meets 10 times during the summer.

*This is a required course for accounting, business management (all concentrations), finance, marketing, and sports management majors. This course is an elective for psychology majors.*

While completing the internship, students enrolled in INT 499 study the 'four frames' organizational model. At the conclusion of the internship, supervisors are asked to complete a performance evaluation and confirm the total number of hours the student worked.

## **ACC 499 – Accounting Internship**

**ACC 499** is offered once during the summer. All ACC 499 students will be placed in Session 2.

Session 2: June 3 - August 9  
(once a week, exact time TBD)

**ACC 499 Deadline: Please contact the ICS Office**

**INT 499** is offered twice during the summer.

Classes meet in the evenings on Tuesday, Wednesday, or Thursday. You will be placed in the session that is closest to your start date.

Session 1: May 28 - August 2 (once a week from 7-9 p.m.)

Session 2: June 3 - August 9 (once a week from 7-9 p.m.)

*Please note that we will aim to have another 10 a.m. slot available to accommodate those interning internationally, but this is not guaranteed!*

**The deadline to start an INT 499 internship is Monday, June 3, 2024!**

Accounting students who secure an internship at one of the below firms will enroll in ACC 499 instead of INT 499. (Accounting students who do not secure an internship at one of the below firms will enroll in INT 499(A), which is exactly the same as INT 499, just noted differently on your transcript.) ACC 499 is taught by a member of the accounting faculty. This course requires students to complete an 8-10-week full-time summer internship.

Contact the **ICS Office** at [careerservices@menlo.edu](mailto:careerservices@menlo.edu), or visit us in Admin Building 1, Suite 152 for any questions you may have:



**SHEA LABAGH DOBBERSTEIN**  
CERTIFIED PUBLIC ACCOUNTANTS & ADVISORS



# INT 499 / ACC 499 PREREQUISITES

In order to enroll and participate in the Menlo College Internship Program, you will need to satisfy the following prerequisites:

## You must be a rising senior or senior to enroll.

Seniors are defined as students who have completed more than 89 units. For most students, this means completing the internship the summer prior to graduation. For example, if you are graduating December 2024 or May 2025, you would complete the internship requirement during summer 2024. Some students choose to complete the internship the summer *after* their senior year as their final requirement. (You will still be able to walk in commencement as long as INT/ACC 499 is your only outstanding requirement.)

## You must have a 2.0 GPA or higher to enroll.

INT/ACC 499 is a credit / no credit course and does not impact your GPA; therefore, students with a sub-2.0 GPA need to improve their GPA and so cannot take credit / no credit courses.

## You must have no serious and/or recent violations of the student Code of Conduct as outlined in the Student Handbook.[1]

For-credit internships are extensions of the Menlo College classroom. You may be ineligible for the internship program if you violate the code of conduct in any way that would cause Menlo College to lose confidence in your ability to conduct yourself responsibly at an internship site. Conduct violations will be considered on a case-by-case basis by the [ICS Director \(Jocysten Ashton at \[jocysten.ashton@menlo.edu\]\(mailto:jocysten.ashton@menlo.edu\)\) and Dean of Student Affairs](#). If you are determined ineligible, you have the option to appeal the decision to the VP of Student Success.

You must complete the following preparatory steps during your **junior** year:

### Complete the [Pre-Internship Prep Module](#)

*Complete the module to learn more about the program and indicate your understanding of the requirements*

### Attend an Internship Pathfinder session

*We'll help you discover your unique path to employment, discuss essential job search materials, and provide detail on your next steps*

### Internship Kickoff Meeting w/ ICS

*Schedule your 1:1 meeting in Handshake!*

### [Submit Internship Confirmation Form](#)

*Once you've received an offer, you'll submit the details to ICS using the form. We'll cross-reference with your internship site to make sure everything checks out.*

### Enroll in INT 499 / ACC 499

*You must be enrolled in the seminar course in addition to your internship.*

### Join Internship Pathfinder orientation

*Orientations are offered in late spring/early summer.*

# FINDING AN INTERNSHIP

*You are responsible for finding your own internship opportunity! However, the ICS team is here to support you in your internship search and teach you how to find an internship on your own (which is an invaluable skill you will use throughout your career). ICS can support you in the following ways:*

## **Individual Advising**

Schedule a 30-minute appointment with a member of the ICS team any time, as many times as you want. We can help you with the following topics:

- Discuss and explore your career goals
- Help you develop a job search strategy
- Introduce you to job search resources
- Review your resume, cover letter and LinkedIn profile
- Practice your interviewing skills
- Help introduce you to alumni and employers
- Analyze your career and personality assessments (e.g., Strong Interest Inventory and Myers-Briggs Type Indicator)

**[Schedule your appointment on Handshake!](#)**

## **Events and Workshops**

<b>Year-Round</b>	Employer Visits	Information sessions and tabling opportunities with local employers
	Career Workshops	30 - 60-minute workshops like resume writing, interviewing, networking; workshops often feature employers as guest speakers
<b>Fall</b>	Meet the Firms	ICS hosts 10-15 accounting firms for an evening of networking
	Mock Interview Day	40-50 employers and alumni volunteer to practice interviewing with junior-year students
<b>Spring</b>	Career Connect Day & Career Fair	A day of career and professional development-focused sessions and workshops led by employers and alumni. 40-60 employers and graduate schools recruit our students for internships and jobs

**[Stay up-to-date on events via Handshake!](#)**

## Internal Online Resources

Unless otherwise noted, all resources below are available to download or view in [Handshake's "Resources" Folder](#).

Here are some of the resources from the library we think will be most helpful for you:

Resource	Description
<a href="#">Handshake</a>	<i>Menlo College's career management platform; register for events, apply for jobs, and network with other students and alumni.</i>
<b>ICS Resume Toolkit</b>	<i>Need help writing your resume? Check out our updated <a href="#">Resume Toolkit</a> to give you the most relevant tips and tricks that are sure to impress potential employers!</i>
<b>[Free!] Application Tracking Template</b>	<i>Use this free Google Sheets template to help you keep your internship search organized!</i>
<b>Menlo College Career Guide</b>	<i>A guide to resume writing, cover letters, interviewing, networking and more!</i>
<b>How To Set Up Your Internship Search in Handshake</b>	<i>Have you set up your search in Handshake? If not, get your search built and working for you by using the tips in this guide!</i>
<b>Personality Self-Assessments Career Exploration Tools</b>	<i>Internships &amp; Career Services and Study Abroad has curated and compiled an extensive (and growing!) list of career and personality self-assessments and career exploration tools.</i>
<b>CPT + OPT FAQs for International Students</b>	<i>Check out the FAQs for information about off-campus work authorization. For general questions related to your F-1 student visa, please email the International Student Services at <a href="mailto:iss@menlo.edu">iss@menlo.edu</a>.</i>
<b>List of Sites Where Students Have Interned in the Past</b>	<i>List of internship sites where Menlo College students have interned at in the past. You can sort this list by employer name, student major, paid vs. unpaid, and more.</i>
<b>Diversity, Equity and Inclusion Career Resources</b>	<i>An extensive list of career and professional development resources for a diverse student body.</i>
<a href="#">Menlo College Alumni Directory</a>	<i>Find more than 6,000 current and former students of Menlo College; filter by where they live, where they work, what they do, and what they studied.</i>
<b>LinkedInLearning.com</b>	<i>Hundreds of courses to help you achieve your professional goals. Free for Menlo College students. Contact the ICS Director (Jocelyn Ashton at <a href="mailto:jocysten.ashton@menlo.edu">jocysten.ashton@menlo.edu</a>) to request access.</i>



# CONFIRMING YOUR INTERNSHIP

If you're reading this page, you've probably gotten an internship offer from a prospective employer. Congrats! Now, you must confirm the internship is eligible for academic credit. To do this, you will need to complete the Internship Confirmation Form.

[ACCESS THE INTERNSHIP CONFIRMATION FORM HERE](#)

## Internship Confirmation Form

The Internship Confirmation Form will ask you to provide:

- A job description (this must be written by the company, not by you)
- The name, title and contact information of your supervisor and/or the person responsible for hiring/onboarding you
- Expected start and end date
- Total number of hours you expect to work
- Location of the internship (even remote internships must have a physical address where the company is located)
- Your agreement to the rules and requirements of the INT/ACC 499 course

*\*\*Please note that if we have further questions about the responses you provide in the form, you may be invited to meet with a member of the ICS team to discuss your internship in further detail. If you have been invited to meet with ICS, your approval process will be paused until our team has had the chance to chat with you!*

Once everything checks out, the Internships & Career Services office will send a brief **Supervisor Confirmation Form** to your supervisor, or the person responsible for hiring/onboarding you.

## Supervisor Confirmation Form

Your employer will need to confirm:

- Location of the internship (even remote internships must have a physical address where the company is located)
- Total number of hours you will be expected to work
- That your direct supervisor has training and experience in the area in which you are interning
- That they have a clearly stated process for you to follow when reporting workplace concerns
- That they will comply with all federal, state and local safety and health requirements
- That they will complete our performance evaluation at the end of the internship
- Whether or not they will agree to host an ICS staff member for a site visit

When the employer completes the Supervisor Confirmation Form, one of our team members will review and either confirm or deny the internship for academic credit. You will be emailed either way.

Reasons why internships would be ineligible for academic credit:

- The job description does not provide sufficient evidence that the internship is related to the student's major.
- Your supervisor does not have training or experience in the area in which you are interning.
- The internship is located in a home office and the employer has not provided proof of insurance.

- You are being supervised by a family member.
- Your work schedule would not allow you to attend the INT 499 class, which meets in the evenings from 7-9 p.m.
- The internship does not meet the location requirements.

Contact the ICS Director (Jocelyn Ashton at [jocelyn.ashton@menlo.edu](mailto:jocelyn.ashton@menlo.edu)) if you feel an internship was incorrectly deemed ineligible.

# INTERNATIONAL STUDENTS: F1 VISA & CPT

*Students on an F-1 visa are legally able to intern in the U.S. through a program called Curricular Practical Training (CPT). If you are an international student who will need CPT authorization for your internship, please read the instructions below:*

Employers who hire international students must provide the student with an offer letter (on company letterhead) that contains:

- The supervisor's name and contact information
- The title of the position
- The full street address of the office location (even if it's a remote internship)
- The start and end date of the internship.
- A brief description of the position (enough to substantiate that the experience is relevant to the student's field of academic study)

The student will then bring the offer letter to a Menlo College Designated School Official (DSO), who will then submit the proper documentation to U.S. Customs and Immigration Services (USCIS) and then issue the student a CPT I-20.

**If the internship is paid, students will need to apply for a social security number.**

**If the internship is either paid or the student receives remuneration (something of value), employers will need to complete a Form I-9, and a CPT I-20 is required to complete a Form I-9.** (Refer to <https://www.uscis.gov/i-9-central> for more information.)

Students cannot begin working until the start date listed on the CPT I-20 issued by the College and they must stop working on the end date listed on that same I-20.

Aside from the I-9, all documentation for CPT is managed through Menlo College, and will not require any paperwork (aside from the initial offer letter) or additional cost to be borne by the employer beyond what would normally be required for a domestic student.

**CPT Designated School Official:** Please contact the International Student Services (ISS) office for support.

**Jessica Nguyen**

*International Student Advocate & DSO*

[jessica.nguyen@menlo.edu](mailto:jessica.nguyen@menlo.edu)

# YOUR ROLE AS AN INTERN

*During your internship, you have the opportunity to apply your classroom learning to a real-world setting. Here are some suggestions for maximizing your internship experience:*

## Prior to the start of the internship

- **Develop goals for your internship experience.** Even before you start your internship, review the job description and identify the areas that are of specific interest to you. At the end of the internship, what would you like to say you've accomplished or learned?
- **Arrange your workspace.** Whether you're working from home or going into the office, make sure you have all your necessary supplies easily accessible and that you keep your workspace professional.
- **Read your organization's employee handbook and website** to make sure you understand all workplace policies, including anti-harassment and remote-work policies.
- **Join any designated spaces—e.g., closed Facebook or LinkedIn groups—that your organization has set up** where you can meet incoming interns and other employees. If there's no such space, request an employee directory.
- **Understand the dress code.** Select outfits that match the organization's dress code, whether it be casual or formal.

## At the beginning of the internship

- **Show up on time and stay to the end of your assigned shift.** Don't cut corners or draw negative attention to your work ethic. Put in your full effort. Be accountable for your actions.
- **Engage with other interns and employees.** Go out of your way to introduce yourself to your new colleagues. If you're going into the office, invite yourself out to lunch with them. If it's remote, request a 1:1 video chat to introduce yourself.
- **But ... Keep your list of topics professional and neutral.** Carefully consider your audience and the context before bringing up potentially sensitive topics like religion, sex, politics, personal finances, and certain types of humor. Don't gossip or badmouth other employees.
- **Set goals.** Sit down with your supervisor and decide in advance how you will develop your knowledge, skills and professionalism. (NOTE: This will be an INT 499 assignment.)
- **Avoid miscommunication and interruptions by working with your supervisor to establish set times—**daily and weekly—to connect with them. If your supervisor has more of an "open door" policy, that's fine too, but make sure you know their preferences regarding dropping in, texting, emailing, calling or video chatting.
- **Ask questions and write the answers down.** Your internship may present you with a steep learning curve, you might have to do a lot of "learning on the job." That's OK! Ask for examples or templates of deliverables. Write down any instructions you're given—don't rely on memory. (NOTE: You have access to LinkedInLearning, where you can watch thousands of online courses on a variety of topics. Email the ICS Director (Jocelyn Ashton at [jocelyn.ashton@menlo.edu](mailto:jocelyn.ashton@menlo.edu)) for access.)

## Throughout your internship

- **Demonstrate initiative and be curious.** If you finish a project early or find yourself with some downtime, ask your supervisor, colleagues, or even your fellow interns if there's anything you can help them with. If there's nothing for you to help them with, then give yourself a project, or learn more about the company's products and services, or research the company's competitors, or read industry-related news. Keep yourself engaged.
- **Propose ideas and solutions.** Employers appreciate interns for the new, fresh perspective they bring to the workplace. They want to hear your ideas and solutions!
- **Build your professional network.** Ask your supervisor to facilitate introductions and meetings with senior leadership. If your supervisor is too busy to facilitate introductions, introduce yourself and request an informational interview over coffee or lunch.
- **Request constructive feedback from your supervisor on a routine basis.**
- **Foster community through virtual team lunches and happy hours.**

### **At the end of the internship**

- **Present your final projects, accomplishments and ideas** to your supervisor and senior leadership.
- **Conduct a self-evaluation and a formal performance review with your supervisor.** Schedule time to discuss the evaluation and take seriously any suggestions you are given for improvement. (NOTE: This will be an INT 499 assignment.)
- **Summarize your experience both on your resume and LinkedIn profile** and in future job interviews.
- **Discuss full-time opportunities with your supervisor and/or ask if they could write you a recommendation on LinkedIn and/or be a reference for you in future job interviews**



# PERFORMANCE EVALUATIONS

*As part of the INT 499 class, your supervisor will complete a performance evaluation. The performance evaluation will ask them to evaluate you on these 8 NACE career competencies. Keep these in mind, your performance measurements are spelled out clearly for you below!*

## **Career & Self-Development**

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization. You demonstrate this competency when you:

- Show an awareness of your own strengths and areas for development.
- Identify areas for continual growth while pursuing and applying feedback.
- Develop plans and goals for one's future career.
- Professionally advocate for oneself and others.
- Display curiosity; seek out opportunities to learn.
- Assume duties or positions that will help one progress professionally.
- Establish, maintain, and/or leverage relationships with people who can help one professionally.
- Seek and embrace development opportunities.
- Voluntarily participate in further education, training, or other events to support one's career.

## **Communication**

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization. You demonstrate this competency when you:

- Understand the importance of and demonstrate verbal, written, and non-verbal/body language, abilities.
- Employ active listening, persuasion, and influencing skills.
- Communicate in a clear and organized manner so that others can effectively understand.
- Frame communication with respect to diversity of learning styles, varied individual communication abilities, and cultural differences.
- Ask appropriate questions for specific information from supervisors, specialists, and others.
- Promptly inform relevant others when needing guidance with assigned tasks.

## **Critical Thinking**

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information. You demonstrate this competency when you:

- Make decisions and solve problems using sound, inclusive reasoning and judgment.
- Gather and analyze information from a diverse set of sources and individuals to fully understand a problem.
- Proactively anticipate needs and prioritize action steps.
- Accurately summarize and interpret data with an awareness of personal biases that may impact outcomes.
- Effectively communicate actions and rationale, recognizing the diverse perspectives and lived experiences of stakeholders.
- Multi-task well in a fast-paced environment.

## **Equity & Inclusion**

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism. You demonstrate this competency when you:

- Solicit and use feedback from multiple cultural perspectives to make inclusive and equity-minded decisions.
- Actively contribute to inclusive and equitable practices that influence individual and systemic change.
- Advocate for inclusion, equitable practices, justice, and empowerment for historically marginalized communities.

- Seek global cross-cultural interactions and experiences that enhance one's understanding of people from different demographic groups and that leads to personal growth.
- Keep an open mind to diverse ideas and new ways of thinking.
- Identify resources and eliminate barriers resulting from individual and systemic racism, inequities, and biases.
- Demonstrate flexibility by adapting to diverse environments.
- Address systems of privilege that limit opportunities for members of historically marginalized communities.

### **Leadership**

Recognize and capitalize on personal and team strengths to achieve organizational goals. You demonstrate this competency when you:

- Inspire, persuade, and motivate self and others under a shared vision.
- Seek out and leverage diverse resources and feedback from others to inform direction.
- Use innovative thinking to go beyond traditional methods.
- Serve as a role model to others by approaching tasks with confidence and a positive attitude.
- Motivate and inspire others by encouraging them and by building mutual trust.
- Plan, initiate, manage, complete and evaluate projects.

### **Professionalism**

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace. You demonstrate this competency when you:

- Act equitably with integrity and accountability to self, others, and the organization.
- Maintain a positive personal brand in alignment with organization and personal career values.
- Be present and prepared.
- Demonstrate dependability (e.g., report consistently for work or meetings).
- Prioritize and complete tasks to accomplish organizational goals.
- Consistently meet or exceed goals and expectations.
- Have an attention to detail, resulting in few if any errors in their work.
- Show a high level of dedication toward doing a good job.

### **Teamwork**

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities. You demonstrate this competency when you:

- Listen carefully to others, taking time to understand and ask appropriate questions without interrupting.
- Effectively manage conflict, interact with and respect diverse personalities, and meet ambiguity with resilience.
- Be accountable for individual and team responsibilities and deliverables.
- Employ personal strengths, knowledge, and talents to complement those of others.
- Exercise the ability to compromise and be agile.
- Collaborate with others to achieve common goals.
- Build strong, positive working relationships with supervisor and team members/coworkers.

### **Technology**

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals. You demonstrate this competency when you:

- Navigate change and be open to learning new technologies.
- Use technology to improve efficiency and productivity of their work.
- Identify appropriate technology for completing specific tasks.
- Manage technology to integrate information to support relevant, effective, and timely decision-making.
- Quickly adapt to new or unfamiliar technologies.
- Manipulate information, construct ideas, and use technology to achieve strategic goals.

# SITE VISITS & SETTING / MANAGING EXPECTATIONS

## Site Visits

A member of the Menlo College Career Services team may request to conduct a site visit. Generally, these site visits are intended to strengthen the relationship between the college, the organization and the student. Supervisors are also invited to request a site visit at any time. Site visits may occur if:

- This is the first time the organization has hosted a Menlo College student-intern.
- Menlo College has never conducted a site visit to this organization.
- The student has requested a site visit.
- The supervisor has requested a site visit.
- The ICS Director (Jocelyn Ashton at [jocysten.ashton@menlo.edu](mailto:jocysten.ashton@menlo.edu)) has requested a site visit in response to specific concerns.

## Setting & Managing Expectations

On rare occasions, you may feel that the internship is not meeting your expectations. Alternatively, the supervisor might feel that you are not meeting *their* expectations. These issues can often be resolved through clear communication. If the internship is not progressing as expected, we recommend that you take the following steps:

### Reflect:

- **Did your supervisor clearly outline expectations at the start of the internship or project?** It is never too late to reset and re-establish expectations. Request a meeting to discuss what areas of the internship aren't meeting your expectations. Referring back to the job description can be helpful.
- **Did you receive the necessary training?** Supervisors sometimes forget that you're still learning. Request a meeting with your supervisor to ask for more training.
- **Did your supervisor assign you substantive projects in addition to daily tasks?** You are seeking meaningful work and expect to contribute in a meaningful way; if you find that you are being assigned mundane tasks and busy work, request a meeting with your supervisor to brainstorm larger, more substantive projects for you to work on.
- **Do you and your supervisor meet on a regular basis?** Regular one-on-one meetings give you both the opportunity to gauge engagement, satisfaction and learning. It also creates an opportunity for both of you to voice questions or concerns, and for you to ask for help or advice.

### Take Action:

- **Meet with your supervisor to discuss your performance.** If you feel that you are not meeting your supervisor's performance expectations, request more coaching, feedback and additional resources. Decide on specific action steps and benchmarks to measure progress.
- **Revisit the job description and the goals you agreed to at the beginning of the internship.** Decide together what steps you can take to ensure you are able to meet your goals and fulfill the expectations outlined in the job description.
- **Identify and formally assign a second colleague to be a resource/mentor.** If your supervisor is busy and cannot dedicate a lot of time to coaching you, ask if they can introduce you to other people at the organization that can help you in your professional growth.

- **Not sure what to do?** Contact the Menlo College Career Services team and we will schedule a site meeting (remote or in-person) with you and the supervisor. Please do not quit an internship without first alerting the Career Services team and requesting help.

# COURSE REGISTRATION & TUITION FEES

INT 499/ACC 499 is a required 6-unit course offered in the summer term only. Tuition for this course is discounted by more than 90% of regular tuition costs to a **flat rate of \$1,000.00 (\$166.66 per unit), plus applicable student fees**. Visit the [2023 - 2024 academic catalog](#) for details.

## **Finance FAQ**

The following FAQ will provide information about the different financial aid options available for this course. As a reminder:

**INT 499** is offered twice during the summer. You will be placed in the session that is closest to your start date.

- Session 1: May 28 - August 2 (once a week from 7-9 p.m.)
- Session 2: June 3 - August 9 (once a week from 7-9 p.m.)

**ACC 499** is offered once during the summer. All ACC 499 students will be placed in Session 2.

- Session 2: June 3 - August 9 (once a week, exact time TBD)
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### **I am Pell Grant eligible. Can my Pell Grant award be applied to the tuition of this course?**

Your Pell Grant award may be applied to summer tuition as long as you (1) have not reached your Pell lifetime eligibility maximum, and (2) are enrolled in at least three degree-eligible units at Menlo College during the summer term.

To find your Federal Pell Grant Lifetime Eligibility Used (LEU) percentage, you may log into your account dashboard at <https://studentaid.gov/>

Once you enroll in the INT 499/ACC 499 course, the Office of Financial Aid will automatically add your eligibility.

The size of your Pell Grant award is based on your Expected Family Contribution (EFC) and may or may not cover the full cost of tuition for this course.

For further questions and information on how to apply your Pell Grant award to summer tuition, please contact the Office of Financial Aid at [financialaid@menlo.edu](mailto:financialaid@menlo.edu).

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### **I am Cal Grant eligible. Can my Cal Grant award be applied to the tuition of this course?**

Your Cal Grant award may be applied to summer tuition as long as you (1) have not reached your Cal lifetime eligibility maximum, and (2) are enrolled in at least six degree-eligible units at Menlo College during the summer term.

Once you enroll in the INT 499/ACC 499 course, the Office of Financial Aid will automatically add your eligibility.



The size of your Cal Grant award is typically around \$2,000, but the exact award amount may differ depending on whether you are eligible for Cal Grant A or Cal Grant B.

For further questions and information on how to apply your Cal Grant award to summer tuition, please contact the Office of Financial Aid at [financialaid@menlo.edu](mailto:financialaid@menlo.edu).

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**What if the amount of money I receive through Pell Grant and/or Cal Grant is greater than the cost of my summer tuition?**

If you have an outstanding balance with Menlo College, then the excess award money will automatically be applied to your account.

If you don't have an outstanding balance with Menlo College, then the college will issue you a refund check in the amount of the excess award money. You may then apply that excess award money to the next semester's tuition.

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**I am a recipient of institutional aid. Can my institutional aid be applied to the tuition of this course? (E.g., Valedictorian Grant, Dean's Scholarship, Osher Scholarship, Phi Theta Kappa Scholarship for Transfer Students, Legacy Scholarship, Referral Scholarship, etc.)**

No. Institutional aid does not apply to summer courses unless otherwise specified.

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**I heard that scholarships are available for summer courses. Are scholarships available for this course?**

No. INT 499 is already discounted by more than 90% of regular tuition costs whereas all other summer courses are discounted by 50% of regular tuition costs. Because of the already steep discount, the college does not offer additional institutional aid.

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**I am a military veteran or dependent utilizing VA educational benefits. Can VA educational benefits be applied to cover the \$1,000 tuition of this required summer course?**

If you are still eligible for benefits, you can also use them for the summer terms for degree applicable courses.

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**I am a recipient of an athletic scholarship. Can my athletic scholarship be applied to the tuition of this course?**

This is decided on a case-by-case basis. Please ask your coach if you are eligible.

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**I need to complete the INT 499/ACC 499 course this summer, but I have no way to pay the tuition. Are there any other options for me?**

You can apply for [private loans](#) or [external scholarships](#). You may also reach out to the Business Office to review payment plan options. The Business Office can be reached by phone at (650) 543-3719 or in person in the Admissions Building, 2nd floor.

You may also schedule an appointment (through Handshake) with the Internships & Career Services office to discuss alternative options to the course.

**Am I required to live on campus during the summer? If so, what is the cost?**

Room and board is available over the summer for students participating in the internship program. However, it is not required that you live on campus. If you choose to live off-campus, you are responsible for arranging your own housing.

Meal plans at the dining hall are required if you live on campus as they are during the academic year. Prices for summer room and board are:

	Single	Double	Triple	Dates	# of Weeks	Meal Plan Addition
Internship I	\$3,300.00	\$1,850.00	\$1,500.00	5/29/22 - 8/6/22	10	\$2,800.00
Internship II	\$3,300.00	\$1,850.00	\$1,500.00	6/5/22 - 8/13/22	10	\$2,800.00
Summer I	\$1,320.00	\$740.00	\$600.00	5/22/22 - 6/18/22	4	\$1,120.00
Summer II	\$2,310.00	\$1,295.00	\$1,050.00	6/19/22 - 8/6/22	7	\$1,960.00
All Summer	\$4,290.00	\$2,405.00	\$1,950.00	5/22/22 - 8/21/22	13	\$3,640.00
May	\$330.00	\$185.00	\$150.00	5/22/22 - 5/31/22	1	\$280.00
June	\$1,650.00	\$925.00	\$750.00	6/1/22 - 6/30/22	5	\$1,400.00
July	\$1,320.00	\$740.00	\$600.00	7/1/22 - 7/31/22	4	\$1,120.00
August	\$990.00	\$555.00	\$450.00	8/1/22 - 8/21/22	3	\$840.00

**May I take other summer courses in addition to INT 499/ACC 499?**

For **INT 499**, it is strongly recommended that you not enroll in additional summer courses either at Menlo College or another institution. You may not enroll in a class that conflicts with the INT 499 course.

For **ACC 499**, you may not enroll in additional summer courses either at Menlo College or another institution during the internship period (June 6-August 12).

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**If you have any further questions regarding tuition or housing, please contact one of the following persons/departments:**

*For questions about your financial aid package:*

**Office of Financial Aid**  
Admission Building, 1st Floor  
[financialaid@menlo.edu](mailto:financialaid@menlo.edu)

*For questions about housing and meal plans:*

**Jen Cooper**  
Director of Housing, Residence Life, and Campus  
Safety  
Office of Student Affairs  
[jen.cooper@menlo.edu](mailto:jen.cooper@menlo.edu)

# PAID VS. UNPAID INTERNSHIPS & FEDERAL WORK STUDY

*Internships can be either paid or unpaid. For paid internships, the average hourly rate for Menlo College students is between \$16.00-\$18.00 per hour. If the organization is unable to offer an hourly wage, consider negotiating for a one-time stipend or reimbursement for lunch and/or travel expenses. If an organization is offering you an unpaid internship, please ensure that the experience meets the U.S. Department of Labor Fair Labor Standards Act (FLSA) criteria for unpaid internships:*

## **The Test for Unpaid Interns and Students**

***Courts have used the “primary beneficiary test” to determine whether an intern or student is, in fact, an employee under the FLSA.2 In short, this test allows courts to examine the “economic reality” of the intern-employer relationship to determine which party is the “primary beneficiary” of the relationship. Courts have identified the following seven factors as part of the test:***

1. The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee—and vice versa.
2. The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.
3. The extent to which the internship is tied to the intern’s formal education program by integrated coursework or the receipt of academic credit.
4. The extent to which the internship accommodates the intern’s academic commitments by corresponding to the academic calendar.
5. The extent to which the internship’s duration is limited to the period in which the internship provides the intern with beneficial learning.
6. The extent to which the intern’s work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
7. The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

For more information:

- <http://www.dol.gov/whd/regs/compliance/whdfs71.pdf>
- <http://www.naceweb.org/advocacy/position-statements/united-states-internships.aspx>

## **Federal Work Study**

Federal Work Study funds can be distributed to qualified students who secure internships at select non-profit and community organizations. Contact the ICS Director (Jocelyn Ashton at [jocelyn.ashton@menlo.edu](mailto:jocelyn.ashton@menlo.edu)) if you qualify for FWS and would like to learn more.

# SAFETY, INSURANCE, WORKER'S COMPENSATION & LIABILITY

## Safety & Insurance

When you complete the Internship Confirmation Form, you will be required to agree and/or affirm the following:

- Menlo College does not itself control the Activity, the means of instruction, or the workplace where the instruction will take place. In granting credit for the internship, Menlo College affirms that, to the best of its judgment, the Activity is appropriate for student learning and academic credit, but Menlo College makes no other assurances, express or implied, about the safety or suitability of the Activity or of any travel in connection with it. The student understands that any internship or travel carries with it potential risks which are beyond the control of Menlo College. The student represents that he or she is at least 18 years of age and legally competent.
- I release and discharge Menlo College, its trustees, officers, employees and agents, from any and all liability, loss or damage, including liability for bodily injury, caused by or arising in any manner, whether directly or indirectly, from my participation in the Activity. This release expressly includes any liability caused by or arising from any negligence, whether based upon any actions or any failure to act, by Menlo College, its employees or agents.
- I affirm that I have sufficient health and medical insurance to cover me during this internship, and I understand and agree that I am responsible for the costs of that insurance and for any expenses not covered by that insurance.
- I agree to indemnify, defend, and hold harmless Menlo College, its trustees, officers, employees, and agents from any and all claims, damages, or liability arising from or related to my participation in the Activity.

## Workers' Compensation

If interns are paid by the internship organization, then an employment relationship exists and the intern should be covered for workers' compensation insurance by the employer.

In the event that the internship is unpaid, the intern may not be considered an employee. Interns are responsible for maintaining their own health insurance for the duration of their internship in the event that they are injured during their internship.

Menlo College requires that all enrolled students maintain health insurance.

## Liability

Organizations working with interns should maintain comprehensive general liability insurance coverage, in the event of negligence on the part of the organization.

Menlo College also maintains comprehensive general liability insurance for any negligence on its part.



# EEO & WORKPLACE HARASSMENT

## Equal Employment Opportunity

Interns should be treated as any other prospective employee during the recruitment and selection process, with regard to Equal Employment Opportunity laws. Students who are disabled are protected under the Americans with Disabilities Act (ADA) during their internships.

## Workplace Harassment

Employers must inform incoming interns on the organization's anti-harassment policies and the process for filing a complaint should harassment occur. Interns must adhere to these policies and follow these processes.

Additionally, when students are completing an internship as part of the **INT 499 - Internship in Major Field** course, the internship is an extension of the classroom; because of this, both students and supervisors are expected to also adhere to all relevant Menlo College policies outlined in the [Student Handbook](#).

According to the U.S. Equal Employment Opportunity Commission (EEOC):

Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990, (ADA).

Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

... The law protects you from retaliation (punishment) for complaining about harassment. You have a right to report harassment, participate in a harassment investigation or lawsuit, or oppose harassment, without being retaliated against for doing so.

Read more here: <https://www.eeoc.gov/harassment>

Read more here on sexual harassment: <https://www.eeoc.gov/sexual-harassment>

Menlo College Career Services will take one or more of the following actions – depending on the severity of the complaint or accusation – when students report any type of workplace harassment, discrimination, unconscious bias, stereotyping, or microaggressive acts (all hereafter called “misconduct”).

OPTION 1: We will advise the student to begin documenting the misconduct and to refer to the organization's anti-harassment policies and process for filing a complaint. If the organization has laid out a clear escalatory process, we will advise the student to start by initiating the first step in that process and continuing until the situation is resolved satisfactorily.

OPTION 2: We will advise the student to schedule a 1:1 meeting with their supervisor to report the misconduct. Once reported, the supervisor is expected to take action to resolve the situation satisfactorily.

OPTION 3: If it is the *supervisor* performing the misconduct, or if the student feels uncomfortable going to their supervisor, we will advise the student to contact Human Resources. Once reported, Human Resources is expected to take action to resolve the situation satisfactorily.

OPTION 4: If the student feels uncomfortable reporting the misconduct to anyone at the organization, or if they have reported it and the situation has not been resolved satisfactorily, we will do one or more of the following:

- A. Contact the supervisor or appropriate representative of the organization to report the misconduct.
- B. Request a meeting with the supervisor or appropriate representative of the organization to report the misconduct and discuss possible resolutions.
- C. Report the misconduct to Menlo College's [Title IX](#) Coordinator.
- D. Provide students resources on how to file complaints with relevant government agencies, including the U.S. Department of Education's Office for Civil Rights (OCR) and the U.S. EEOC.
- E. Advise the student to terminate the internship.

If one of our students is performing misconduct, we recommend organizations both follow their organization's anti-harassment policies and also to report any misconduct to Menlo College Career Services.

# WHAT TO DO IF YOU CAN'T FIND AN INTERNSHIP

*Not only is INT 499 a required course for business majors, but completing an internship is also very important for your post-grad career prospects. Students who complete at least one internship are more likely to receive a job offer sooner than students who do not complete an internship; therefore, it is in your professional interest to put your full effort into the internship search.*

**If you are having difficulty finding an internship, we suggest the following:**

- **Stay calm.** The majority of internships are posted in the spring, and most students start getting called for interviews between March and May.
- **Be consistent.** Reserve time to research internship opportunities and submit applications. Set a goal of 5-10 applications each week. Most students will submit between 75-100 applications before receiving an offer they're excited to accept.
- **Don't play favorites.** There are literally dozens upon dozens of online job boards. If you're *only* using Handshake or LinkedIn or Indeed, that's not enough. Download our list of [Job Search Resources in Handshake's "Resources" folder.](#)
- **Be open minded** to different opportunities. There are thousands of start-ups and small companies that you've never heard of before—they can still offer you a great learning experience. Apply widely, regardless of whether you're already familiar with the company or the industry.
- **Stay organized.** If you haven't already been tracking your applications and interviews, start now. This will help you track when and who to follow up with (and also serves as good evidence that you are putting in a diligent effort to secure an internship).
  - Use this Google Sheet created by the The Muse called ["My Job Search Tracker"](#)
  - We also recommend using free smart websites and software like [Teal](#) to help keep you on track!
- **Follow up.** If you submitted an application but after two (2) weeks haven't heard anything back from the organization, send them an email to ask for a status update. Often, you might not know who to email; in that case, most companies have a "Contact Us" section on their website. Use the contact information or form provided there.
- **Activate your network.** Tell everyone you know that you are looking for an internship. Mom, dad, brother, sister, aunt, uncle, professor, coach, older classmates, alumni—everyone. People *will* try to help you find an internship if they know you're looking for one.
- **Build your network.** Introduce yourself to everyone you can. Start attending in-person and virtual events in earnest. Request to connect with Menlo College alumni on LinkedIn that work at the companies you're applying to: introduce yourself and ask for their advice. Develop a list of companies you're interested in and ask your professors, coaches or the career services office if they can introduce you to anyone who works there. Ask people who are already in your network to introduce you to their connections.
- **Schedule a 30-minute appointment** with the ICS team to discuss specific job search strategies and to review your resume and practice your interviewing skills.

# PETITIONING THE INTERNSHIP PROGRAM

*Students can request to petition to substitute the INT/ACC 499 course with two (2) upper division business electives. If your petition is approved, you would complete two upper division business electives instead of the INT/ACC 499 course.*

The ICS team and Student Success team invite you to engage in the process of submitting an Extenuating Circumstance Review (ECR) form for your request to petition INT 499. Completion of this form ensures we can document and get your request reviewed.

**Student Link:** [https://menlo.co1.qualtrics.com/jfe/form/SV\\_2rwp595LMEcGBnM](https://menlo.co1.qualtrics.com/jfe/form/SV_2rwp595LMEcGBnM)

**NOTE: It is rare for a student to petition. These are examples of petitions that have been approved:**

- You are an older student who already has extensive work experience in your field of choice and completing an internship would be a step backward in your career trajectory.
- You are already employed and are financially dependent on your current job; leaving your current job for an unpaid or lesser-paying internship would cause you financial distress.
- You have personal reasons or obligations that take priority over doing an internship (e.g., raising children, being a caregiver to your parents, having certain health conditions).

## CONTACT US

*The office of Internships & Career Services is ready to support you! Please don't hesitate to reach out for any questions or guidance you may require during your internship search process.*

### **Jocelyn Ashton**

Executive Director, Internships & Career Services

[jocelyn.ashton@menlo.edu](mailto:jocelyn.ashton@menlo.edu)

### **Maria Mendoza**

Associate Director, Employer Relations & Career Services

[maria.mendoza@menlo.edu](mailto:maria.mendoza@menlo.edu)

### **Menlo College**

**Admin Building 1, Suite 152**

1000 El Camino Real, Atherton, CA 94027

[www.menlo.edu/internships](http://www.menlo.edu/internships)

Schedule a meeting with an ICS  
team member on [Handshake!](#) →



