

	POLICY	Motion No.	EXEC 1027-2023
	Internships	Effective Date	12/19/2023
		Responsible Department	Human Resources
		Attorney Review / Date	

This policy provides guidelines for hiring interns to work within a department at Pennsylvania Highlands Community College.

An intern is defined as a student who is seeking a short-term and part-time work assignment at the College for the purposes of satisfying a degree requirement. In most cases, the work assignment will be defined by a set number of hours that are necessary to achieve the desired course credit.

When requesting an intern, the department manager will document the type and amount of work that will be needed to be performed in a position description which will then be submitted to Human Resources for review. A position Authorization Form will then be routed for approval by the Chief Human Resources Officer to the Chief Financial Officer and the President.

To comply with laws set forth by the Department of Labor, specifically the Fair Labor Standards Act, all requests for interns will be reviewed by Human Resources to determine if the intern will qualify for an unpaid or paid internship. The College will not offer unpaid internships to any individual who may perform productive work that benefits Pennsylvania Highlands Community College.

If the internship is determined to be paid, department managers must ensure that there are budgeted funds available to cover the payroll cost of the internship and can then complete the Personnel Authorization Part-Time form and submit the form to Human Resources for the same line of approvals. Human Resources will then work with the department manager and the intern to formalize the offer, establish a start date, obtain the necessary background check, and complete new-hire paperwork along with any required training.

Interns will be held to the same professional guidelines as other College employees including abiding by all College policies, procedures, regulations, and laws that govern their actions.

Effective Date	Motion Number	Document Author	Description of Change
12/19/2023	EXEC 1027-2023	Human Resources	Language of original internships and volunteer policy was revised for clarity and two policies were created.
June 28, 2016	EXEC 1014-2016	Human Resources	Initial Release