



INTERNSHIP EXPECTATIONS FOR EMPLOYERS

When providing an internship to a Michigan State University student, either for credit or not credit, it is expected that you will inform MSU Career Services, the Russell Palmer Career Management Center at Eli Broad College of Business, or the relevant University department of issues occurring with the student to the extent to which you are permitted to do so.

In addition, we want to inform and make you aware of MSU's Non-discrimination, Anti-Harassment, and Non-Retaliation policies; Relationship Violence and Sexual Misconduct and Title IX Policy; and ensure you are familiar with The Fair Labor Standards Act and will abide by federal guidelines with respect to internship programs.

If a student is receiving MSU credit as part of the internship, MSU expects that you will work with the relevant University department to complete required forms, including goal setting and reviews, noting that it is the student's responsibility to provide the forms to the employer.

Notice of Non-Discrimination, Anti-Harassment and Non – Retaliation. Michigan State University is committed to an inclusive atmosphere where students, faculty, staff, and guests may participate in university life without concerns of discrimination. Diversity is one of MSU's principal strengths and the university takes its responsibility under federal civil rights laws to prohibit discrimination very seriously. The Anti-discrimination Policy, or ADP, outlines the types of prohibited discrimination and harassment at MSU. Under the ADP, university community members are prohibited from engaging in acts that discriminate against or harass any university community member based on age, color, gender, gender identity, disability status height, marital status, national origin, political origin, political persuasion, race, religion, sexual orientation, veteran status or weight. <https://civilrights.msu.edu/policies/index.html>

Relationship Violence and Sexual Misconduct and Title IX Policy. MSU has established the Relationship Violence and Sexual Misconduct and Title IX Policy in keeping with the university's commitment to fostering a safe and inclusive campus community. The policy, administered by the Office of Institutional Equity (OIE) prohibits discrimination on the bias of sex and sexual harassment, including gender-based harassment, sexual assault/misconduct, relationship violence and stalking. For complete information, including definitions contained in the policy and information on mandatory reporting, read the Relationship Violence and Sexual Misconduct and Title IX Policy. <https://civilrights.msu.edu/policies/relationship-violence-and-sexual-misconduct-and-title-ix-policy.html>

Internship Programs Under the Fair Labor Standards Act. Employers will abide by the guidelines under the FLSA with respect to internship programs, which will determine whether students are eligible for compensation. <https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/whdfs71.pdf>