



Michigan State University Internship Employer Guide

Career Services Network

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Internships provide an excellent opportunity for employers and students to connect in a meaningful manner. Students gain valuable hands-on experience, application and expansion of knowledge obtained in a classroom, opportunity to explore potential career outcomes, and work in a professional environment. Employers have the ability to further evaluate students for potential full-time roles and benefit from the skills provided by the student as a part of the internship. Some Michigan State University students can work in an internship and earn academic credit. The student determines if they will register with MSU to earn academic credit, and the student is responsible for working with a MSU faculty member and the employer to complete all required documentation. The following information pertains to all internships regardless of whether a student is earning credit.

To provide an employer and student mutually beneficial experience, we ask that you review the following information pertaining to employers during the internship experience.

I. Supervising the Student Intern

Develop Goals: Create goals with the student at the onset of the internship. Goals should align with the student's area of academic study and outcome area of focus. Develop measurable outcomes and outline how the goals can be accomplished.

Detail Expectations of Student Intern: In addition to goals, provide expectations related to work hours, feedback, communication, dress code, team building, breaks, working with clients, safety, policies, accommodations, and any work-related expectations.

Provide Supervision: While students may work independently on some projects, it is essential that they have regular supervision and are able to easily connect with a supervisor throughout their experience.

Provide Feedback: Create established timelines for feedback on a regular basis throughout the internship. Generally, these timelines can be set during the goal setting process.

Conduct Review(s): A minimum of two reviews are recommended. These include a mid-internship and final internship formal review with the student intern, focusing on the accomplishment of goals.

II. MSU Policies

MSU is committed to creating and maintaining a safe environment and culture of respect in all of its programs and activities. The following MSU policies prohibit discrimination, harassment, retaliation, sexual misconduct, relationship violence, and stalking in accordance with state and federal civil rights laws:

- [MSU Notice of Non-Discrimination, Anti-Harassment and Non-Retaliation](#)
- [MSU Anti-Discrimination Policy](#)
- [MSU Relationship Violence and Sexual Misconduct and Title IX Policy](#)

MSU expects that employers will also comply with applicable civil rights laws with respect to student internships.

Concerns of discrimination, harassment, sexual misconduct, stalking, or relationship violence involving a MSU student intern can be reported to the MSU Office of Institutional Equity via the online reporting form available at: <https://civilrights.msu.edu/file-a-report/index.html>.

Where appropriate, MSU may take interim or permanent action with respect to the employer, which may include, but is not limited to, removing the student from the internship, or suspending an employer from affiliation with MSU Career Services.

III. Employer Responsibilities

Completing Required Documentation

MSU expects that employers will work with the student and MSU to complete any required forms, including forms related to goal setting and reviews. Students are responsible for providing required forms to the employer if the student is seeking academic credit for the internship.

Providing Accommodations to Persons with Disabilities

MSU is committed to providing equal opportunities for participation in programs, services, and activities, including internships and cooperative education roles for all students. Students with disabilities may request accommodations during the internship. To optimize student learning, MSU expects that employers will review accommodations requested by each student and work with MSU to ensure that appropriate accommodations are implemented throughout the duration of the student's internship.

MSU's Disability and Reasonable Accommodation Policy is available at:

https://civilrights.msu.edu/ada_coordinator/disability_and_reasonable_accommodation_policy.html

Additional information is available at: <https://www.rcpd.msu.edu/>.

Reporting Student Concerns to MSU

In addition to reports of sexual misconduct or relationship violence, MSU expects employers will inform MSU Career Services Network at CareerServices@csp.msu.edu, about other concerns or issues reported by student interns related to their internship to the extent to which employers are permitted to do so.

Compliance with Applicable Laws

Employers agree to comply with all applicable laws when providing the internship, including but not limited to employment and civil rights laws. Internship guidelines from the Fair Labor Standards Act can be found at: <https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships>.