



For more information, contact Career Services

**OFFICE HOURS**

Monday and Thursday, 8 a.m. – 6 p.m.  
Tuesday, Wednesday, Friday, 8 a.m. – 5 p.m.

36600 Schoolcraft Road  
Livonia, MI 48150  
Suite 1411

734 432-5623  
careerservices@madonna.edu  
madonna.edu/careerservices

# CAREER SERVICES

*Interns for your Business*

## EMPLOYER INFORMATION



# WORKING WITH CAREER SERVICES

Staff members in the Career Services Office at Madonna assist students in converting their academic degrees into satisfying careers. One way to do that is through internships that are mutually beneficial to students and employers. We invite you to provide Madonna students with an opportunity to use their project management, analytical and problem-solving skills to help your business.

## BENEFITS TO YOUR ORGANIZATION

We are excited to put you in touch with students who can help your organization while they gain practical experience in their field of study. Partnering with Madonna University offers other advantages:

- Timely referral of qualified candidates
- Flexible scheduling to meet short- and long-term employment needs
- Reduced recruitment and training costs
- A chance to evaluate potential employees before committing to hire
- Increase your visibility and impact in the community
- Strengthen your ties with higher education
- Gain new ideas and fresh approaches

## MADONNA STUDENTS AS ASSETS

Our career-focused academic programs provide students with a firm grasp of the core concepts and current trends within their respective fields. Small class sizes ensure that students receive more personal instruction. Career preparation combined with service in the community, are part of every academic program, which means your organization will benefit from the expert knowledge and innovative ideas of a Madonna intern.

## YOUR ROLE

- Provide a complete position description
- Fill out a learning agreement that defines intern responsibilities and project assignments
- Supervise the student intern in a safe and healthy work environment
- Complete a written evaluation of the student's performance and facilitate an on-site visit
- Maintain open communication with Madonna Career Services staff

## PAID VS. UNPAID INTERNSHIPS

You determine whether the internship position is paid or unpaid. When arranging unpaid internships, we follow the criteria established by the U.S. Department of Labor.

### *Criteria for Unpaid Internships*

- While internship includes actual operation of the employer's facilities, it is similar to training given in an educational setting;
- Internship experience is for the benefit of the student;
- Intern does not displace regular employees, but works under close supervision of existing staff;
- Employer providing training derives no immediate advantage from the intern's activities; and on occasion may see operations impeded;
- Intern is not necessarily entitled to a job at the conclusion of the internship; and
- Employer and intern understand that the intern is not entitled to wages for the internship.

## TYPES OF INTERNSHIP EXPERIENCES

Professional, managerial or technical work experiences related to Madonna academic programs could qualify as internships, with students employed as trainees, assistants or project coordinators. If unpaid, the student must be able to register the internship for course credit. Typically, work assignments increase in complexity and variety as the student gains knowledge and skills. Interns are required to work a minimum of 120 hours over the course of 15 weeks.

## YOUR NEXT STEPS

Contact Career Services and provide a position description. An internship coordinator will refer qualified candidates for you to interview. If you decide to employ a Madonna intern, please inform the coordinator, who will organize the internship for you and the student.

Read about previous intern experiences in the *Internship Spotlight* e-publication at [madonna.edu/intern](http://madonna.edu/intern)

