

INTERNATIONAL

AMERICAN UNIVERSITY



IAU INTERNSHIP GUIDELINES

A GUIDE TO INTERNSHIP COURSES & REGULATIONS

2015

TABLE OF CONTENTS

INTRODUCTION.....	1
ELIGIBILITY TO APPLY FOR INTERNSHIP COURSES AT IAU.....	2
UNDERGRADUATE STUDENTS.....	2
GRADUATE STUDENTS	2
REQUIRED INTERNSHIPS FOR PROGRAM COMPLETION	2
REQUIRED LENGTH OF INTERNSHIPS.....	2
HOW TO SEARCH FOR, APPLY FOR, AND OBTAIN INTERNSHIPS.....	3
WHAT IS AN INTERNSHIP?	3
WHAT AN INTERNSHIP IS NOT	3
WHY CONSIDER AN INTERNSHIP?	3
HOW TO SEARCH FOR QUALIFIED INTERNSHIPS.....	3
HOW TO APPLY FOR AN INTERNSHIP.....	3
ENSURING A SUCCESSFUL INTERNSHIP EXPERIENCE.....	4
COMPLETING YOUR INTERNSHIP.....	4
HOW TO APPLY FOR INTERNSHIP COURSES AT IAU	5
FIRST-TIME APPLICANTS.....	5
HOW TO RE-ENROLL IN INTERNSHIP COURSES WITH THE SAME EMPLOYER.....	5
HOW TO RE-ENROLL IN INTERNSHIP COURSES WITH A DIFFERENT EMPLOYER.....	5
INTERN'S RESPONSIBILITIES.....	6
REGISTER FOR INTERNSHIP COURSE	6
DISCONTINUATION OF INTERNSHIP SITE BEFORE COMPLETING INTERNSHIP COURSE.....	6
MAINTAINING UNIVERSITY POLICIES.....	6
WORK PLACE RESPONSIBILITIES & ETHICS.....	7
LEGALITIES OF INTERNSHIPS & EMPLOYMENT	7
WHAT TYPE OF INTERNSHIPS CAN STUDENTS OBTAIN?.....	7
EMPLOYER OBLIGATIONS FOR INTERNS.....	8
PART-TIME VS. FULL-TIME WORK	8
WAGES & HOURS (UNITED STATES DEPARTMENT OF LABOR - HTTP://WWW.DOL.GOV/)	8
WORKPLACE SAFETY & HEALTH	8
RESIGNATION OF UNPAID INTERNSHIPS	8
RESIGNATION OF PAID INTERNSHIPS/EMPLOYMENT	8
FORCED RESIGNATION.....	9
INTERNATIONAL STUDENTS: ENGAGING IN INTERNSHIPS & CPT.....	9
ENGAGING IN INTERNSHIP OPPORTUNITIES.....	9
CURRICULAR PRACTICAL TRAINING (CPT).....	9
PROOF OF WORK AUTHORIZATION	10
INTERNSHIP COURSES OFFERED AT IAU	11
UNDERGRADUATE INTERNSHIP COURSES:.....	11
GRADUATE INTERNSHIP COURSES:.....	11
FREQUENTLY ASKED QUESTION (FAQS).....	12
SAMPLE - OFFER LETTER OF EMPLOYMENT.....	14
IAU INTERNSHIP APPLICATION FORM.....	ERROR! BOOKMARK NOT DEFINED.
IAU INTERNSHIP COMPLETION FORM.....	ERROR! BOOKMARK NOT DEFINED.
CONTACT US.....	15

INTRODUCTION

The guidelines outlined below have been developed to make internships a useful and rewarding educational experience. It strives to answer questions that student may have and provides common guidelines for students to follow.

Traditionally, most business & management programs are centered on classroom activities with little or no practical application as to what actually takes place in the industry. In an article published in The Atlantic in 2014 called, “The Thing Employers Look for When Hiring Recent Graduates”, they found when employers were asked which elements they most considered when hiring recent graduates, that college reputation, GPA, and courses finished at the BOTTOM of their lists. Instead, according to the Chronicle of Higher Education, employers seek experiences outside of academics: Internships, jobs, volunteering, and Extracurricular Activities.

IAU is hopeful that through experience and lessons learned the internship courses at IAU, graduates will have a smooth transition into the work force and be stronger candidates for future employment.

For any internship to be successful, the combined efforts of the training site, University and student are essential. Each party has an important function to fulfill and the combined efforts must be carefully coordinated. Furthermore, the training site must have a commitment and dedication to help educate the business professional of the future. This is the most critical factor that determines the success or failure of the internship program.

IAU’s internship courses are designed to train tomorrow’s leaders, *today*.

The information provided in this Internship Guide is intended for informational purposes only and does not constitute a legal contract between the University and any person or entity. The University has included an Cooperative Educational Internship Agreement within the contents of this Internship Guide to outline a legally binding contract effective once signed by all three parties involved. The University reserves the right to change of the regulations, subjects or curricula, or portions thereof, contained in this Internship Guide without prior notice. The information in this Internship Guide is effective as of the last date of revision.

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ELIGIBILITY TO APPLY FOR INTERNSHIP COURSES AT IAU

UNDERGRADUATE STUDENTS

Undergraduate students cannot apply for Internship Course at IAU until they have enrolled full-time for two terms at IAU or have previously enrolled full-time in a degree-program for two terms at a SEVP approved institution in the United States. Students may not enroll in Internship Courses at IAU if there is a negative balance past due on their financial record. In addition, F-1 students MUST be in ACTIVE status in order to enroll in Internship Courses.

GRADUATE STUDENTS

Graduate students are able to begin Internships as early as their first trimester with the university. Students may not enroll in Internship Courses at IAU if there is a negative balance past due on their financial record. In addition, F-1 students MUST be in ACTIVE status in order to enroll in Internship Courses.

REQUIRED INTERNSHIPS FOR PROGRAM COMPLETION

IAU, offers an Internship Program through cooperative education agreements with qualifying employers for students enrolled in degree programs. IAU features an innovative and hands-on degree programs that centers on practical and immediately-usable business skills. Qualified employers who are able to employ IAU students by providing a working environment to allow enrolled students to earn a minimum of 20 hours of practical application of course material which when successfully completed will advance students towards their degree.

As part of the curriculum, this program offers a for-credit Curricular Practical Training (CPT) lab taught by a qualified instructor who will provide assistance to the student in their search for CPT internship jobs. It is ultimately the responsibility of the student to locate, apply for and obtain their CPT employment, but robust assistance to the student will be provided by the qualified instructor as well as university's Office of Academic Affairs. Graduate students are allowed to begin CPT employment as soon as they are able to secure employment in their first year of their program. Undergraduate students cannot apply for Internship Course at IAU until they have enrolled full-time for two terms at IAU or have previously enrolled full-time in a degree-program for two terms at a SEVP-approved institution in the United States.

It is the student's responsibility to maintain the minimum satisfactory CGPA in order to retain CPT employment. The degree program is rigorous and should be the student's primary focus while attending IAU. The CPT employment opportunity is an added benefit of the program to ensure real-world work experience in the United States.

In consideration of the terms in which the STUDENT is obligated to comply with under the Internship Syllabus, IAU, STUDENT, and EMPLOYER consents understanding and agreement to the following terms and conditions outlined in the following section.

REQUIRED LENGTH OF INTERNSHIPS

Business students can greatly benefit from internship experiences, especially students who have little to no work experience. Below are some of the benefits to the students:

- Enhances classroom learning by integrating academic curriculum and real-world work experience which enables students to apply classroom theory to actual work situations.
- Confirms or redirects career decision-making through on-the-job experience in a chosen field.
- Internship programs enhance the graduate's marketability by providing on-the-job training which improves job opportunities after graduation by giving students valuable work experience and contact with potential future employers.
- Teaches valuable job-search skills such as career assessment, resume writing and interviewing techniques.
- Eases the transition from being a student to entering the workforce and increases self-confidence in the workplace.
- Enhances affordability of college through employer-paid wages. This is a means of financial assistance that is available to all students, regardless of family income levels or other financial aid arrangements.

Therefore, for ALL HYBRID and I-20 students, IAU requires the completion of a minimum of **two internship opportunities** lasting a minimum of 16 weeks or two sessions during their academic program as an integral part of the established program curriculum to meet graduation requirements. However, students are encouraged to engage in as many different internships as possible to enhance the learning experience. An internship can take the form of a paid or unpaid sponsoring employment through cooperative agreements with IAU, SCORE Internships, Teaching Assistant Program (TAP) Internships, or an unpaid internship with IAU. ***This policy does not apply to 100% online students.***

HOW TO SEARCH FOR, APPLY FOR, AND OBTAIN INTERNSHIPS

WHAT IS AN INTERNSHIP?

An internship is a structured opportunity for students to learn, grow, and contribute in a professional setting. There are many variations of internships: They might be paid or unpaid, part-time or full-time, taken for credit or no credit. They could be local, national, or abroad. They might be called field work, community service, volunteer work, or internships. Regardless of these variations, what makes an internship an internship are these common features.

- A structured learning experience
- Provides opportunities to apply classroom knowledge in a “real world” professional environment
- Encourages you to develop and refine skills that are transferable to a variety of work settings
- Has a defined beginning and end
- Includes a position description with relevant and clearly defined learning objectives
- Provides for supervision/feedback from a professional w/ expertise and background in that field
- Includes resources, equipment, facilities that support learning goals

WHAT AN INTERNSHIP IS NOT

- Primarily clerical or unskilled labor
- An experience students gain nothing from
- A vague, undefined experience
- An unguided/unsupervised experience

WHY CONSIDER AN INTERNSHIP?

- Explore one or more career interests in a realistic professional setting
- Learn about particular industries, companies, and organizations
- Consider whether a particular career direction or industry is a good fit for the student
- Develop new skills and refine the skills a student already possesses
- Apply all that classroom learning in a practical setting. (You’ll understand why they teach all that theory!)
- Build your resume
- Develop great examples of your skill sets for future job interviews
- Make connections (network) with people in students future career area
- Develop professional relationships that will be mutually beneficial in the future
- Have fun, feel a sense of accomplishment, and become an emerging professional!

HOW TO SEARCH FOR QUALIFIED INTERNSHIPS

- Ensure the internship is related to program of study & is within an industry student is interested in exploring
- Word-of-mouth [networking with friends, advisers, family] is how many students find internships
- Student organizations and professional associations can be great sources for internship postings and networking contacts as well
- Students often find great internships from visiting employer’s career or employment web pages
- Using internet sites like Indeed.com or Simplyhired.com, and by visiting “niche” career sites like idealist.org or makingthedifference.org.

HOW TO APPLY FOR AN INTERNSHIP

Applying for internships is a necessary step when pursuing advertised positions. This usually involves a student submitting a resume and cover letter to the employer. Application materials may vary, though, so pay attention to instructions mentioned on the employment website or in the internship announcement.

- When students do submit a resume and cover letter, it is best to target the documents to each unique employer.
- Students can showcase how their interests, skills, education, projects and work/volunteer experiences “match” to what they prefer in an intern.
- Students will usually learn what qualifications and skills employers seek in applicants, and sometimes even what types of projects interns will help with, by reviewing the internship description.
- Even if students don’t 100% match the qualifications mentioned in the announcement, if a student is interested and aligned fairly well with what they want, students should pursue it!

ENSURING A SUCCESSFUL INTERNSHIP EXPERIENCE

- Set obtainable goals based on your aspirations and the employer’s needs – What do you hope to get out of an internship?
- What do you need to do in order to make sure that you accomplish your goals? This provides you with motivation during the internship, and allows you to draw connections between it, your academic coursework, and your future career interests.
- Be sure to communicate with your supervisor and ask for what you need – Ask questions when you have them and clarification when you need it. Update your supervisor on progress you make or roadblocks you run into, and communicate regularly with him/her.
- Show interest in the work you are doing, and how it contributes to the overall organization.
- Measure your progress and document your work – Make notes for yourself as you go as to projects you are involved with, and keep copies of your work. Refer regularly back to the goals you set at the beginning of the internship to determine which you are meeting, and which need more work.
- Be professional, positive and productive – Arrive at the internship site on time, dressed in clothes appropriate for the setting. Don’t take or make personal calls or check personal email, except on lunch break if approved by the organization. Be a positive and friendly presence in the office.
- Be challenged, but don’t overextend – While it is understandable that students want to ‘show what they can do’ in an internship, one way to have an unsatisfactory experience is to get oneself involved in so many tasks or projects that you aren’t able to complete them with quality results.
- Give each task the best effort and learn from the experience – Most employers look at internships as a mutually beneficial experience. Do the same – be sure to take something from the internship, and consciously developing skills, while also working hard to advance the mission and work of the organization for which you are interning.

COMPLETING YOUR INTERNSHIP

- Be sure to thank your employer and colleagues – While you have provided valuable support to an organization through your internship, they have also provided you with experience and the beginnings of your professional network. Be sure to thank them when your internship ends – for those with whom you worked particularly closely (like direct supervisors) a handwritten note is especially appropriate. When an employer has a positive experience with an intern, they are more likely to serve as a professional reference for you, and in some cases, remember you when permanent positions come up within the organization.
- Keep track of your duties and accomplishments – Write down for yourself what your primary responsibilities were, projects that you worked on, things you particularly enjoyed, felt good about, received positive feedback for, or for which you received constructive criticism. These are great building blocks for thinking about a job after graduation.
- Consider a portfolio - Collect examples of the work you did, to show your contributions and to be used in later interviews. When exiting your internship, be sure to check with your supervisor that it’s ok for you to use these materials in a portfolio. Some companies have confidentiality clauses that mean work done at their organization cannot be shown in a portfolio.
- Update your resume – Just like a job or volunteer experience, an internship warrants a place on your resume. Be sure to highlight projects and outcomes, any skills you developed and honed, and the major components of the internship.
- Nurture your connections - The end of an internship does not have to mean the end of communication with your colleagues from the experience. The contacts you met at your internship can now be part of your growing professional network.
- Ask the employer to be a reference – Before leaving your internship be sure to ask your employer if they would be willing to act as a reference for you. If yes, be sure to check in with them periodically to update them on progress or developments in your professional life. Always give them a heads-up if you apply for a job and list them as a reference, and provide them with some background on the position for which you have applied. The more they know, the better they can tailor their recommendations to that specific position.

HOW TO APPLY FOR INTERNSHIP COURSES AT IAU

FIRST-TIME APPLICANTS

In order to receive credit for an internship, students must enroll in Internship Courses with the university. Depending on a student's program level, undergraduate or graduate, students will enroll in respective internship courses. A list of internship courses are reflected within the University Catalog.

Students are eligible to apply for internships during the first three weeks of each session. Students who are adding the internship class past the first week will be responsible to make up all previous weeks assignments within the course. Please see the Academic Calendar for session start dates. In order to apply, students must:

1. Obtain an **Offer Letter** from a potential employer (Sample Offer Letter found on page 11 of this packet)
2. Fill out the **Internship Application & Cooperative Educational Internship Agreement** (available on website and on page 12–15 of this packet)
3. Email Offer Letter, Internship Application & Cooperative Educational Internship Agreement to academics@iau.ja
4. Register for the respective **Internship Course** in order to receive credit for the internship (list of courses offered vary from session to session, please see an Academic Staff member for more information on courses offered)
5. Complete the **Internship Completion Form** including signature from employer at the end of each session to ensure the completion of hours mandated within the internship course. This can be found on page 16 of this packet and is also available in **IAU Online** to be submitted in the last week of the course.

Once the Office of Academic Affairs approves the internship site and adds the course, the student will be able to see the course added within **IAU Online** as well as **myIAU** with all associated tuition fees.

IAU offers a number of different internship courses exploring different business topics in both the undergraduate and graduate level. Students may engage in internship courses as many times as they wish as long as the assignments and regulations outlined by the course syllabi are met. However, it is asked that students enroll in different internship topics as to gain more insight in the industry.

HOW TO RE-ENROLL IN A NEW INTERNSHIP COURSES WITH THE SAME EMPLOYER

For students who are re-enrolling in Internship Courses with the SAME employer, please follow these steps:

1. Register for a *different* **Internship Course** than one taken in the past in order to receive credit for the internship.
2. Complete the **Internship Completion Form** at the end of each session to ensure completion of hours mandated within the internship course. This can be found on page 16 of this packet and is also available in **IAU Online** to be submitted in the last week of the course.

Please note, students who have not engaged in Internship Courses with the same employer for 3 or more sessions must resubmit documents as FIRST TIME APPLICANTS as the terms and conditions of the internship may have changed during time of inactivity.

HOW TO RE-ENROLL IN A NEW INTERNSHIP COURSES WITH A DIFFERENT EMPLOYER

For students who are re-enrolling in Internship Courses with a different employer, please follow these steps:

1. Obtain an **Offer Letter** from a potential employer (Sample Offer Letter found on page 11 of this packet)
2. Fill out the **Internship Application & Cooperative Educational Internship Agreement** (available on website and on page 12-15 of this packet)
3. Email Offer Letter, Internship Application & Cooperative Educational Internship Agreement to academics@iau.ja
4. Register for a *different* **Internship Course** than one taken in the past in order to receive credit for the internship.
5. Complete the **Internship Completion Form** at the end of each session to ensure completion of hours mandated within the internship course. This can be found on page 16 of this packet and is also available in **IAU Online** to be submitted in the last week of the course.

INTERN'S RESPONSIBILITIES

REGISTER FOR INTERNSHIP COURSE

- In accordance with IAU's policy, each student must properly register, enroll and pay the scheduled rate of tuition in order to receive credit for the Internship Course.
- Complete all coursework on time within **IAU Online**.
- Show satisfactory progress in completing course. Students who do not show significant activity within **IAU Online** will be subject to the Administrative Withdrawal Policies can be found in the University Catalog under "Withdrawal Policy".

DISCONTINUATION OF INTERNSHIP SITE BEFORE COMPLETING INTERNSHIP COURSE

- Please note that students who terminate their employment early must still complete the coursework within each internship course. If the student does not complete the coursework, they will not be given credit for the course. **Write a 2 page detailed explanation in APA format** explaining the following:
 - Reason for termination
 - Experiences with the Interview/Placement of position
 - Things that could have been done differently to avoid termination
 - Takeaways from the experience and any comments regarding the experience during employmentUpload the document in "TERMINATION DROPBOX" located in Week 8 of each course within **IAU Online**. *Please also include all pertinent documents from employer to show reason for termination or letters of resignation.*
- If a student cannot find an employer and wishes to discontinue the course, the student must fill out the *Course Withdrawal Form* and follow the *Course Withdrawal Policy* listed in the University Catalog.

CHANGING EMPLOYERS IN THE MIDDLE OF AN INTERNSHIP COURSE

- If a student wishes to continue the course, they must find a new employer within 7 days of termination and submit continue the course with the new employer. Please note that students are eligible to switch employers only during weeks 1 and week 5 of the internship course. Students may not switch employers after week 5 and must wait until the next available session to begin a new internship course with the new employer. Students who switch employers during weeks 1 and weeks 5 during the course but **MUST submit a 2 page detailed explanation in APA format** explaining the following:
 - Reason for termination
 - Experiences with the Interview/Placement of position
 - Things that could have been done differently to avoid termination
 - Takeaways from the experience and any comments regarding the experience during employment
- In addition, the student must:
 - **Obtain** an **Offer Letter** from a new employer (Sample Offer Letter found on page 11 of this packet)
 - **Fill out** the **Internship Application & Cooperative Educational Internship Agreement** (available on website and on page 12-15 of this packet)
 - **Email Offer Letter, Internship Application & Cooperative Educational Internship Agreement** to academics@iau.la within 7 days of termination from previous employment.

Upload the document in "TERMINATION DROPBOX" located in Week 8 of each course within **IAU Online**. *Please also include all pertinent documents from employer to show reason for termination or letters of resignation.*

In situations where the student switched employers, the completed hours required in completing the course will be based off an aggregate total of all hours earned regardless of employer. ***If the student does not complete the coursework and does not submit a 2 page detailed explanation for the switch in employment sites, they will not be given credit for the course.***

MAINTAINING UNIVERSITY POLICIES

- Each intern must conduct his or her internship activities as to not conflict with any policies that are outlined within the University Catalog.

- Students must show Satisfactory Academic Progress (SAP), which entails participating in class, submitting coursework, and maintaining attendance.
- Students must pay the tuition and fees as agreed to in the enrollment agreement or payment plan.
- Students must submit and complete all work outlined within syllabus for Internship Course.

WORK PLACE RESPONSIBILITIES & ETHICS

- Room, board and personal travel expenses are the responsibility of the intern.
- Students must be conscientious and work to the best of their ability.
- Any serious employment difficulties or serious misunderstandings must be reported immediately to the intern coordinator and employer.
- Interns are required to comply with all conditions of employment including rules of the employer, federal, state and local regulations.
- The student must notify employer immediately in the event he or she is unable to report to work.
- Either employer or student may terminate the internship at any time and agree to give the other reasonable notice of no less than five working days of said termination. **DO NOT ABANDON A JOB.**
- Student's status regarding financial aid, Veteran's benefits, etc. is their responsibility; student must check with any such office prior to going out on the job.
- The internship experience can be a paid or non-paid work experience. Typically, hourly wages are commensurate with duties performed, and are negotiated between the student and the employer.
- Abide by all terms as outlined in the Cooperative Educational Internship Agreement.
- Complete the Internship Completion Form at the end of each session to ensure completion of hours mandated within the internship course. This can be found on page 16 of this packet and is also available in **IAU Online** to be submitted in the last week of the course.

LEGALITIES OF INTERNSHIPS & EMPLOYMENT

WHAT TYPE OF INTERNSHIPS CAN STUDENTS OBTAIN?

Students who wish to receive credit for Internships Courses at IAU must ensure that the work site in which they will obtain their internship will meet certain requirements. All internships are meant to be a hands-on practical experience for students to gain more knowledge in their field of study. Since IAU offers programs in business & management, the scope of positions are not limited to any industry in particular, but rather, will focus on the tasks at hand performed and the knowledge gained while engaging in internships with a qualifying employer. Please note the following requirements for job sites, positions, and employers in which IAU will approve to award credit towards the completion of a degree:

- Employer must be registered as a legal business
- Employer must be willing to employ intern for a minimum of 8 weeks
- Student must ensure the internship site is related to their program of study
- Employer must adhere to all clauses set forth in the Cooperative Educational Internship Agreement
- Employer will provide quality training by a supervisor who possesses expertise directly related to the intern's responsibilities.
- Employer is able to provide exposure to multiple aspects of a professional career field, internship organization, or industry.
- Employer will provide job description including a detailed explanation of duties and/or projects, required skills or qualifications, minimum number of hours per week (flexibility in days/hours is encouraged to accommodate class schedules), and approximate start and end dates for the experience.
- Employer must ensure clerical or other nonprofessional tasks will comprise no more than 20% of the intern's responsibilities.
- The intern will be provided with an appropriate work space and resources required to complete assignments, as well as with introductions to employees and an overview of the organization (similar to an orientation that would be provided to any new employee).
- Since IAU's academic programs require students to complete an internship, students must earn credit for the internship.

EMPLOYER OBLIGATIONS FOR INTERNS

According to the U.S. Department of Labor and the California Department of Labor Standards Enforcement, there are certain standards that employers must follow when hiring unpaid interns. These requirements are intended to ensure that the intern is really receiving a valuable learning experience in exchange for free labor. Unless all of the following criteria are met, the intern is legally an employee, who must be paid the minimum wage, earn overtime, and receive all of the other protections guaranteed by state and federal employment laws:

- Interns are not guaranteed a job at the end of the internship.
- The employer and the intern(s) understand that the interns are not entitled to wages during the internship period.
- Interns must receive training from the company, even if it somewhat impedes on the work of the organization.
- Interns must get hands-on experience with equipment and processes used in the industry.
- Interns' training must primarily benefit them, not the company.

PART-TIME VS. FULL-TIME WORK

IAU requires students to intern for a minimum of 20 hours at their internship site weekly. The definition of part-time work versus full-time work is at the discretion of the employer's human resource regulations in which the company dictates at what point they consider the employee a full-time or part time employee.

WAGES & HOURS (United States Department of Labor - <http://www.dol.gov/>)

The Fair Labor Standards Act (FLSA) prescribes standards for wages and overtime pay, which affect most private and public employment. The act is administered by the Wage and Hour Division. It requires employers to pay covered employees who are not otherwise exempt at least the federal minimum wage and overtime pay of one-and-one-half-times the regular rate of pay. For nonagricultural operations, it restricts the hours that children under age 16 can work and forbids the employment of children under age 18 in certain jobs deemed too dangerous. For agricultural operations, it prohibits the employment of children under age 16 during school hours and in certain jobs deemed too dangerous. The Wage and Hour Division also enforces the labor standards provisions of the Immigration and Nationality Act (INA) that apply to aliens authorized to work in the U.S. under certain nonimmigrant visa programs. (United States Department of Labor - <http://www.dol.gov/>)

WORKPLACE SAFETY & HEALTH

The Occupational Safety and Health (OSH) Act is administered by the Occupational Safety and Health Administration (OSHA). Safety and health conditions in most private industries are regulated by OSHA or OSHA-approved state programs, which also cover public sector employers. Employers covered by the OSH Act must comply with the regulations and the safety and health standards promulgated by OSHA. Employers also have a general duty under the OSH Act to provide their employees with work and a workplace free from recognized, serious hazards. OSHA enforces the Act through workplace inspections and investigations. Compliance assistance and other cooperative programs are also available. (United States Department of Labor - <http://www.dol.gov/>)

RESIGNATION OF UNPAID INTERNSHIPS

- Students who no longer wish to continue at the place of employment must give their employer 2 week notice out of courtesy.
- When resigning, always have the conversation in person unless circumstances make that impossible & write a formal resignation letter if possible.
- Students who are terminated for issues which violate conduct, legal, or confidential matters within the workplace are not required to give 2 week notice if the employment/internship is immediately terminated.

RESIGNATION OF PAID INTERNSHIPS/EMPLOYMENT

Employees may resign at any time, provided they give reasonable notice. The employment agreement should be checked to confirm notice periods and final pay should be calculated. If the employee gives the required notice, the employer must pay the employee to the end of the notice period, unless the employee is justifiably dismissed during that period. The employment relationship continues until that date.

The employee may be required to work for the full notice period or may be asked to stop coming to work before this date. In either case, the employee should be paid to the end of the notice period. If pay is stopped before the end of the notice period, the employee may be able to claim for wages owed.

If an employee leaves work without giving notice, the employer is not required to pay for time beyond the employee's last actual working day. The employer must not deduct pay in lieu of notice from any amount owed to the employee unless the employee agrees in writing or the employment agreement specifically allows it. The employer must pay all holiday pay owing to the employee in their final pay. (<http://www.dol.govt.nz/er/ending/resignation/>)

FORCED RESIGNATION

If an employer puts pressure (directly or indirectly) on an employee to resign, or makes the situation at work intolerable for the employee, it may be a forced resignation, often known as a "constructive dismissal".

A constructive dismissal may be where one or more of the following occurs:

- The employer has followed a course of conduct deliberately aimed at coercing the employee to resign
- The employee is told to choose between resigning or being dismissed
- There has been a breach of duty by the employer (i.e. a breach of the employment agreement or the duty of fair and reasonable treatment) such that the employee feels he or she cannot remain in the job.

INTERNATIONAL STUDENTS: Engaging in Internships & CPT

ENGAGING IN INTERNSHIP OPPORTUNITIES

International students pursuing a degree program with IAU under an F-1 visa must abide by certain regulations mandated under their non-immigrant status in order to enroll in Internship Courses with IAU. Students who are eligible to enroll in Internship Courses must also obtain employment authorization through the university DSO referred to as Curricular Practical Training (CPT).

- Undergraduate students cannot apply for Internship Course at IAU until they have enrolled full-time for two terms at IAU or has previously enrolled full-time in a degree-program for two terms at a SEVP-approved institution in the United States.
- Graduate F-1 students may begin internship courses immediately upon program start date as listed on the Form I-20.
- F-1 students may be authorized 12 months of full-time Curricular Practical Training (CPT), and becomes eligible for 12 months of Optional Practical Training (OPT) when he or she graduates from the degree program.
- An eligible F-1 student must request employment authorization for CPT in a position that is directly related to his or her major area of study by enrolling in Internship Courses and submitting all required application documents to the Office of Academic Affairs.
- F-1 students must obtain a Form I-20 reflecting the employer's information, duration of internship period, and type of training on the 3rd page of the document.
- An F-1 student may begin curricular practical training only after receiving his or her Form I-20 with the DSO endorsement (signature on 1st page).
- F-1 students are authorized for practical training for a minimum of 2 months (1 session) and a maximum of 4 months (1 term).

CURRICULAR PRACTICAL TRAINING (CPT)

An international student may be authorized by the DSO to participate in Curricular Practical Training (CPT) as long as the course is an integral part of an established curriculum, CPT is defined to be alternative work/study, internship, cooperative

education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with school.

- IAU requires international students who engage in CPT be enrolled in Internship Courses.
- The training may be on or off campus.
- CPT can be full-time or part-time; students must monitor their own hours on full-time or part time CPT. Two months of part-time CPT is equivalent to 1 month of full-time CPT.
- F-1 students who engage in more than 364 days of Full-Time CPT are not eligible for Post Completion Optional Practical Training (OPT). Students can learn more about OPT by viewing the OPT Handbook.
- F-1 students who do not meet attendance requirements for on-campus courses will lose CPT privileges immediately and must stop their internship.
- F-1 students may only engage in CPT in addition to being enrolled full-time (12 units for undergraduate students and 9 units for graduate students) unless the student is in his/her last term.
- Students who engage in CPT and partake in paid internship opportunities must obtain a Social Security Number if their employers require it. Please ask the university DSO for more information on obtaining a Social Security Number for tax purposes.

PROOF OF WORK AUTHORIZATION

International American University is a SEVP-approved Institution. On March 6, 2009, IAU was approved by the U.S. Immigration and Customs Enforcement (ICE) of the Department of Homeland Security (DHS) to accept and enroll foreign, non-immigrant F-1 students for academic degrees.

SEVIS school code#: LOS214F01373000

International American University allows Foreign Students in F-1 Nonimmigrant Status to participate in Curricular Practical Training (CPT). An F-1 nonimmigrant student may begin CPT after the Designated School Official has completed the Form I-20 endorsement page. CPT is alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. A CPT must be a part of an established curriculum. F-1 nonimmigrant students participating in CPT are issued three documents that, when presented together, establish identity and employment authorization under List A for Form I-9 purposes:

- The student's unexpired foreign passport
- Form I-20 with the Designated School Official's endorsement for employment on page 3
- A valid Form I-94 or I-94A indicating F-1 nonimmigrant status

The DSO will reflect the work authorization on the third page of the Form I-20 which will indicate the type of training allowed, duration of training (4 months max duration at a time) and also the employers' information. Off Campus CPT is allowed for students as long as the employer has signed the **Cooperative Educational Internship Agreement**.

INTERNSHIP COURSES OFFERED AT IAU

Please note that students may not repeat Internship Courses. Please check off the courses to avoid repetition.

Undergraduate Internship Courses:

- BUS 440 A (Business Concepts) – 0.5 units
- BUS 440 B (Business Concepts) - 0.5 units
- BUS 440 C (Business Concepts) - 0.5 units
- BUS 440 D (Business Concepts) - 0.5 units
- BUS 440 E (Business Concepts) - 0.5 units
- BUS 440 F (Business Concepts) - 0.5 units
- BUS 440 G (Business Concepts) - 0.5 units
- BUS 440 H (Business Concepts) - 0.5 units
- BUS 440 I (Business Concepts) - 0.5 units
- BUS 440 J (Business Concepts) - 0.5 units
- BUS 440K (Business Concepts) - 0.5 units
- BUS 440L (Business Concepts) - 0.5 units
- BUS 440M (Business Concepts) - 0.5 units
- BUS 440N (Business Concepts) - 0.5 units
- BUS 440O (Business Concepts) - 0.5 units

Graduate Internship Courses:

- BUS 640 A (Applied Business Concepts) - 0.5 units
- BUS 640 B (Applied Business Concepts) - 0.5 units
- BUS 640 C (Applied Business Concepts) - 0.5 units
- BUS 640 D (Applied Business Concepts) - 0.5 units
- BUS 640 E (Applied Business Concepts) - 0.5 units
- BUS 640 F (Applied Business Concepts) - 0.5 units
- BUS 640 G (Applied Business Concepts) - 0.5 units
- BUS 640 H (Applied Business Concepts) - 0.5 units
- BUS 640 I (Applied Business Concepts) - 0.5 units
- BUS 640 J (Applied Business Concepts) - 0.5 units
- BUS 640 K (Applied Business Concepts) - 0.5 units
- BUS 640 L (Applied Business Concepts) - 0.5 units
- BUS 640 M (Organizational Behavior) - 0.5 units
- BUS 640 N (Human Resource Management) - 0.5 units
- BUS 640 O (Business Law) - 0.5 units
- BUS 640 P (Business Strategy) - 0.5 units
- BUS 640 Q (Operations Management & Supply Chain) - 0.5 units
- BUS 640 R (Marketing Management) - 0.5 units
- BUS 640 S (Management Information System) - 0.5 units
- BUS 640 T (Financial Management) - 0.5 units
- TAP 700 – Teaching Assistant Program – 3.0 units
- BUS 645 – Score Internship – 3.0 units

FREQUENTLY ASKED QUESTION (FAQs)

1. Can I engage in my internship for longer than 1 session?

Yes. In order to continue your internship, you must also continue taking internship courses. As long as you are enrolled in internship courses, you may intern and receive credit for those hours. You may enroll in as many different Internship Courses as you'd like but cannot repeat any Internship Courses. Please see a list of Internship Courses offered on page 8. We recommend checking off the courses you've taken to keep track.

2. How do I enroll in another internship course but with the same employer?

For students who are re-enrolling in Internship Courses with the SAME employer, please follow these steps:

- Register for a **different Internship Course** than one taken in the past in order to receive credit for the internship.
- Complete the **Internship Completion Form** at the end of each session to ensure that you have completed the hours mandated within your internship course. This can be found on page 16 of this packet and is also available in **IAU Online** to be submitted in the last week of the course.

3. How do I enroll in another internship course but with a different employer?

- Obtain an **Offer Letter** from a potential employer (Sample Offer Letter found on page 11 of this packet)
- Fill out the **Internship Application & Cooperative Educational Internship Agreement** (available on website and on page 12-15 of this packet)
- Email **Offer Letter, Internship Application & Cooperative Educational Internship Agreement** to academics@iau.la
- Register for a **different Internship Course** than one taken in the past in order to receive credit for the internship.
- Complete the **Internship Completion Form** at the end of each session to ensure that you have completed the hours mandated within your internship course. This can be found on page 16 of this packet and is also available in **IAU Online** to be submitted in the last week of the course.

4. What if my employer decides to terminate the employment early?

Please note that students who terminate their employment early must still complete the coursework within each internship course. If the student does not complete the coursework, they will not be given credit for the course. If the student does not complete the coursework, they will not be given credit for the course. **Write a 2 page detailed explanation in APA format** explaining the following:

- Reason for termination
- Experiences with the Interview/Placement of position
- Things that could have been done differently to avoid termination
- Takeaways from the experience and any comments regarding the experience during employment

Upload the document in "TERMINATION DROPBOX" located in Week 8 of each course within **IAU Online**. Please also include all pertinent documents from employer to show reason for termination or letters of resignation.

5. What if I don't do my coursework within IAU Online?

If you do not complete your coursework within **IAU Online**, you will **not** receive credit for the course. For cases where the student was terminated, please give a 2 page detailed explanation of why the termination was initiated and submit it with the internship completion form. Based on the 2 page explanation and course work submitted within the course, it will be up to the course proctor's discretion to credit you for the internship or not.

6. What if I change employer in the middle of the internship course?

You must obtain the following documents:

- Obtain an **Offer Letter** from a potential employer (Sample Offer Letter found on page 11 of this packet)
- Fill out the **Internship Application & Cooperative Educational Internship Agreement** (available on website and on page 12-15 of this packet)

- [Email Offer Letter, Internship Application & Cooperative Educational Internship Agreement to academics@iau.la](mailto:academics@iau.la)

Please note that students who terminate their employment early must still complete the coursework within each internship course. If the student does not complete the coursework, they will not be given credit for the course. If the student does not complete the coursework, they will not be given credit for the course. **Write a 2 page detailed explanation in APA format** explaining the following:

- Reason for termination
- Experiences with the Interview/Placement of position
- Things that could have been done differently to avoid termination
- Takeaways from the experience and any comments regarding the experience during employment

Upload the document in "TERMINATION DROPBOX" located in Week 8 of each course within **IAU Online**. *Please also include all pertinent documents from employer to show reason for termination or letters of resignation.*

7. Can I engage in Full-time Employment as an F-1 Student?

Yes. However, students who do not maintain minimum CGPA and are enrolled full-time during mandatory terms are not qualified to engage in CPT. Students who are no longer eligible to apply for OPT at the end of their program due to having pursued OPT for the same educational level are also allowed to engage in Full-Time CPT as long as all university requirements are met.

8. What do I have to show my employer to prove authorization as an F-1 student?

Please see page 7 regarding Proof of Work Authorization.

SAMPLE - OFFER LETTER OF EMPLOYMENT

ABC Doors, Inc.
1665 Doorway Drive
Los Angeles, Ca 90000
555-655-5555

January 1, 2014

Student John Doe
15 Winterwood
Los Angeles, CA 90010

Dear Mr. Doe:

This is to confirm that ABC Doors, Inc. is offering you an employment opportunity as a Assistant Manager which will begin on January 10, 2014. The goals and objectives of your training with us will be practical experience in understanding daily management tasks while operating a company. The location of your training program will be at the ABC Doors Warehouse located in Los Angeles, CA.

As an F-1 student, this employment will serve as "Curricular Practical Training" while you pursue your degree at International American University.

Your duties will include managing sales staff, checking inventory, marketing, creating campaigns for new products, and improving customer care.

Your supervisor will be
Mr. Tim Sung, Vice
President for ABC Doors.

We welcome you to ABC
Doors!

Sincerely,

Mark Blanch
Hiring Manager
ABC Doors

The letter must have the following details & requirements:

- Must be printed on original company letterhead and must have the company address on the letterhead.
- Must be addressed to the student
- Must list your Job Title
- Must list the start date of employment/training
- If you are an F- student, employer must include this statement within the letter: "As an F-1 student, this employment will serve as "Curricular Practical Training" while you pursue your degree at International American University.
- Must list your job duties
- Must list your Supervisor's name
- Must be signed by a supervisor/hiring manager/staff member



IAU | COOPERATIVE EDUCATIONAL INTERNSHIP AGREEMENT

ASBA PROGRAM BBA PROGRAM BACC PROGRAM MBA PROGRAM DBA PROGRAM

INTRODUCTION OF PARTIES INVOLVED

This Cooperative Educational Internship Agreement is entered into between International American University, hereinafter collectively referred to as "IAU" and, _____ (**company name**), hereinafter referred to as "EMPLOYER", and _____ (**student name**), hereinafter referred to as "STUDENT" in reference to the BUS 440/640 Internship Course student has enrolled in to complement the internship obtained on _____ (**internship start date**).

IAU, offers an Internship Program through cooperative education agreements with qualifying employers for students enrolled in degree programs. IAU features an innovative and hands-on degree programs that centers on practical and immediately-usable business skills. Employer, who is in need of assistance on projects by interns, is willing to participate in the Internship by providing a working environment to allow enrolled students to earn a minimum of 20 hours of practical application of course material which when successfully completed will advance students towards their degree.

SUMMARY OF ACADEMIC GOALS

As part of the curriculum, this program offers a for-credit Curricular Practical Training (CPT) lab taught by a qualified instructor who will provide assistance to the student in their search for CPT internship jobs. It is ultimately the responsibility of the student to locate, apply for and obtain their CPT employment, but robust assistance to the student will be provided by the qualified instructor as well as university's Office of Academic Affairs. Graduate students are allowed to begin CPT employment as soon as they are able to secure employment in their first year of their program. Undergraduate students must enroll full-time for one academic year to begin CPT employment.

It is the student's responsibility to maintain the minimum satisfactory CGPA in order to retain CPT employment. The degree program is rigorous and should be the student's primary focus while attending IAU. The CPT employment opportunity is an added benefit of the program to ensure real-world work experience in the United States.

In consideration of the terms in which the STUDENT is obligated to comply with under the Internship Syllabus, IAU, STUDENT, and EMPLOYER consents understanding and agreement to the following terms and conditions outlined in the following section.

TERMS & CONDITIONS

1. STUDENT must ensure that they are enrolled full-time during all mandatory terms in order to engage in BUS 440/640 Internship Courses except during non-mandatory enrollment terms and breaks where students are eligible to engage in internships courses despite full-time enrollment;
2. STUDENT is enrolled in IAU's BUS 440/640 Internship Course must attain a minimum of 20 hours of practical application of course material studied in a working environment to successfully complete the Internship course;
3. STUDENT is aware that enrolling in Internships Courses and participating in training is an integral part of the academic curriculum;
4. STUDENT understands that failure to obtain the required minimum units of Internship & Training will determine eligibility towards graduation requirements;
5. STUDENT is aware that not following required procedures in obtaining legal off-campus employment and, instead, engaging in work illegally in the U.S. can adversely affect IAU as well as the STUDENT. In order to protect and indemnify the university from any liability for any illegal employment, STUDENT grants permission for IAU to advise the Student and Exchange Visitor Program (SEVP) and United States Citizenship and Immigration Services (USCIS) of any such impropriety which may come to their attention.
6. STUDENT will be subject to any and all IAU policies, procedures, and obligations for enrolling as a student of IAU, including those which apply to tuition fees, withdrawals, refunds, student conduct, and grading, as set forth in the General Information section of the university catalog;
7. STUDENT, if enrolled at IAU as an International Student either through F-1, M-1, or J-1, must also show EMPLOYER a copy of their Form I-20 which indicates that under the bounds of "Curricular Practical Training", hereinafter referred to as "CPT", the student

- is permitted to legally work as an international student within the means and objectives of CPT as defined by the Student and Exchange Visitor Program, Immigrations & Customs Enforcement, and U.S. Immigration & Citizenship Services.
8. STUDENT is aware that CPT is granted on a term-by-term basis and must be renewed each term by enrolling in Internship Courses in order to pursue further training;
 9. STUDENT is aware that failure to show satisfactory progress in completion of coursework in the BUS 440/640 Internship Course will jeopardize their eligibility towards graduation & CPT Eligibility;
 10. STUDENT is aware that engaging in CPT may affect their eligibility for Optional Practical Training, hereinafter referred to as "OPT", and that STUDENT is responsible for tracking their CPT hours in accordance not to conflict with eligibility of OPT;
 11. "Practical Application" of course material will consist of duties designed to develop professional skills beyond administrative clerical tasks, and can include, but is not limited to, assisting in research, client communications, development of business/marketing/financial plans, strategic planning, analysis or appropriate operations;
 12. STUDENT may not pursue curricular practical training with job sites farther than a 120 mile radius of the main campus in Los Angeles, CA or respective satellite locations. To ensure that students prioritize their educational commitment to a campus based program, IAU only allows job site within 120 miles of the respective campus to ensure they are able to comply with attendance and F-1 policies. If a company is located farther than 120 miles and the student is being offered a remote position or to be supervised at an alternative satellite location approved by EMPLOYER, the offer letter must clearly state the terms of their employment.
 13. EMPLOYER is willing to provide STUDENT with the minimum hours of practical application of course material;
 14. EMPLOYER is not obligated to provide compensation to STUDENT working on its premises through the duration of this Internship Program but may offer compensation to STUDENT for services rendered by mutual agreement between EMPLOYER and STUDENT;
 15. Either EMPLOYER or STUDENT may terminate the internship at any time and agree to give the other reasonable notice of no less than five working days of said termination;
 16. EMPLOYER understands that International Students engaged in internship will lose their internship privileges immediately if they fall out of legal non-immigrant status allowing them the work authorization necessary to engage in this Internship Course;
 17. EMPLOYER is aware that if STUDENT is, in fact, an international student, their ability to become employed outside of the internship period will dependent on their current non-immigrant status and their eligibility and authorization to become employed;
 18. EMPLOYER and STUDENT hereby agree to defend, indemnify, hold harmless, and release IAU, its officers, agents, employees, assigns, successors, and legal representatives, from any and all claims, demands, liability, awards, fines, costs, lawsuits, and expenses, including reasonable attorney's fees and court costs, arising out of or caused by (a) any work performed by STUDENT or EMPLOYER under EMPLOYER's direction and control, (b) any work performed by STUDENT on EMPLOYER'S premises, and (3) any negligent acts or omissions or willful misconduct on the part of EMPLOYER, its officers, agents, or employees, or STUDENT, arising from the Internship Course.;
 19. The indemnification provided herein shall survive the completion or termination of STUDENT from the Internship Program with EMPLOYER;
 20. IAU does not guarantee completion of internship by STUDENT nor the quality of work of the STUDENT;
 21. IAU does not guarantee EMPLOYER will continue internship with STUDENT if EMPLOYER's business needs change during the course of the academic term;
 22. IAU, EMPLOYER, and STUDENT agree that if any portion of this Agreement is found to be void and unenforceable, the remaining portions shall remain in full force and effect.



ACKNOWLEDGEMENT & CERTIFICATION

The undersigned have carefully read and understand the contents of this Agreement, and understand that this is a legally binding and enforceable contract.

EMPLOYER INFORMATION			
Company Name :			
Company Address:			
Supervisor Name:		Supervisor Title:	
Supervisor Signature:		Date:	
Email:		Phone:	
Start Date of Employment:		Employment Type: (Please check one):	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME

STUDENT INFORMATION					
First:		Middle:		Last:	
Student I.D.		Date Of Birth:		Email:	
PROGRAM:				STATUS: F-1	
Will you be applying for a Social Security Number (SSN) with the Social Security Administration?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
<p>I am an F-1 Student who will engage in Curricular Practical Training. I cannot legally begin employment until university DSO has approved the application and issues a Form I-20 for Curricular Practical Training. I certify that I have lawfully received an offer letter of employment. I have reason to believe the proposed employment is directly related to course of study and will serve as a rewarding experience towards meeting my academic goals. I have signed, read, and understood Cooperative Internship Agreement Form and am submitting it along with this application. I have also read the Internship Guideline document and fully understand all regulations & legalities in engaging in Internship Courses. The information provided on this application is correct and true to the best of my knowledge. I would like to apply to enroll in Internship Courses with International American University.</p>					
Student's Signature:		Date:			

IAU INFORMATION			
IAU ACD Staff:		Position:	
IAU Staff Signature:		Date:	

F-1 Students are to track the amount of CPT they engage in to ensure that their internships do not conflict with their eligibility towards Optional Practical Training (OPT).

****NOTE: A COPY WITH ALL THREE SIGNATURES MUST BE PROVIDED TO EACH PARTY**

CONTACT US

Locations

Los Angeles Main Campus

4201 Wilshire Blvd., Suite #610
Los Angeles, CA 90010

Los Angeles Satellite Campus

2525 W. 8th Street, Suite #200
Los Angeles, CA 90057

Tustin Satellite Campus

2492 Walnut Ave., Suite #220
Tustin, CA 92780

Buena Park Satellite Campus

6131 Orangethorpe Ave. Suite #150
Buena Park, CA 90620

Contact Info

Web: www.iau.LA
General: admin@iau.LA
Admissions: admissions@iau.LA
Academics: academics@iau.LA
Student Services: ssv@iau.LA
Registrar: registrar@iau.LA
SEVIS and I-20: dso@iau.LA
Technical Support: TECHsupport@iau.LA

Tel: (323) 938-4428 / (323) 938-4-**IAU**

Fax: (323) 938-4429

Hours of Operation

IAU is open during standard business hours Pacific Standard Time (PST).

Monday	9:30 a.m. - 6:30 p.m.
Tuesday	9:30 a.m. - 6:30 p.m.
Wednesday	9:30 a.m. - 6:30 p.m.
Wednesday	9:30 a.m. - 6:30 p.m.
Thursday	9:30 a.m. - 6:30 p.m.
Friday	9:30 a.m. - 6:30 p.m.
Saturday	Closed
Sunday	Closed