

# Experiential Learning at HACC



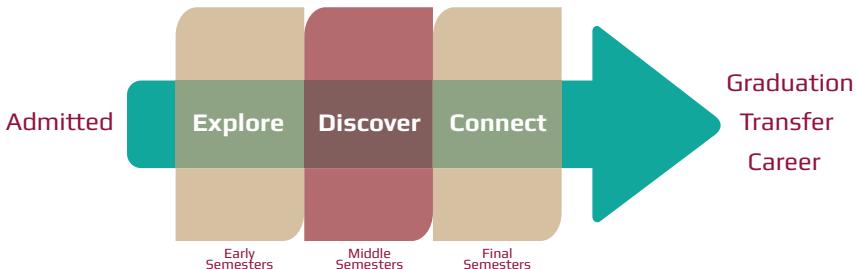
*A guide to the requirements, expectations and options for organizations interested in hosting interns or partnering with Career Services at HACC, Central Pennsylvania's Community College*

Professionally  
**YOURS.**

## **Experiential Learning**

HACC, Central Pennsylvania's Community College, recognizes the value of its students working with community partners in a range of experiential learning opportunities. In fact, the Career Services team encourages students to use experiential learning to apply our philosophy of EXPLORE, DISCOVER and CONNECT to their career development process. In short, we want students to pursue opportunities to learn and grow, and, as a result, we welcome the chance to develop relationships that benefit both our students and the community.

### **HACC's Career Services: Conceptual Model**



## **So What Experiential Learning Options Exist?**

### **Shadowing**

Students can visit an organization to learn more about a specific career or career field.

### **Volunteer**

Volunteerism is a wonderful way for students to build work experience and also help an organization. *Please note that the Fair Labor Standards Act does prohibit volunteerism in the for-profit/private sector; however, volunteerism is permitted for public sector, non-profit and religious organizations.*

### **Service Learning**

Typically, service learning is a short-term experience and is developed in conjunction with a particular course. Students usually perform a set duration of work and then develop a report or presentation on the experience. Such an experience would need to be coordinated with college representatives/faculty, and your local campus Career Services office can help you make that connection.

### **Internship**

An internship provides students with the opportunity to supplement their academic theory with in-field experience. Since there are learning objectives and government regulations that must be met for an opportunity to qualify as an internship, the next few pages are dedicated to outlining the specific requirements for such an experience.

### **Job Opportunity**

Paid work experiences (both part- and full-time), even if temporary, are free from the legal constraints of internships, giving you control of your workforce.

## **What is an internship?**

An internship is a supervised, career-focused educational experience outside of the regular school setting. In this experience, students are able to apply the skills and knowledge learned in the classroom. Internships are meant to enhance the student's educational background by providing opportunities for career exploration, the development of industry-specific skills, and personal and professional growth.



## **How can an intern benefit my organization?**

- Cost-effective recruitment
- Tap into an influx of new ideas
- Gain the satisfaction of helping educate tomorrow's workforce

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## **What does not qualify as an internship?**

- Having an intern work unsupervised
- Substituting an intern in place of a regular employee
- Using an intern only for “busy work” or menial tasks
- Using an intern as “free labor” for the organization



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## **Do I need to pay the intern?**

Although compensation is not required, it is recommended, particularly in light of recent litigation regarding unpaid internships. If you choose to pursue an unpaid internship, please recognize that your internship – under the U.S. Department of Labor’s Fair Labor Standards Act (FLSA) – now uses a new test to determine whether an intern or student is, in fact, an employee under the FLSA. The following seven factors are considered when determining which party is the “primary beneficiary” of the relationship:

1. The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee – vice versa.
2. The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-

on training provided by educational institutions.

3. The extent to which the internship is tied to the intern's formal education program by integrated coursework or the receipt of academic credit.
4. The extent to which the internship accommodates the intern's academic commitments by corresponding to the academic calendar.
5. The extent to which the internship's duration is limited to the period in which the internship provides the intern with beneficial learning.
6. The extent to which the intern's work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
7. The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.



The “primary beneficiary test” is flexible and no single factor is determinative. Therefore, whether an intern is an employee under the FLSA depends on the unique circumstances of each case.

For more details regarding unpaid internships, please refer to the United States Department of Labor’s Fair Labor Standards Act: Fact Sheet #71, available at [dol.gov/whdregs/compliance/whdfs71.pdf](http://dol.gov/whdregs/compliance/whdfs71.pdf)

## **Other Important Considerations for Internships**

At HACC, we welcome the opportunity to work with your company to benefit both our students and your organization. Hosting an intern does require some additional thought and pre-planning.

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### **Before you proceed, consider the following:**

- Where and how will you utilize the intern? What will be the duties and responsibilities of the intern?
- What type of academic background and/or skills does the intern need?
- How will the experience you provide the student be an extension of the classroom? How will you provide meaningful assignments so that the student can develop skills and learn? Can you provide a range of experiences, rather than repetitive busy work?
- Who will supervise the intern to ensure that learning objectives are met? Who will complete the required paperwork?



## **Internship Timeframes and Hours**

Internships normally run concurrent with HACC's semesters:

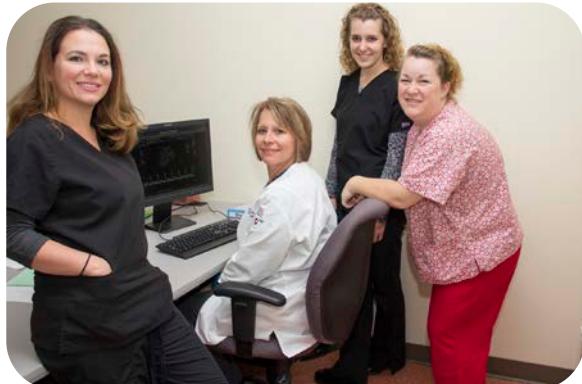
- Fall (mid-August—mid-December)
- Spring (mid-January—mid-May)
- Summer (mid-May—mid-August)

Weekly hours and total hours will vary depending upon the credits awarded and specific program requirements. Summer internships can involve additional hours. Typically, the intern and the internship supervisor work to establish a schedule that enables the intern to meet the requirements.

## **How to Create an Internship**

1. Register as an employer on College Central Network at [collegecentral.com/hacc](http://collegecentral.com/hacc)
2. Within one or two business days, you will receive an email reply that includes your password for logging onto the system.
3. Once you receive the login password, return to College Central Network and create a job posting/internship proposal. Clearly outline the internship expectations, the requisite skills, the expected duties and responsibilities and what the intern will learn. Be specific for best results.
4. Once your internship proposal is received, it will be reviewed, and someone from your local Career Services office will contact you to discuss the posting.
5. Your proposal will then be forwarded to the appropriate Department Chair for faculty review and approval. In order to ensure that all learning objectives and time requirements can be met, all internships must be approved before going “Live” on College Central Network.
6. Once approved by the faculty department, your proposal will go “live” on the website and can be reposted at your discretion.
7. Students interested in the internship will apply in the manner that the company has requested.
8. The selection of candidates will be at the discretion of your organization.
9. Once you have selected an intern, please expire your online posting or contact your local Career Services office to have someone expire it for you.

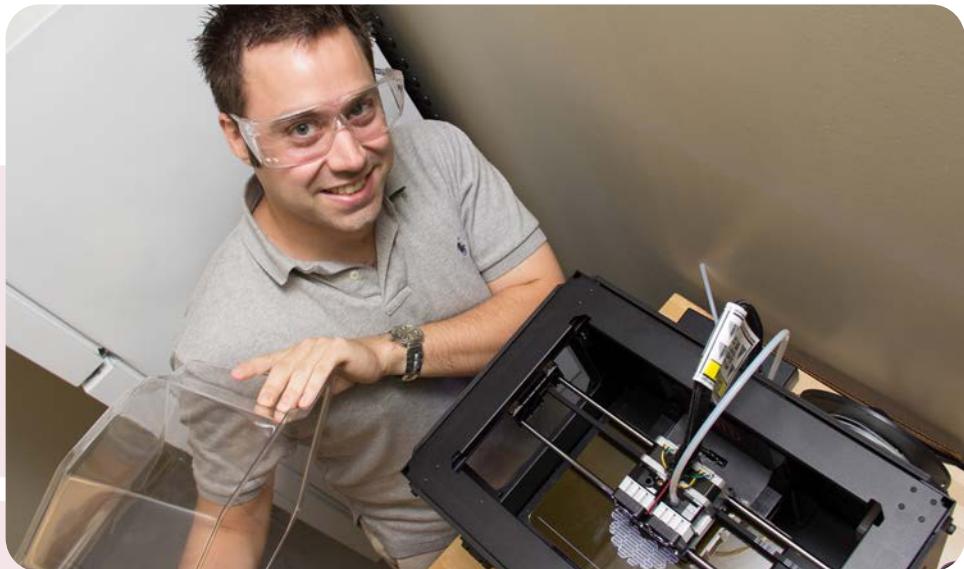
*Note: Most internships will also require a site visit from a HACC representative.*



## **Internship Host Responsibilities**

- Provide a safe and appropriate work environment that complies with all affirmative action, EEO and sexual harassment laws.
- Familiarize the intern with your company's structure, policies and procedures. Make the intern feel a part of your organization.
- Provide meaningful and challenging assignments for the intern. Include the intern in staff meetings and organizational activities to enhance his or her professional development.
- Designate an individual to be the intern's supervisor, who will provide guidance, instruction and constructive feedback to help the intern reach his or her learning objectives.
- Allow for an on-site visit by the student's internship course instructor or a HACC representative. Communicate any issues or concerns to this instructor/representative.

For any questions you might have about experiential learning and partnering with HACC Career Services, please contact your local campus Career Services Office.



# CAREER SERVICES

*EXPLORE  
DISCOVER  
CONNECT*



## Career Development Services - Experiential Learning Contact Information

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