



# Program Rules and Responsibilities

## On-Campus Internship Program

### IU INDIANAPOLIS

### 2024 - 2025

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**This document is to be completed each year prior to hiring an intern for the program.**

Term dates for each agreement will start at the beginning of each academic year unless otherwise specified. Further questions can be directed to the program coordinator, [Karla McLaughlin](#).

In addition to the requirements outlined in the Indiana University hiring policies, the On-Campus Internship Program supervisor agrees to adhere to the following during a student's term of employment through the program.

#### **Approval into the On-Campus Internship Program**

All supervisors and departments must go through a complete approval process in order to begin hiring students. For this program, supervisors must complete an [OCIP application](#) as a part of the program. Application approval is determined on a case-by-case basis and will be reviewed using the program rubric guidelines, outlined as follows:

- All contact information for the supervisor is provided.
- All contact information for the hiring department is sufficiently provided.
- Supervisor of the interns has completed Jaguar Series One or equivalent (as approved by the program coordinator).
- Clear justification for the internship has been provided.
- All program guidelines and requirements have been met.
- The internship includes a clear and well-written description of the position that includes: title, purpose/summary, detailed description of daily tasks, at least five qualifications, and learning outcomes aligned with the [IU Indianapolis Profiles of Learning for Undergraduate Success](#).
- The internship outlines clear growth and development potential through well outlined learning outcomes and special projects.

#### **OCIP Program Requirements**

All hiring departments are required to receive at least one (1) site visit per year, and regularly check the Canvas page for updates. Four (4) ongoing coaching conversations with the interns are required for all supervisors, and all expectations outlined in the Canvas page must be met within the timelines posted.

*Please note that the Office of Student Employment reserves the right to accept or decline any applications at their discretion.*

## Hiring Student Employees

Before beginning the hiring process, supervisors are required to complete the brief onboarding training, as well as read and sign this Program Rules and Responsibilities document.

### *Recruitment*

Once the department has been approved to hire by program manager, all internships must be posted in Handshake. The title of your position must include “*On-Campus Internship Program*” on the job board, and must explicitly outline the expectations of the program as stated below in the internship description:

### *On-Campus Internship Program Summary*

*This internship is offered as a part of the On-campus Internship Program and aims to connect IU Indianapolis undergraduate sophomores and juniors with internships on-campus with faculty and staff in a variety of campus areas/programs. Internships start in August and end in May. Interns will be required to obtain at least one academic credit in the academic year while participating in their internship experience and will have a site visit from the Office of Student Employment during their experience. On-going coaching and feedback on performance will be provided by internship supervisors according to a strict timeline of the program. Specific internship projects and duties will vary by internship. Students in this program will be required to participate in a public showcase of learning at the end of year to outline their experience and will participate in additional development throughout the year. After **successfully**, completing the program, their On-Campus Internship experience will be added to their IU Indianapolis Experiential and Applied Learning Record.*

The hiring process is left to the discretion of the hiring department. All departments may choose to follow their own screening and interview process but are encouraged to seek assistance from the Office of Student Employment if new to the process or unsure about the hiring steps. Additionally, the office can provide more input and advice regarding recruiting tactics and strategies.

### *Hiring Students*

Once a student has been selected for the position, the supervisor is required to submit the student’s name, university email address, and desired start date to the program coordinator. *An offer may **not** be extended until the program coordinator has approved the student for the internship program.* Once received, the program coordinator will provide a document outlining the account set up instructions for your eDoc processor.

Please remember to check with students regarding their work-study status. Should a student have a federal work study award listed on their financial view in **One.IU.edu**, the supervisors should have them complete a [work study authorization](#) form, which will be needed by the eDoc processor.

As a reminder, the program requires the following regarding the hiring process:

- Positions must pay at least \$12.00 per hour at no more than 15 hours a week. *Supervisors can pay more, but program will only pay up to \$12.00 maximum.*
- Seniors are not eligible to participate in the program; student must be no higher than a junior at the end of the internship.

- If a student does have a work-study award, their work-study funding will cover 75% of their earnings, and the program will cover the remaining 25% with no obligation from the hiring department. \*
- If a student does not have a work-study award, the program will cover 40% of the student's earnings. The remaining 60% is the responsibility of the hiring department.
- Students who have a work-study award are still required to complete their authorization forms as a part of the hiring process. For additional instructions on completing authorization forms, please visit [our website](#).

*\*The program is now offering additional funding for supervisors who refer new supervisors to the Hire Achievers or the On-Campus Internship program. If a new supervisor is accepted and hires a student in either program, the referring supervisor's student(s) will be covered fully by the program for the year, regardless of the students' work-study eligibility.*

### **Supervision of Students**

The supervisor listed in the application **must be** the supervisor designated to manage the interns. The On-Campus Internship program requires that each hiring department agree to designate a specific staff member to supervisor the intern and maintain the program requirements. If at any point throughout the program, the supervisor of the student may change, the program coordinator should be notified immediately for further instruction. However, changing supervisors throughout the program should be avoided. Supervisor replacements must be vetted by the program coordinator and meet all program requirements.

The supervisor is responsible for supporting and training each intern at the start of the program. Additionally, expectations for the position and the program should be clearly outlined for the intern. The Canvas page will detail the timeline for program-specific coaching and development conversations with the student.

### *Timesheets*

Students in the On-Campus Internship Program will utilize Quali Time to record their work hours. It is the **supervisor's responsibility** to approve timesheets in accordance with Payroll deadlines.

Supervisors who continuously fail to approve timesheets by the payroll deadline may be subject to removal from the On-Campus Internship Program.

### *Hour Limitations*

Students are permitted to work no more than 15 hours per week in their internship through the program. Supervisors are responsible for working with the student to determine a schedule that works best for staying within the allotted hours. However, students may work in other positions or departments within the university. If a student is working in another hourly position with the University, they cannot work more than 29 hours per week between all positions. Any additional positions must also be under a different record number in Quali time. If the student works more than 15 hours, the department must have the student clock in on a different record once they have exceeded the maximum time allotted for the program.

## Canvas

Once the department has begun the eDoc processing and hiring process for the interns, the direct supervisor will receive an invitation to the OCIP's Canvas page. All supervisors are required to accept the invitation and check the Canvas page regularly.

Each semester will require two coaching conversations with the interns that must be outlined/summarized and submitted on the Canvas page. Failure to regularly submit requirements on the Canvas page could result in removal from the program.

Additionally, each student will be invited to their own OCIP Canvas page which will outline their requirements for the program. Supervisors should check in regularly with their interns to ensure that they are meeting the development criteria as a part of the program. It should also be made clear to the students that they will be expected to participate in a public showcase at the end of the academic year to outline their internship experience as a part of IU Indianapolis Engaged Learning Week. Details regarding requirements for the showcase will be provided in the Canvas pages.

Additional details regarding student development criteria and possible options can be found on our [website](#).

## Termination of Students

It should be clearly outlined for students that the duration of the internship program is for the entire academic year or two full semesters (unless otherwise specified and approved with the program coordinator). Students are expected to stay throughout the entirety of the program. The program coordinator will notify each supervisor of effective termination dates at the end of each academic year. These dates will change each year in accordance with payroll timelines.

Summer employment for the interns will be at the discretion of the program coordinator and must be requested in advance. The Canvas page will be updated during the spring semester to reflect the process for requesting summer hours if funds are available.

If an intern needs to be terminated prior to the end of the academic year due to performance issues, scheduling conflicts, etc., the program coordinator should be informed **as soon as** issues arise, not at the time of termination. For guidance on corrective action, please see the university corrective action [policies and procedures](#). Additionally, please reach out to the program coordinator for additional guidance on corrective coaching or development.

## Supervisor's Confirmation

### General Provisions

Any questions regarding the outlined Program Rules and Responsibilities should be directed to the program coordinator. All On-Campus Internship supervisors and departments must abide by the program responsibilities as outlined in this Program Roles and Responsibilities (PRR) document, as well as Indiana University [policies](#) regarding hiring and management of student employees. Further questions can be directed to the program coordinator, [Karla McLaughlin](#).

*By signing below, you agree to the program responsibilities as outlined above.*

Hiring Department: \_\_\_\_\_

Internship Supervisor: \_\_\_\_\_

Email address: \_\_\_\_\_

### Level of Jaguar Series completed:

- |   |                       |
|---|-----------------------|
| <input type="checkbox"/> Jaguar Series 1                        | Year Completed: _____ |
| <input type="checkbox"/> Jaguar Series 2                        | Year Completed: _____ |
| <input type="checkbox"/> Jaguar Series 3                        | Year Completed: _____ |
| <input type="checkbox"/> Have not participated in Jaguar Series |                       |

Supervisor's printed name: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_



## **Fiscal Officer's Responsibility On-Campus Internship Program 2024-2025**

*The following section is to be read and signed by your assigned Fiscal officer.*

The On-Campus Internship program is a campus-wide initiative to assist departments in developing opportunities for students to gain valuable internship experience in areas directly related to their academic programs. Positions developed and approved within the program will be able to hire every academic year, and student employment will pay up to 40% of the students' wages to offset the cost to the department.

Students who have a work-study award will be paid at 75% from their work-study funding. The On-Campus Internship program will cover the remaining 25%, which results in a 100% match in funding for these students. For students who do not have a work-study award, this program will cover 40% of the student's pay. The remaining 60% is the responsibility of the hiring department.

### *Hiring Process*

Once the name of the student has been received, the program coordinator will provide a document outlining the account set up instructions for your eDoc processor. Students should check if they have a federal work-study award listed on their financial view in **One.IU.edu**. If applicable, the supervisors should have the students complete a work-study authorization form, which will be needed by the eDoc processor.

The eDoc processor will proceed as normal with the hiring process for the student but will be given the account number for the Hire Achievers program to ensure the student's pay is coming from the program budget line.

Due to the fact this is a funding program for the student's hourly pay, the Office of Student Employment is not responsible for any hiring costs (background check, I-9, training costs, uniforms, nametags, etc.). All additional costs associated with setting up a new hire (outside of the student's hourly rate of pay) are the sole responsibility of the hiring department.

### *Termination*

Termination dates will change each year in accordance with payroll timelines. Summer employment for the students will be at the discretion of the program coordinator and must be requested in advance. It should be noted that summer funding through the program is not guaranteed. *If summer employment has been agreed upon between the program coordinator and the supervisor, it is the supervisor's responsibility to communicate this with their eDoc processor.*

Under no circumstances should a student be terminated without first notifying the program coordinator. The coordinator can be notified by the supervisor or the eDoc processor regarding termination. If a student needs to be terminated prior to the end of the academic year due to performance issues, scheduling conflicts, etc., the program coordinator should be informed **as soon as** issues arise, not at the time of termination. Under most circumstances, the supervisor of the student is responsible for communicating with the program coordinator regarding any potential concerns.

## Fiscal Officer's Confirmation

### General Provisions

Any questions regarding the outlined Program Rules and Responsibilities should be directed to the program coordinator. All On-Campus Internship supervisors and departments must abide by the program responsibilities as outlined in this Program Roles and Responsibilities (PRR) document, as well as Indiana University [policies](#) regarding hiring and management of student employees. Further questions can be directed to the program coordinator, [Karla McLaughlin](#).

*By signing below, you agree to the program responsibilities as outlined above.*

Fiscal Officer's printed name: \_\_\_\_\_

Fiscal Officer's signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_

