



<b>Policy Number:</b>	5521-20	<b>Policy Section:</b>	Institutional Support
<b>Original Effective Date:</b>	7/10/14	<b>Policy Title:</b>	Interns and Graduate Assistants
<b>Date Last Revised:</b>	3/5/19	<b>Department:</b>	Human Resources

**Policy Statement:**

The University recognizes the mutual benefit of identifying roles in which students may obtain advanced training in an employment setting at the University. When qualified students and University needs and resources are available, the University provides these opportunities in the form of Internships and Graduate Assistantships. The purpose of this policy is to set forth the qualifications, requirements, and features of these roles. These opportunities are available to Cairn students only.

**General Definitions:**

Internships:

Internships may be offered to current Cairn undergraduate or graduate students and provide opportunities for students to obtain practical training in an area related to their studies. The duration of an internship may be for a minimum period of one semester and shall generally not to exceed 12 months. Intern selections are made in conjunction with the Dean/Director and overseeing Administrator of the department, and faculty from the School or program in which the student was, is, or will be enrolled.

Graduate Assistantships:

Graduate Assistantships (GAs) are available to a limited number of Cairn full-time graduate students who have the skills and abilities to fulfill a professional position on a part-time basis during their period of study. Work duties may or may not be directly-related to a GA's program of study. The duration of a Graduate Assistantship may be for a minimum period of one semester (including Summer) and for a maximum period of semesters required for the GA to complete his/her degree program, enrolled on a full-time basis.

**1.0 Classification and Work Schedules:**

Interns and Graduate Assistants are students who are also employees. These positions are temporary and part-time. When paid a stipend or hourly rate, such compensation is taxable.

- 1.1 Internships may be paid or unpaid. Interns may work up to 25 hours per week. Interns' hours shall be recorded on the Non-Exempt Employee Time and Attendance Sheet on a bi-weekly basis, and shall be scheduled and closely monitored by the Dean or Director of the School or Department to which the Intern is assigned. Interns do not qualify for Cairn group health insurance.
- 1.2 Graduate Assistants may work up to 28 hours per week. 20 hours per week is the minimum, for which compensation is provided in the form of a stipend of \$6,000 per year (issued on a per-pay basis of \$230.77 each pay period), and tuition only. The minimum work hours shall be scheduled and closely monitored by the Dean or Director of the School or Department to which the GA is assigned but shall not be recorded for pay purposes.

Additional paid hours, no more than 8 on a weekly basis, may be worked at the discretion of the department. Pay for these hours is determined by both the nature of the duties and the department's budget. Pay for hours worked over 20 per week may be in the form of a stipend, hourly rate, or - if to perform coaching duties - at a salary established for coaching.

Graduate Assistants do not qualify for Cairn group health insurance or retirement plan.

## **2.0 Compensation**

- 2.1 Interns are paid an hourly rate which, ultimately, will not exceed the department's budgeted, available funds. Other factors used to determine the pay rate are: the nature of the work, and the qualifications and experience of the intern. Interns' hourly rates may not be less than minimum wage.

Interns generally do not receive tuition remission or housing as a compensable component of their internships. However, exceptions will be made on a case-by-case basis driven by need, the availability of funding for pay, or other arrangements deemed appropriate for the internship to be mutually beneficial.

- 2.2 Graduate Assistants are paid as described in 1.2 above, as well as by way of indirect compensation provided by way of a scholarship for the tuition expenses for a Cairn University graduate program. All costs associated with paying for a GA must be within the salary and/or operating budget of the responsible department

## **3.0 Approval, Selection and Hiring**

As with other University employees, approval for the position, the application and screening process, and subsequent approval to hire shall be done in accordance with the hiring procedure for temporary employees as outlined in the University's Hiring Manual. The availability of, and funding for, positions will be determined by the President's Cabinet during the process of budget preparation for the upcoming fiscal year.

- 3.1 Internships must be funded within each hiring department's budget. Interns are paid from the salary budget of the department to which each intern is assigned. Selection is based on agreement between the Administrator or Dean/Director of the School/Department and the faculty member who oversees the internship program for the School or Program in which the student is enrolled. Interviewing by the hiring department Dean/Director and/or Administrator is required.

3.1.1 Credentials: Intern candidates must

- have specific interest in or unique preparation for the assignment under consideration;
- be a student in good status;
- be available and willing to fulfill the responsibilities of the internship;
- have the necessary skills and abilities to perform the assignment(s).

- 3.2 Graduate Assistant selection is based on the GA's interest, skills and abilities to perform the duties of the assignment. When recruitment is needed, the availability of GA positions and solicitation of interested applicants is made through communication to enrolled graduate students through Admissions personnel and/or email announcements.

3.2.1 Credentials: GA candidates must

- have specific interest in or unique preparation for the assignment under consideration;
- be a full-time graduate student in good status;
- be available and willing to fulfill the responsibilities of the assignment;
- have the necessary skills and abilities to perform the assignment(s);
- be available to work on a regular basis, as required by the department, which may include periods of time during which the GA will not have classes.

#### **4.0 Employment-related Requirements**

##### **4.1 Work area, Email, Phone**

Interns and Graduate Assistants shall be provided with an employee-type University email and computer account. In most cases, an assigned work area and designated phone extension will also be provided.

Interns will be provided with the work area and technology tools necessary to perform their work-related duties. These will be determined on a case-by-case basis, approved by the overseeing Administrator, and requested by the Dean/Director of the Vice President of Human Resources.

##### **4.2 ID and Keys**

Interns and GAs shall use their student IDs unless a departmental ID is available for copying/printing. Keys shall not be provided to Interns or GAs. Exceptions must have the approval of the overseeing Administrator.

##### **4.3 Attendance at University Events**

###### **4.3.1 Employee Events:**

Interns are encouraged to attend events which require employee attendance, and may be required to attend certain events due to the nature of their role.

These include, but are not limited to, University Update meetings and Homecoming.

Graduate Assistants are expected to attend events which require employee attendance as directed by their Dean/Director or Administrator. Depending on the Intern's or GA's assigned duties, attendance or participation in certain University events will be mandatory.

###### **4.3.2 Student Events:**

Interns and Graduate Assistants are students and may attend student events of their choosing so long as their schedules permit. Depending on their assigned duties, attendance or participation in certain student events will be mandatory.

#### **5.0 Student Loan Deferment**

One of the attractive features of certain Internships and Graduate Assistantships is the ability for the student to defer repayment of student loans. To qualify for deferment, the following conditions must be met:

- The student must be enrolled in an accredited program (undergraduate or graduate);
- The student must maintain an active status of at least one-half of full-time.

#### **6.0 Corrective Action and Termination**

It is expected that Interns and Graduate Assistants will complete the assignment they accept. When performance or behavioral issues arise, the Corrective Action process outlined in the Employment Handbook will be followed. If improvement is not made, or if the violation is severe, the University reserves the right to terminate the arrangement with no notice. Depending on the circumstances, the Intern or Graduate Assistant may be able to continue at the University as a student. The continued provision of tuition benefits will be determined on a case-by-case basis considering the circumstances.

  
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President's Cabinet Representative

3/5/19

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Date