



JOHNSON & WALES
UNIVERSITY

INTERNSHIP SITE PROGRAM HANDBOOK

In the Context of Employment

Paid Internships





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Paid Internships

JWU students prepare for personal and professional success in programs that combine academics, hands-on training, relevant work experience and a variety of professional and community leadership opportunities. The university's educational approach is designed to help students identify a field of interest and acquire the knowledge, skills and experience to excel in that arena.

The Johnson & Wales University internship program provides students with a 16-week real-world learning experience in a professional setting to further their understanding of their chosen career field. Students earn academic credit toward their degrees upon successful completion of the Internships.

The university extends its thanks to both the Company and each of its professionals who participate as supervisors, mentors or learning resources for students. Our students are grateful for the opportunity to work for your organization. We hope that each student brings a fresh perspective, energy and enthusiasm to your company. Please note that JWU cannot guarantee a specific number of student employees in any semester.

The following pages provide information about the responsibilities of JWU and the Company as well as other relevant information related to the Internship experience.

JWU Responsibilities

In connection with each Internship, JWU will

- Be responsible for all academic administration, curriculum content and programming, and final determination of all grades to be awarded to Student Employees for Internship participation;
- Determine that each Student Employee has completed all prerequisite courses and any other academic requirements necessary prior to participation in an Internship;
- Provide the Company with a general description of the experiences being sought or required by the Internship;
- Take reasonable action regarding any Internship in the event that the applicable Student Employee's performance, record, or conduct does not justify continuance in the Internship;
- Communicate periodically with the Site Supervisor with respect to each Student Employee's Internship performance and educational experience, including causing the JWU Coordinator (or his/her designee) to telephone and/or, when practical, visit the Job Site to discuss each Student Employee's experience and performance with the Site Supervisor;
- Instruct each Student Employee that he/she must abide by the Company's rules and policies and the university Student Code of Conduct; and
- Collect two performance evaluations from the Company to ensure the Student Employee receives a timely and appropriate grade for the Internship.

Company Responsibilities

The Company will handle all employment matters with respect to the Student Employee(s) in its normal course and in accordance with applicable laws. However, in connection with the Internship, the Company agrees to

- Provide a meaningful educational experience for each Student Employee by providing a variety of practical learning experiences, including observation and participation, in a scheduled rotation or in a specific department relative to the Student Employee's field of study, in order to provide firsthand insight into the operations of the Company and the profession. The Internship experience must incorporate measurable, productive and relevant activities that match real-world tasks of professionals in that industry;
- Select Company professionals possessing a keen interest in mentoring to function as supervisors and resources for the Student Employee in connection with the Internship;
- Abide by the Start Date and End Date for the semester for each Internship;
- Provide an orientation to each Student Employee to the

- Job Site and the Company policies and procedures;
- Provide an agreed-upon number of Contact Hours depending on the student's major and registered academic credits; Contact Hours exceeding the agreed-upon amount are strongly discouraged and could result in a termination of the Company for future terms.
- Provide appropriate supervision and guidance to each Student Employee appropriate for the Student Employee's level of preparation and continued learning;
- Discuss each Student Employee's goals and objectives, project topic/thesis (if necessary), and Internship expectations, including level of performance;
- Maintain reports and records with respect to each Student Employee's performance, and provide regular and timely feedback including two performance evaluations;
- Have the Site Supervisor communicate periodically with the JWU Coordinator (or his/her designee) by telephone (or at the Job Site if practicable) to discuss each Student Employee's Internship experience and performance to enable JWU to evaluate the Internship and the Student Employee's professional development and educational experience;
- Notify the JWU Coordinator of any absence of the Student Employee exceeding two consecutive or non-consecutive days, whether or not the Student Employee provided prior notice;
- Contact the JWU Coordinator promptly in the event that it learns that a Student Employee has been injured or hospitalized or in the event of a catastrophic occurrence in the area;
- Use reasonable care at all times acting in consideration of the safety of each Student Employee; and
- Carry workers compensation insurance if and as required by applicable law.

Termination of University-Company Internship Arrangement

Either JWU or the Company may terminate the Internship arrangement:

- On ninety (90) days prior written notice to the other party. However, if any Student Employee is currently enrolled in the Internship, the Student Employee will be permitted to complete the Internship;
- If the other party fails to remedy a material violation of the requirements set forth in this Handbook within five business days after written notice of the violation; provided, however, that (i) a Student Employee may voluntarily leave an Internship at any time in the event of a risk to his or her safety or well-being and (ii) JWU may terminate the Internship arrangement

without notice in the event of a student's complaint of discrimination or harassment or other risk to the student's safety or well-being.

- By Company in connection with a termination of a Student Employee's employment with the Company where the Student Employee is not meeting the professional or other requirements of the Company.

The Company will provide prompt written notice to the JWU Coordinator of the withdrawal or dismissal of any Student Employee.

Student Health Insurance

If a student is paid a wage by the internship site, the site's Workers Compensation insurance coverage should pay for any injuries sustained while the student is working at the site. However, all undergraduate day school students are also required to have a health and accident insurance plan while in approved internship positions. If the student has not waived out of the Johnson & Wales University Student Health Insurance Plan (SHIP), a brochure containing detailed information on the JWU SHIP is available upon request. Students who have elected to waive the JWU SHIP must have coverage under insurance plans carried by their families or themselves. Although those plans must meet Federal Health Plan minimum requirements, JWU does not have access to those plan details and any request for such details will be the student's responsibility.

International Internship

Students participating in international internships are registered with a provider for health insurance and international travel assist coverage.

Family Educational Rights and Privacy Act

Please be aware that personally identifiable student information and educational records maintained by JWU are protected by the Family Educational Rights and Privacy Act (20 USC 1232g) ("FERPA"). Under FERPA, it generally is necessary to obtain a student's written consent before the university can release student information to any third party.

Discrimination and Harassment

The Company agrees to comply with all applicable laws regarding discrimination against, or harassment of, Student Employees on the basis of race, religion, color, national origin, age, sex, sexual orientation, gender identity or expression, genetic information, disability, status as a protected veteran or any other unlawful basis, including in connection with the Internship. In addition, the Company agrees to inform JWU of any allegations of discrimination or harassment made by any Student Employee.

No Partnership or Agency

The collaboration between JWU and the Company with respect to Internships is not intended to create any partnership, joint venture, agency, association or other similar relationship between the parties. No employee of JWU will be considered an employee or agent of the Company and no employee of the Company, including the Student Employee, will be considered an employee or agent of JWU.

Compliance with Laws

The Company remains responsible for its compliance with all applicable federal, state, and local laws, regulations and rules, including, without limitation, applicable labor laws and other laws governing its relationship with its workers.

Notices

Any notice required under this Handbook must be given in writing to the Site Supervisor or JWU Coordinator, as the case may be, at the address set forth in the Student Data Sheet.

General

This Handbook incorporates the reference data set forth in the Student Data Sheet attached to the letter agreement between JWU and the Company. The letter agreement, the Student Data Sheet and this Handbook set forth the full and entire understanding of JWU and the Company with respect to the Internship and supersede in their entirety all other or prior agreements and communications, whether oral or written, with respect to the Internship described in the letter agreement. The rights and obligations of the parties set forth in this Handbook may be waived or amended if and only if that waiver or amendment is agreed to by each party in writing by a manual signature.





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INTERNSHIP SITE PROGRAM HANDBOOK

Unpaid Internships





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Unpaid Internships

JWU students prepare for personal and professional success in programs that combine academics, hands-on training, relevant work experience and a variety of professional and community leadership opportunities. The university's educational approach is designed to help students identify a field of interest and acquire the knowledge, skills and experience to excel in that arena.

The Johnson & Wales University internship program provides students with a 16-week real-world learning experience in a professional setting to further their understanding of their chosen career field. Students earn academic credit toward their degrees upon successful completion of the Internships.

The university extends its thanks to both the Host Company and each of its professionals who participate as supervisors, mentors or learning resources for students. Our students are grateful for the opportunity to participate in an Internship at your organization. We hope that each Intern brings a fresh perspective, energy and enthusiasm to your company. Please note that JWU cannot guarantee a specific number of student interns for any semester.

The following pages provide information about the responsibilities of JWU and the Host Company as well as other relevant information related to the Internship experience.

JWU Responsibilities

In connection with each Internship, JWU will

- Be responsible for all academic administration, curriculum content and programming, and final determination of all grades to be awarded to Interns for Internship participation;
- Determine that each Intern has completed all prerequisite courses and any other academic requirements necessary prior to participation in an Internship;
- Instruct each Intern that they must abide by the Host Company's rules and policies and the university Student Code of Conduct;
- Support any additional rules and policies governing

Interns that are mutually agreed upon in writing by JWU and Host Company;

- Inform each Intern that he/she is responsible to provide any transportation, meals and lodging related to the Internship unless otherwise provided by the Host Company;
- Provide Host Company with a general description of the experiences being sought or required by the Internship;
- Take reasonable action regarding any Intern whose performance record or conduct does not justify continuance in the Internship;
- Communicate periodically with the Site Supervisor with respect to each Intern's professional development and educational experience, including causing the JWU Coordinator (or his/her designee) to telephone and/or, when practical, visit the Host Site to discuss each Intern's experience and performance with the Site Supervisor; and
- Collect two performance evaluations from the Host Company to ensure the Intern receives a timely and appropriate grade for the Internship.

Host Company Responsibilities

By hosting an Intern, the Host Company agrees to

- Provide a meaningful educational experience for each Intern by providing a variety of practical learning experiences, including observation and participation, in a scheduled rotation or in a specific department relative to the Intern's field of study, in order to provide firsthand insight into the operations of the Host Company and the profession. The experience must incorporate measurable, productive and relevant activities that match real-world tasks of professionals in that industry;
- Select Host Company professionals possessing a keen interest in mentoring to function as supervisors and resources for the Intern;
- Provide copies of any rules and/or policies to the Intern prior to commencement of the Internship or on the first day of the internship;
- Provide an orientation for each Intern to the Host Site and the Host Company's rules and policies;

- Abide by the Start Date and End Date for the semester for each Internship
- Provide an agreed-upon number of Contact Hours depending on the student's major and registered academic credits; Contact Hours exceeding the agreed-upon amount are strongly discouraged and could result in a termination of the Host Company for future terms.
- Provide appropriate supervision and guidance to each Intern appropriate for the Intern's level of preparation and continued learning;
- Discuss each Intern's goals and objectives, project topic/thesis (if necessary), Internship expectations, including level of performance, and other specific information;
- Maintain reports and records with respect to each Intern's performance, and provide regular and timely feedback including two performance evaluations;
- Have the Site Supervisor communicate periodically with the JWU Coordinator (or his/her designee) by telephone (or at the Host Site if practicable) to discuss each Intern's experience and performance to enable JWU to evaluate the Internship and the Intern's professional development and educational experience;
- Notify the JWU Coordinator of any absence of the Intern exceeding two consecutive or non-consecutive days, whether or not the Intern provided prior notice;
- Notify the JWU Coordinator of Intern performance issues;
- Use reasonable care at all times acting in consideration of the safety of each Intern;
- Request withdrawal or dismissal of any Intern from the Internship whenever, in the good faith judgment of the Host Company, the Intern's conduct or behavior is detrimental to the operation of the Host Company or any of its employees or clients, or if the Intern fails to follow Host Company's established rules and policies; and
- Contact the JWU Coordinator promptly in the event that it learns an Intern has been injured or hospitalized or in the event of a catastrophic occurrence in the area

Internship Purpose

The Internships are intended to provide Interns with exposure to a real-life environment as a supplement to their formal education. The Internships are solely for the Interns' educational benefit, as evidenced by the academic credits that they will receive from JWU for successfully completing the Internships. JWU will determine the amount of academic credit to be earned through the Internship and will establish all of the academic requirements that must be satisfied to earn the credit. Each Internship will be similar to the training

that would be given at an educational institution as well as providing experience in a professional work setting.

Termination of University-Company Internship Arrangement

Either JWU or the Company may terminate the Internship arrangement:

- On ninety (90) days prior written notice to the other party. However, if any Intern is currently enrolled in the Internship, the Intern will be permitted to complete the Internship;
- If the other party fails to remedy a material violation of the requirements set forth in this Handbook within five business days after written notice of the violation; provided, however, that (i) an Intern may voluntarily leave an Internship at any time in the event of a risk to his or her safety or well-being and (ii) JWU may terminate the Internship arrangement without notice in the event of an Intern's complaint of discrimination or harassment or other risk to an Intern's safety or well-being.
- By Host Company where the Intern is not meeting the professional or other requirements of the Host Company. Prior to withdrawal or dismissal of an Intern, JWU Coordinator must be contacted and the situation must be discussed.

Student Health Insurance

All undergraduate day school students are required to have a health and accident insurance plan while in approved internship positions. If the student has not waived out of Johnson & Wales University's Student Health Insurance Plan (SHIP), a brochure containing detailed information on the JWU SHIP is available upon request. Students who have elected to waive the JWU SHIP must have coverage under insurance plans carried by their families or themselves. Although those plans must meet Federal Health Plan minimum requirements, JWU does not have access to those plan details and any request for such details will be the student's responsibility.

International Internship

Students participating in international internships are registered with a provider for health insurance and international travel assist coverage.

Student Professional Liability Insurance

The university provides a professional liability policy that covers students while in approved internships and positions that require a professional license. Evidence of coverage is available upon request.

with all applicable federal, state, and local laws, regulations and rules in connection with each Internship.

Family Educational Rights and Privacy Act

Please be aware that personally identifiable student information and educational records maintained by JWU are protected by the Family Educational Rights and Privacy Act (20 USC 1232g) ("FERPA"). Under FERPA, it generally is necessary to obtain a student's written consent before the university can release student information to any third party.

Discrimination and Harassment

It is the goal of Johnson & Wales University to provide an environment free from all forms of intimidation, hostility, offensive behavior, and discrimination, including sexual harassment. Johnson & Wales University does not discriminate unlawfully on the basis of race, religion, color, national origin, age, sex, sexual orientation, gender identity or expression, genetic information, disability, status as a protected veteran or any other unlawful basis in admission to, access to, treatment of, or employment in its programs and activities.

The Host Company selects students for Internships based on the Host Company's needs and preferences. However, the Host Company commits that there will be no discrimination against, or harassment of, Interns on the basis of race, religion, color, national origin, age, sex, sexual orientation, gender identity or expression, genetic information, disability, status as a protected veteran or any other unlawful basis.

No Partnership or Agency

The collaboration between JWU and the Host Company with respect to Internships is not intended to create any partnership, joint venture, agency, association or other similar relationship between the parties. No employee of JWU will be considered an employee or agent of the Host Company and no employee of the Host Company will be considered an employee or agent of JWU.

Compliance with Laws

The Host Company remains responsible for its compliance

Notices

Any notice required under this Handbook must be given in writing to the Site Supervisor or JWU Coordinator, as the case may be, at the address set forth in the Student Data Sheet.

General

This Handbook incorporates the reference data set forth in the Student Data Sheet attached to the letter agreement between JWU and the Host Company. The letter agreement, the Student Data Sheet and this Handbook set forth the full and entire understanding of JWU and the Host Company with respect to the Internship and supersede in their entirety all other or prior agreements and communications, whether oral or written, with respect to the Internship described in the letter agreement. The rights and obligations of the parties set forth in this Handbook may be waived or amended if and only if that waiver or amendment is agreed to by each party in writing by a manual signature.

