

## Work-Based Learning & Internship Guidelines

At Central Piedmont Community College (CPCC), work-based learning (formerly Co-op) experiences and internships enhance a student's program of study, further develop the student's career goals, or build work experiences for recent graduates. Work-based learning experiences are overseen by the Workplace Learning Department.

Employers should ask themselves the following questions prior to posting work-based learning opportunities with the college:

**1) Will the work-based learning experience be paid or unpaid?**

- a. If the work-based learning experience is unpaid or given a stipend, CPCC strongly suggests that employers review the Department of Labor's Fact Sheet #71, which provides guidelines for unpaid internships in the for-profit sector.

<http://www.dol.gov/whd/regs/compliance/whdfs71.pdf>

***Please note: recent CPCC graduates can only participate in paid internships at for-profit companies.***

CPCC cannot determine if employers meet the DOL's guidelines. Consulting legal counsel to determine compliance is recommended.

**2) Will my current worker's compensation coverage extend to interns?**

- a. Employers should consider the ramifications regarding an injury/accident during the work-based learning experience. CPCC strongly suggests that employers consult their insurance carrier to determine if the existing policy would cover students (paid or unpaid).

**3) Is the business home-based?**

- a. Due to liability reasons, CPCC cannot promote work-based learning experiences where a student is working from an employer's home.

**4) Can a family member supervise a student during their co-op or internship?**

- a. No. Family members (spouses included) cannot supervise a student during their co-op or internship.

**5) Is there a fee required in order for the student to participate in the company's internship program?**

- a. CPCC does not promote opportunities that involve students paying a fee to participate or offer a financial incentive to recruit other students.



- 6) **Will a “virtual” work experience be considered for a work-based learning experience?**
- In some industries, doing work remotely is the norm and generally accepted. Employers should determine how the virtual work can be properly managed (i.e. employers must meet with the student on a weekly basis). The employer should provide necessary equipment (i.e. laptop, software) in order for the student to complete the work.
  - All requirements for a virtual work experience must be provided within the posting.
- 7) **Will the student have a mentor or employee who will supervise his/her work?**
- Successful work-based learning experiences have an assigned supervisor to mentor and oversee the work.
  - Participants want feedback on their progress and after they complete assignments. A mentor provides guidance and can help eliminate frustration about unclear assignments or challenging tasks.
  - Work-based learning students are building upon skills learned in school, and are not necessarily experts in their field.
- 8) **How long will the work-based learning experience last and what tasks will be assigned?**
- Defining the time parameters and establishing a job description allows for both the employer and student to have a clear understanding of expectations.
  - Work-based experiences have a minimum number of required hours in order for students to receive credit.
  - Intern work experiences have flexible timeframes, no minimum hour requirement, and are non-credit only.

**The Workplace Learning department reserves the right to edit, delete, or refuse any employer’s posting.**

**Please note:** CPCC and the employer agree to observe placement procedures and employment practices which conform to all federal, state, and local laws, and the CPCC policies and procedures (including nondiscrimination toward any participant or employee because of race, color, national origin, religion, gender, disability, age, genetic information, or any other legally protected classification).

