



University of Pittsburgh

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To Whom it May Concern,

Thank you for accepting one of our students as your intern this semester! The Communication Department at the University of Pittsburgh has some of the best students on campus, and we want our students to have as many opportunities as possible to learn real-world skills before they enter the job market. We know that our student will give his or her best to you, and we want to make sure that the internship serves as a significant educational experience.

The University of Pittsburgh follows Department of Labor guidelines regarding interns, and requires that all internship sites follow these rules as well. Doing so provides the best experience possible for both the intern and the place of business. The Department of Labor requires that all internships follow six criteria:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of an internship; and
6. The employer and the intern understand that the intern is not necessarily entitled to wages for the time spent in the internship.

Because interns are “paid” in new experiences and new skills, rather than monetarily, and because students are paying for the academic credits they are earning, they cannot be used as entry-level employees who only perform routine business tasks. Instead, interns can perform routine tasks that benefit the place of business only inasmuch as this performance teaches the student new skills and improved work habits. In general, if you are teaching interns something new, and the bulk of the interns’ work does not replicate that of a paid employee, then you are performing within the spirit of the internship guidelines.

Furthermore, University of Pittsburgh students are protected by the university’s sexual harassment policy, listed here: <http://www.cfo.pitt.edu/policies/policy/07/07-06-04.html>

The University of Pittsburgh places certain requirements on students to complete their internships. In general, the University of Pittsburgh recommends that students work 40 hours at their internship over the course of the semester per academic credit earned. For example, a 3-credit internship would require about 120 hours of work to complete. Students are also required, whenever possible, to create a portfolio of the work they have completed during their internship. Students use this portfolio to report on their internship to their academic supervisors and as an example of their work at future job interviews. Because of this, internship sites are urged to give student interns assignments that would create entries for their portfolios. The portfolios can take many forms, and may include (but are not limited to) examples of written work, DVD or online “reels” of video to demonstrate either on-camera or editing skills, or examples web design.

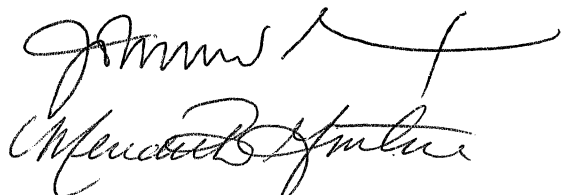
We also want to ensure that our students live up to your high expectations and provide you with their best efforts. You can evaluate students' work at the end of the semester with the form posted here:

<http://www.comm.pitt.edu/undergraduate/internship/documents/Internshipevaluation.pdf>, and of course Dr. Gareis or Dr. Guthrie are more than happy to answer any questions or concerns you may have throughout the semester.

Dr. Gareis and Dr. Guthrie, the departmental undergraduate advisors, are happy to serve as resources should you have any questions or concerns about using interns. Their contact information is below.

Sponsoring interns is a true public service, and we thank you again for sponsoring our student as your intern. Please do not hesitate to contact us if you have any questions or concerns.

Sincerely,

The image shows two handwritten signatures in black ink. The top signature is for Dr. John Gareis, and the bottom signature is for Dr. Meredith Guthrie. Both signatures are written in a cursive, flowing style.

Dr. John Gareis and Dr. Meredith Guthrie
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