

Internship Guide for State of Maryland Agencies

How to begin

1. Determine the nature of the internship experience.
2. Develop clear job requirements that include a description, responsibilities, preferred field of study, experience, skills.
3. Determine the length of the internship - Part-Time, Full-Time, Seasonal, or Semester. (If applicable, please take in consideration school's semester, holidays and vacation breaks.) *Welcome Letter-Email Template*
4. Determine how the intern may be compensated (Temporary Employment, Contract, Stipend or Educational Credits).
5. Identify the contact persons to whom applications, resumes and recent transcripts should be sent.
 - a. Name
 - b. Title
 - c. Address
 - d. Phone Number
 - e. Email Address
6. Contact your agency HR division to complete all appropriate forms as well as to post the internship announcement on the Online Employment Center (OEC) through JobAps.

Below is additional supporting document in the placement an intern within a State of Maryland agency. Each intern place within a State agency should have the following document on file in the event of an emergency.

Internship Emergency Contact Information

Unpaid (Volunteer) Internships

There are two types of unpaid internships you may consider when hiring an intern:

Educational Credit
Volunteer

According to Fair Labor Standards Act (FLSA) guidelines, an unpaid internship must meet the following six conditions below

1. The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a vocational school.
2. The training is for the benefit of the intern.
3. The interns do not displace regular employees, but work under close supervision.

4. The employee who provides the training receives no immediate advantage from the activities of the intern and, on occasion, operations may even be impeded.
5. The interns are not necessarily entitled to a job at the conclusion of the training period.
6. The employer and the intern understand the intern is not entitled to wages for the time spent in training.
7. There may be forms to be completed by the employer as a requirement through the educational institution.

Below is additional supporting documentation regarding facts when considering the Employment of Minors. Employment of Minors Fact Sheet

Some incentives that may be offered to interns who volunteer for unpaid internships are:

1. Workshops, training opportunities, and involvement with professional organizations.
2. Projects with results oriented assignments.
3. Subsidized public transportation to and from work (e.g., monthly bus or rail pass, reimbursement for metro or bus, etc.).
4. Free parking.
5. Flexible or part-time schedules.

Paid Internships

There are three types of paid internships you may consider when hiring an intern:

1. Temporary Employment (TE)
2. Contractual Employment
3. Stipends

Temporary Employment (TE)

According to the Code of Maryland Regulations:

17.04.03.12 Temporary, Noncontractual Appointment.

- A. An appointing authority may appoint any qualified individual as a temporary, noncontractual employee for reasons relevant to the efficient and effective operation of a department.
- B. The appointing authority shall immediately report to the Secretary a temporary, non-contractual appointment in the manner required by the Secretary.
- C. A temporary, non-contractual appointment may not continue for more than 6 months and may not be renewed.

If you are looking for an intern where the position matches a set of qualifications by a certain class, then you would want to categorize that position as a Temporary Employment (TE). Take into account that Temporary Employment (TE) is up to 6 months and may be renewed.

Contractual Employment

According to the Code of Maryland Regulations:

17.04.03.13 Contractual Employment.

A. Definitions. In this regulation, the following terms have the meanings indicated: (1) "Contract" means a personal service agreement between the State and an individual. (2) "Contractual employee" means an individual providing personal services to the State for remuneration if all of the following conditions exist: (a) The services and remuneration are specified in a written agreement; (b) There is an employer-employee relationship; (c) The individual is not employed in a budgeted position, unless approved as secondary employment; and (d) Except as provided by law, fringe benefits are not provided. (3) "Employer-employee relationship" means that all of the following conditions of employment exist: (a) The State has the right to control and direct the performance of services not only as to results but also as to details and means; (b) The State has the right to discharge the employee; and (c) The State furnishes necessary tools and a place to work. B. Certification. With the exception of exemptions listed under §C of this regulation, all contracts shall be submitted for review and certification by the Secretary under the provisions of State Personnel and Pensions Article, §13-202, Annotated Code of Maryland, before the principal unit authorizes payment. C. The Secretary may exempt specific types of contracts pursuant to State Personnel and Pensions Article, §13-201, Annotated Code of Maryland, and guidelines published by the Secretary. D. Payment and Funds. (1) A contractual employee shall be paid through the Special Payments Payroll. (2) Funds shall be identified and available in order for the State agency to authorize the Central Payroll Bureau to make payment through the Special Payments Payroll. The initial contractual employment authorization shall include a statement by the appointing authority certifying availability of funds and identifying the source of those funds in the agency budget. (3) If funds are not identified and available for a particular contract, the State agency shall obtain written approval from the Secretary before execution of the contract. (4) A contract shall be terminated if funds become unavailable. E. Only one person may be employed under a contract. F. An appointing authority shall maintain a current contract for each contractual employee. G. The form of each contract shall be approved by the Office of the Attorney General, or, if authorized by law, independent counsel. H. Transfer of a contractual employee to a budgeted position is governed by State Personnel and Pensions Article, Title 13, Subtitle 3, Annotated Code of Maryland.

Stipends

In lieu of salary, stipends may be given to the student to provide for transportation costs, or work-related expenses. You may want to check with your finance division to determine if they can set up this kind of payment. Stipends are usually non-taxable to the intern.

Selection Process

Desired applicants will be interviewed and chosen by the appropriate State employees. All applicants interviewed should be notified if they were or were not chosen. Interns

should accept the Internship Descriptions as written although there is some room for changes by the department or negotiation of hours and workdays.

There are five parts to the selection process:

1. Review applications, resumes, transcripts and two recommendation letters.
2. Select candidates to interview.
3. Interview the candidates.
4. Finalist selection and notification.
5. A Memorandum of Understanding (MOU) will be reviewed and signed by the agency, intern and/or high school/college/university. Memo of Understanding (MOU) - Regular Intern; Memo of Understanding (MOU) - High School Intern; Memo of Understanding (MOU) - College Intern.

(Disclaimer – Please feel free to modify the MOU that you select for your internship and have it reviewed by your agencies AG)

Suggested Requirements for Student Interns

An intern should:

- Be currently enrolled in and attending a high school, college or university and/or in a major course of study that is related to the internship. Full-time and part-time students are accepted.
- Provide an up to date original transcript of all courses taken prior to starting the Internship should be provided.
- Maintain a 2.5 GPA or above under the system of grading used by the institution. If the student is chosen, official school documentation showing the GPA is requested at the end of each semester.
- Submit an application or resume with transcript and two letters of recommendation from someone who can attest to his or her knowledge, skills and experience (such as a professor, advisor, or former employer). Internship Letter of Reference
- Provide evidence that he or she is currently enrolled in and attending a school.

Responsibilities of the Sponsoring State Agency

1. A position description should be written in such a manner as to show the actual purpose of the internship, any advisor involved and any interaction the intern would have with State resources. All offices and administrations employing interns should monitor interns' assignments and provide the proper guidance and support necessary to promote their growth and development. It is important to designate a supervisor who is committed to the intern's success, to serve as a supervisor, mentor and teacher.

2. A Memorandum of Understanding provided by Maryland State Government on letterhead should be reviewed and signed by the intern, high school/college/university, agency program supervisor or agency department/division head. The Memorandum of Understanding provides for role responsibilities and is considered a commitment between all parties involved.

3. A written internship description should be submitted to all parties involved. Blank Position Description for Internships

4. Work Assignments should be related both to Maryland State Government operations and the intern's course of study. Assignments should be determined following careful consideration of each intern's skills, knowledge, and experience.

Changes in assignment should be documented for several reasons:

- To keep the student and high school or college/university current with assignments, since almost always the assignments will be related to the credit for the internship;
- New goal dates should be determined and any specific training needed for the new assignment should apply;
- To support student/agency accomplishments of the internship;
- To provide feedback, should the internship be repeated another semester for a different student.

5. The Hiring Manager or Agency Internship Lead should be aware if there are any student advisors or school requirements. Furthermore, the sponsoring agency and the high school/college/university should agree to comply with each other's rules, regulations and guidelines.

6. The key to a successful internship is communication between both parties. An effective method is to establish clear goals and objectives during orientation. Set weekly or bi-weekly meetings to review progress and provide regular and on-going feedback on both sides. The main focus will be to develop a working relationship of confidentiality and trust with the intern and to guide him/her to complete a successful internship with the Maryland State Government.

7. Review and sign the intern's Weekly Time Sheet. If applicable, notify the high school/college/university or faculty advisor for any unsatisfactory performance. Internship Time Sheet

8. Provide a variety of learning experiences such as: training, meetings, conferences and events.

9. Establish an internship orientation checklist for your agency prior to your intern starting. Orientation Checklist

10. At the end of the internship, a formal exit interview and evaluation process should be completed between the agency and intern.

11. Complete any high school/college/university evaluation process.

Intern Evaluation

Intern evaluation should be a continuous, on-going aspect of the internship program. The evaluation should include comments on each student from the intern supervisor, both during the internship as well as at the conclusion of the internship. The evaluation process is important feedback not only to the intern, but also to the State agency sponsoring the internship and to the academic coordinator to ensure that the internship is meeting the expectations of all concerned. Intern supervisors should use the

performance evaluation system provided by the high school, college/university or the sponsoring State agency. The supervisor should provide the intern with a copy of the evaluation before the official evaluation takes place for the intern's review. A signed copy should be given to the intern and the high school or college/university contact. The academic coordinator should make clear to the intern supervisor just how the evaluation will be used by the academic institution in determining the student's grade.

Interns may be required to submit self-evaluations of their experiences. Both the supervisors' and the interns' statements should include evaluations of the program's effectiveness. This should aid the academic coordinator in determining which agency departments have provided desirable supervision and learning experiences. If written evaluation statements by the interns are requested, they should be in addition to any academic paper prepared in conjunction with the internship.

Internship Completion Process

Participation in a formal exit interview and evaluation process should be completed between the agency and intern. Providing additional feedback allows us to note any program improvements and allows recognition of agencies and departments that provide outstanding learning opportunities.

Please follow the steps below:

1. Conduct a final progress and performance review with the intern.
2. Identify and discuss any goals, achievements, objectives and development that was or was not met throughout the process.
3. Complete the evaluation forms. Intern Evaluation Form
4. Submit to: [AGENCY NAME] [DEPARTMENT] [ADDRESS] [PHONE NUMBER] [EMAIL]
5. Consider a letter of recommendation for the intern.
6. If applicable, complete high school or college/university evaluation process.

Who to Contact for Internship Program Questions:

Kellice Seymore – kellice.seymore@maryland.gov

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