

Woodbury University Policies for Employers

Terms of Use

1. By registering and/or submitting postings as an employer on the job board or directly with the Career Development Office, the employer agrees to provide clear and accurate information about their company/organization as well as the job/internship position(s) being posted.
2. All employer registrations and postings will be screened by Woodbury University to verify authenticity. This may entail reviewing company websites, and/or emailing or calling the registered contact.
3. If the University finds an employer registration or posting to be fraudulent or misleading, the contact will be reported to NACElink for further review/action.
4. If posting an internship position, employers agree to follow the Internship Guidelines provided by Woodbury University. If an internship posting fails to adhere to the guidelines, the employer may be contacted by the University for further review of the internship opportunity.
5. Woodbury University reserves the right to deny registration or posting approval and/or revoke access to any employer at any time.

General Internship Guidelines

- Employers agree to comply with policies/procedures for students seeking Academic Credit (regardless if internship is paid or unpaid) as outlined in the internship packet/agreement form supplied by the student from their academic department.
- The internship must be educational. The student should be practicing and learning new skills in their related major (applying or practicing concepts they learn in the classroom). Busy work such as filing and running errands do not meet this criteria.
- Home office environments will be considered on a case-by-case basis and may involve a site visit prior to posting a position on our job board.
- Employer will provide tools such as software and a computer; please note that students use educational software versions that are not for commercial use.

Paid Internships

We encourage employers to pay student workers or interns a competitive wage based on their skills, knowledge and experience. In no case shall this wage be below the minimum wage for the jurisdiction in which the employer is located.

Employers will comply with relevant employment and tax laws:

- Employers wishing to hire students on a trial basis may do so, provided they paid students for hours worked.
- Employers will treat student-interns as employees rather than contract workers as defined by the Internal Revenue Service.
- Employees will not pay student wages “under the table” or cash.

Unpaid Internships

- Employers must comply with Department of Labor Standards regarding unpaid internships. Specifically, interns should be engaged in meaningful projects/activities under direct supervision of an experienced professional. The intern’s activities should not be displacing the position of a paid employee. For further information about criteria for unpaid internships, [see link](#) .
- Employers have full responsibility to comply with Department of Labor Standards. The University is not liable, nor is it responsible for ensuring that employers meet this criteria.