

**BROOKDALE COMMUNITY COLLEGE
COLLEGE POLICY**

3.4001 College Interns

I. Title of Policy

College Interns

II. Objective of Policy

To establish the authority and conditions of employment for College interns.

III. Authority

New Jersey Statutes: County Colleges, 18A-64A; P.L.2018, C 10.

IV. Policy Statement

The College may engage in providing opportunities for individuals to serve as supervised interns in teaching and administrative areas. Such interns shall generally function as members of the academic or administrative staff and will be supervised by a full-time faculty member or administrative staff member serving as a mentor. Intern positions are temporary in nature and typically exist for an academic semester or less.

Remuneration for the intern, if any is to be granted, shall be determined by the President. Interns may be uncompensated or may appropriately be compensated at a rate of pay deemed to be the minimum level of compensation for similarly classified positions as determined by the President or his designee. Intern compensation may be further prorated according to the individual's specific tasks.

Interns are engaged to gain specific knowledge, skills, and abilities and will not replace full-time employees. Paid interns will be considered to be hourly employees and receive benefits as required by law.

V. Responsibility for Implementation

President

Approved: Board of Trustees

Revised: July 2018

Lodged: 11/27/2018

Approved: Board of Trustees, 12/18/2018