



Employer Handbook

Brookdale Community College *Career & Leadership Development*

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An Equal Opportunity/Affirmative Action Institution

WELCOME

Dear Employer,

Thank you for your interest in Brookdale Community College's internship and leadership programs. Whether you are new to hosting interns or have worked with our interns in the past, this guide will assist you with our services and requirements.

It is the goal of Brookdale Community College's Career and Leadership Development office to prepare students and alumni to meet the needs and demands of today's workforce. We establish partnerships with valued employers so the constant communication regarding an industry's ever changing needs can always be met with prepared and valued employees.

Partnership Opportunities with Brookdale Community College's Career and Leadership Development office:

- Brookdale Community College students and alumni are always seeking internship/work experiences and are motivated to contribute to local companies.
- Register as an employer in our job/internship database and list your openings at www.CollegeCentral.com/brookdalecc.
- Every Spring semester we hold a career & internship fair for employers to network with our students! Contact us for the date!
- Host Brookdale students through a "Learn at Lunch" event at your company. Contact us to set up an event date!
- Visit our campus to speak about your company or join a career panel to provide information to students about the job market in your career field. Contact us to inquire!
- Are you an alum of Brookdale Community College? Reach out to us! We would love to have you speak with our current students, and partner with our Alumni Association for additional events! We also continue to provide services to our alum!

We look forward to a partnership with you!

Sincerely,

Sarah J. McElroy

Sarah McElroy
Director

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CAREER & LEADERSHIP DEVELOPMENT MISSION

Career & Leadership Development at Brookdale Community College supports the College’s mission by engaging, educating, and empowering students to excel in their chosen career fields and by “providing a comprehensive array of quality, affordable educational choices leading to transfer and career opportunities”.

Career & Leadership Development accomplishes this through offering a variety of programs and services to current students and alumni to assist them in reaching their career goals. Partnerships and collaborative relationships are developed with faculty, staff, alumni, employers and community organizations to help students explore various career, leadership, experiential, and employment opportunities.

PROGRAMS & SERVICES

Career & Leadership Development offers a variety of programs and services to complement a student’s academic study, development as a leader, and to assist students in reaching their career goals. If a student is currently enrolled or an alumni, we are here for them!

PROGRAMS/SERVICES

| Programs | Description |
|----------------------------------|---|
| Internships | Students intern with an employer for a 10 or 15 week semester. Students gain experience with employers in their chosen career fields. |
| Service-Learning | Students volunteer in the community while learning through coursework. |
| Education Field Experience | Education majors gain hands-on experience in a school district or classroom setting. |
| Online Job & Internship Database | Free and available 24/7! This online database is a great way to get the word out to our students that you are hiring interns, volunteers part-time, or full-time positions. |
| Work Study Program | Community agencies can hire work study students through a federal program to work as part-time employees. |
| Learn @ Lunch | Schedule an event for our students to visit and learn more about your company. |
| Panels & Workshops | We welcome employers onto campus to participate in panels and workshops for our students. |

INTERNSHIPS

Internships are academic college programs that link classroom studies and work experience. The benefits from curricula that include internship programs include:

- A college degree reflecting practical and academic learning.
- An opportunity to explore a career field, make contacts in that field and apply skills and theories learned in the classroom.
- Experience working in a diversified workplace and development of teamwork skills.
- Experience using and improving written and oral communication skills in a work environment.
- Financial assistance (40% of internship experiences are paid).
- An impressive resume.

Students who participate are three times more successful in finding employment in their field of study after graduation than students who do not complete internships (The National Commission of Cooperative Education).

Career & Leadership Development administers the internship program for all academic majors (exclusive of Health Science Clinical placements).

The program offers students many opportunities to gain work experience in their major, breaking the “no experience/no job” cycle. Brookdale offers two options: Credit Internships and Non-Credit Internships.

TYPES OF INTERNSHIPS

Credit Internships

- Students can register for internship credits (anywhere from 1-6 depending upon the major).
- This course counts as an elective in their major in most cases.
- Students are enrolled in a course with a faculty member in their major and need to meet defined and specified learning objectives to pass the course.
- Students need to enroll and complete internship hours during the semester schedule for Brookdale coursework (15 week Fall or Spring semester, or 10 week Summer semester).
- Students need to complete at least 75 hours of work at the internship site per credit in which they are enrolled.
- Students decide whether this option makes sense for them financially and if they are eligible for credit based on their degree requirements.
- Students are monitored by their Faculty member and by a Representative in Career & Leadership Development.

Non-Credit Internships

- Students can register for a non-credit internship through Career & Leadership Development.
- Students need to complete at least 75 hours total for the internship experience to be noted on their transcripts as INTERN-999.
- Students are required to complete these internship hours over the course of a determined semester (Fall, Spring, or Summer semesters).
- Students are monitored by a Representative in Career & Leadership Development.

UNPAID INTERNSHIPS

Courts have used the “primary beneficiary test” to determine whether an intern or student is, in fact, an employee under the FLSA.² In short, this test allows courts to examine the “economic reality” of the intern-employer relationship to determine which party is the “primary beneficiary” of the relationship. Courts have identified the following seven factors as part of the test:

- The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee—and vice versa.
- The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.
- The extent to which the internship is tied to the intern’s formal education program by integrated coursework or the receipt of academic credit.
- The extent to which the internship accommodates the intern’s academic commitments by corresponding to the academic calendar.
- The extent to which the internship’s duration is limited to the period in which the internship provides the intern with beneficial learning.
- The extent to which the intern’s work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
- The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

Courts have described the “primary beneficiary test” as a flexible test, and no single factor is determinative. Accordingly, whether an intern or student is an employee under the FLSA necessarily depends on the unique circumstances of each case.

SERVICE-LEARNING

The Service-Learning program gives students the opportunity to use knowledge gained in the classroom in a community service project. Service-Learning joins a student's academic study and community service so that students can learn and develop through active participation in thoughtfully organized service experiences. As a result, study takes on a new relevance and intellectual challenge.

Requirements:

- Students must be enrolled in a course or program which offers service-learning as an option or have the approval of Career & Leadership Development.
- Students must complete **20-40 hours of volunteer work** at an approved non-profit or community agency site for it to be noted on their transcripts as SVLR-999.
- This experience should be educational, related to the student's course or career goals, and provide an opportunity for students to engage with the environment.

Employer Role:

If you are a non-profit employer, interested in offering volunteer/service-learning opportunities to our students, please let Career & Leadership Development know!

We are always looking for interested employers to take our students for semester-long volunteer opportunities in a variety of areas. See page 13 for additional information on the role of an employer for all of our programs/services.

EDUCATION FIELD EXPERIENCE

Education students are required to complete 60 hours of field observation in an approved academic setting with a state certified teacher. This experience is typically in a classroom setting of a public or private school in Monmouth, Ocean, or Middlesex Counties. Students are able to observe a teacher and classroom interactions first-hand!

Requirements:

- Students must be enrolled as an Education Major at Brookdale.
- Students must have completed Education 105: Introduction to Education and passed with a B or better.
- Students must attend an orientation to learn about professionalism, communication, and field experience requirements.
- Students must submit a journal of their observations to their faculty member at the conclusion of the semester.

Employer Role:

If you work within a school district, are a certified teacher, or know of a certified teacher who would be willing to host a student in their classroom, please contact us! All of our requests for placements for students are directed toward the Board of Education and Superintendents.

ONLINE JOB & INTERNSHIP DATABASE

Career & Leadership Development invites employers with internship, volunteer, and/or job openings to post them within our online job and internship database.

This database is **free** to use for employers and free for students. It is a great way to advertise opportunities to our students!

This database is available 24/7 and has over 2,000 employers registered to use it. Our students are able to view the positions and apply directly through the database.

Employer Role:

If you are interested in posting an opportunity for our students, please register your company/business at www.collegecentral.com/brookdalecc.

Click on Employers, Create an Account, and then complete the registration form. You will then be sent an email confirming your registration and will be able to log in and create a password. You will then be able to post any position openings you have for our students!



WORK STUDY PROGRAM

Students who are eligible for Work Study awards through Financial Aid at Brookdale have the opportunity to work in an off-campus, non-profit/community organization to gain hands-on work experience. Students are paid 100% through Brookdale Community College, but work and are supervised at off-campus agencies.

Requirements:

- Students must be receiving a Federal Work Study financial aid award through Brookdale.
- Students must be enrolled for at least 6 credits per semester in a degree-seeking program.
- Students must be in good academic standing.
- Students must attend an orientation to learn about professionalism, communication, and work study requirements.
- Students can work up to 20 hours per week maximum, the average is between 10-15 hours per week.

Employer Role:

Employers must be a non-profit/community agency in Monmouth County. Supervision is important in this program and supervisors will be required to attend an orientation to learn more about the Work Study program, supervision, timesheet submission process, and hiring procedures. This program is for specific students, if you are interested in hiring a work study student, please contact Career & Leadership Development for more information!

LEARN @ LUNCH

Career & Leadership Development recently developed a new program initiative to provide our students with a tour of your company, networking opportunities with professionals in your specific career field, and the opportunity to visit your organization to see it first-hand.

Also, our department provides the students with transportation as well as free lunch!

We would love the opportunity for our students to visit your organization in any capacity that works for you! Please contact us to discuss this opportunity!

PANELS & WORKSHOPS

Career & Leadership Development welcomes employers to participate in panels throughout the semester as well as workshops for students. If you have an interest in serving on a career panel, alumni panel, or provide a specific workshop related to internship, the job market, career readiness, skills, or any other areas of interest, please contact our department to discuss!

ALUMNI OPPORTUNITIES

Are you a Brookdale Community College alumni? We would love to connect with you! Keep in mind that you can access our services as an alumni, as well as recruit students for internships and employment!

EMPLOYER ROLE

- Designate a supervisor for the student.
- Assure work assignments closely related to the student's field of study and/or career goals; get input from students as to what they hope to learn.
- Provide the student with the agreed-upon number of hours of work so that they are able to meet the College's program requirements
- Students are required to complete 75 hours of internship per 1 academic credit.
- Most students register for a 3 credit internship and will need to complete 225 hours at the internship site.
- Clarify for the student company rules, policies, job requirements and expectations.
- Allow students to learn more about your company and to interact with a variety of professionals, departments, or divisions within your company.
- Allow students to complete informational interviews with your staff to learn more about the career field.
- Review the student's progress on a regular basis.
- Complete any evaluation forms provided by the College. The student's grade and program may be contingent upon this evaluation.
- Facilitate on-site visits by the faculty and/or Career & Leadership Representative.
- Inform Career & Leadership Development of any changes in the student's employment status, or of any issues that you encounter.

FREQUENTLY ASKED QUESTIONS

Q. What eligibility requirements do students have to meet to participate in an internship?

A. Students must:

- be matriculated in a curriculum that relates to the work experience
- have completed a specific number of credits in their major
- be in good academic standing
- have the approval of their faculty member and Career & Leadership
- agree to be evaluated and complete a self-evaluation

Q. Will the student receive credit or academic recognition for program participation?

A. Yes. The student will either earn credit or have INTERN-999 recorded as a non-credit experience on his/her transcript.

Q. Will I be required to evaluate the student?

A. Yes. You will be required to complete an evaluation for each student each semester he/she participates.

Q. Will a faculty member/Career & Leadership Representative perform an on-site visit?

A. Yes. Whenever possible the faculty member or Career & Leadership Representative will make an on-site visit at a mutually convenient time to discuss the progress of the student.

Q. What if I have a question that isn't addressed in this handbook?

A. Call or email Career & Leadership Development for more information and to speak with a Representative from the office!

CAREER COMPETENCIES

It is important for our students to be competent in a variety of career skills. Below is a list of some of those general career competencies that we encourage our students to develop while at Brookdale. These competencies were identified and defined by the National Association of Colleges & Employers (2017).

Critical Thinking/Problem Solving: Exercise sound reasoning to analyze issues, make decision, and overcome problems. You are able to obtain, interpret, and use knowledge, facts, and data to solve problems and demonstrate originality or inventiveness as well.

Oral/Written Communications: Articulate your thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of an organization. You have public speaking skills, able to express ideas to others, can write/edit memos, letters, e-mails, and complex reports clearly and effectively.

Teamwork/Collaboration: Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. You are able to work with a team and individually, and can negotiate and manage conflicts when they arise.

Information Technology Application: Select and use appropriate technology to accomplish a given task. You are able to apply computing skills to solve problems. Typically a familiarity with Microsoft Office Suite is valuable.

