



**TO: Service Learning Supervisor**

**FROM: Mary Chayko, Steven A. Miller, and Nikol Alexander-Floyd, Gender and Media Minor Internship and Service Learning Coordinators**

This letter is to certify that \_\_\_\_\_ is eligible to do service learning for the Gender and Media Minor Capstone Course, offered by the School of Communication and Information and by the Department of Women's and Gender Studies at Rutgers University. This student will be receiving three (3) academic credits for his/her efforts. He/she must provide a minimum of 140 hours of service per semester to meet our requirements.

We may be contacting you to discuss the student's progress and will be sending an evaluation form for you to fill out at the end of the semester.

We ask that the service learning placement complies with the Fair Labor Standards Act. (FLSA):

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

Organizations offering service learning placements may pay students for their work and/or for their travel to the worksite.

Please confirm in writing that you understand this and comply with FLSA by sending us an email to that effect at [stmiller@rci.rutgers.edu](mailto:stmiller@rci.rutgers.edu), [mary.chayko@rutgers.edu](mailto:mary.chayko@rutgers.edu) or [ngaf@rci.rutgers.edu](mailto:ngaf@rci.rutgers.edu) or by mail at:

Mary Chayko or Steven Miller  
School of Communication & Information  
4 Huntington Street  
New Brunswick, NJ 08901

Nikol-Alexander Floyd  
Women's & Gender Studies Dept  
162 Ryders Lane  
New Brunswick, NJ 08901

While students will be providing service to your organization, given the time that you and others may spend training and teaching them, the net benefit to your organization in hosting an service learning placement may be zero. If you would have hired additional employees or required existing staff to work additional hours had the student not performed work, the intern is considered by the government to be an employee and must be paid.

So why do organizations choose to mentor students in service learning? It offers you a chance to screen potential employees; gives your staff a chance to get supervisory experience; can bring you a fresh perspective and help you tap into new talent; can create awareness of your organization on campus as your students serve as ambassadors for you; gives you the opportunity to help shape the workforce of tomorrow.

You will be asked to complete a performance evaluation for the student. The form will be sent or given to you sometime after the middle of the semester. It must be returned to the Internship/Service Learning Coordinator before the end of the semester.

The Coordinator may also visit the site during the semester, time permitting, to meet with you and discuss the student-intern's progress and performance.

Service learning for credit in the Department of Journalism and Media Studies and/or the Department of Women and Gender Studies, has two aspects: work on site within an organization, under the direction of a qualified and experienced supervisor, in which students have the opportunity to participate in the professional practice of their field, and an academic component, supervised by a qualified and experienced instructor, in which students are able to reflect on and learn more about how their work experience relates to their classroom learning and how to apply the theories and ideas they have learned in a work setting.

You can access other resources that can help you further develop your internship or service learning program at the following websites:

Rutgers University's Office of Career Services has excellent resources for employers seeking to establish internship programs. Visit their website at [http://careers.rutgers.edu/page.cfm?page\\_ID=315&section\\_ID=9](http://careers.rutgers.edu/page.cfm?page_ID=315&section_ID=9)

You can view their Employer Internship Handbook at: [http://careers.rutgers.edu/userfiles/files/Employer%20Internship%20Handbook\\_11x8%20%20\(3\).pdf](http://careers.rutgers.edu/userfiles/files/Employer%20Internship%20Handbook_11x8%20%20(3).pdf).

Thank you so much for hosting our student. It is our fervent hope that our students can learn from this experience making her/him a better trained, more experienced job candidate in the future.

If you have any questions about the placement please contact one of us at 848-932-8714, 732-445-4130 or 848-932-9331 or via e-mail at [stmiller@rutgers.edu](mailto:stmiller@rutgers.edu), [mary.chayko@rutgers.edu](mailto:mary.chayko@rutgers.edu) or [ngaf@rci.rutgers.edu](mailto:ngaf@rci.rutgers.edu)