



**AMICA CENTER
FOR CAREER EDUCATION**
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Faculty, Staff, and Employer Policies and Procedures
for the
Amica Center for Career Education
Bryant University

2022 - 2023

Updated August 30, 2022

IMPORTANT NOTICE: Because of COVID-19 and how to ensure the safety and welfare of students, employers, faculty and staff, these policies and procedures may change without notice.

Table of Contents

Introduction	5
Vision, Mission, Values, and Goals.....	5
Black Lives Matter	6
Diversity, Equity, and Inclusion	7
Amica Center Organizational Chart	8
Amica Center Program Summaries	8
Faculty and Staff	10
Faculty and Staff Referrals	10
On-Campus Internships	10
Training and Approving Interns for In-Home Services: Faculty Responsibilities	10
Fraudulent Postings, Scams and Dubious Employers	11
Solicitation and Business-to-Business Activities	11
Campus Ambassador Programs	11
Graduate and Professional School Recruiting	12
Graduate and Professional School Information Sessions	12
Grad School Fair	12
Career Fairs	12
Employer Policies and Procedures	13
Principles for Employment Professionals	13
Recruiter Lunch Program	13
Scheduling Interview Rooms	14
Résumé Books	14
Employer Timeliness, Attention, and Decorum	15
Sponsors, Sponsorship, and Soft Recruiting	15
Recruiting at and Engaging with the Bryant University Community	15
Bryant Career Connection – Bryant University’s Official Recruiting Platform for Students and Recent Alumni	16
Non-Discrimination and Non-Harassment Agreement	17
Discrimination and Harassment in the Workplace	18
Interviews and Position Offers	19
Employers	19
Bryant Career Connection (BCC)	19
Offers and Deadlines (Fall and Spring)	19
Exploding Offers	20
Offer Acceptances	20

Bell Ringing	20
Alcohol	20
Offer Withdrawals and Reneging	20
Access to On-Campus Interview Rooms	20
Violation of Recruiting Policies	21
Bryant Career Connection	21
General Statement	21
Employer’s Statement	21
Bryant Career Connection Disclaimer	22
Bryant Career Connection Posting Policies	23
Position Types That Are Not Approved on BCC	24
Marijuana/Cannabis Industries	24, 57
Hemp Exception	25
Commission-Based Positions	27
Bryant Student Employment (on-campus jobs)	28
Posting Volunteer Opportunities	28
Internship Postings	29
How We Define an Internship	29
Intern Providing In-Home Services	30
Internships at Entrepreneurial Startups	30
Internship Evaluation	30
Credit Bearing Virtual Internship and Time Spent On-Site	32
Insurance for Interns	32
Bryant-Approved Internships	32
Transcript Notation Internship	32
Variable Credit Internship	33
3 Credit Junior/Senior Year Internship	33
Additional Policies	34
Faculty Eligibility and Responsibilities	34
Agreements	35
Current Job and Requesting Academic Credit	36
Posting Virtual/Remote Job and Internship Opportunities	36
Virtual and In-Person Internships at Entrepreneurial Startups	38
Part-time Virtual Jobs	38
Full-time Virtual Positions (postgraduate)	38
Virtual Short-term Opportunities	39
Third Party Recruiters – Posting Guidelines	39
Employers Other Than the Home Organization	40
Third Party Recruiters	40
Third Party Recruiters – Posting Guidelines	40
Employment Agencies/Search Firms/Staffing Services/Temp Agencies/ Online Job Board Services/Contract Recruiters, etc. – a.k.a. “Third Party	

Recruiters	40
Career Fair Limit	41, 45
Definition of “Third Party Recruiter”	42
Career Fairs	44
Career Fair Attendance Rules for Third Party Recruiters	45
Network Marketing Companies	47
Career Fair Policies and Procedures	48
Non-Amica Center Staff Attending Amica Center Career Fairs, etc.	48
Commission-Only Positions at Career Fairs	48
Demonstrations at a Career Fair or Other Amica Center Events	49
Walk-on Registrations	51
“No Show,” Cancellation, and Refunds	51
Participation and Attendance	52
Online Job Board Posting Services/Companies	52
Professional Associations	52
Network Marketing Companies	53
Graduate Education Program Participation in Career Fairs	53
Table Assignments	53
Extra Tables and Special Table Set-Up	54
Payment	54
Denial of Service	56
Statement to the Bryant Community Regarding the RI Cannabis Act	56

Introduction

This Policy and Procedures Manual is designed to provide staff in the Amica Center for Career Education the ability to appropriately engage on issues and concerns as they arise and to provide increased efficiencies as well as uniform responses. This Manual will be formally reviewed and updated annually and will have updates as needed during the course of the year.

Appropriate sections of this manual will be made available to the matching segments of the Amica Center's stakeholder population, along with access to one central, fully compiled document. This is done so as to inform our stakeholders.

Vision

The vision of the Amica Center for Career Education is that *every individual is empowered to experience personal and professional success throughout life.*

Mission

Our mission is to *guide students and alumni as they explore, discover, and connect with their personal and professional goals.*

Values

The Amica Center for Career Education embraces a comprehensive and wholistic approach to career education and career management. We espouse the following values:

- Student-centered – we are here for the students and our services, programs, events, and partnerships with employers and faculty reflect this;
- Diversity – we appreciate and value all of the expressions of one's self and all others; we respect the rights and dignity of ourselves and others;
- Inclusion – we value each and every person with whom we work and see ourselves as part of the greater community;
- Collaboration – we value working with others, because this strengthens relationships and improves outcomes;
- Innovation – we strive to improve and reach for higher and broader levels of impact, and create more effective methods of serving our stakeholders and ourselves; and
- Discovery – we value self-discovery, which promotes personal and professional development.

Goals

Our primary goals are:

1. That one hundred percent (100%) of our graduating classes will, by six months out after graduation, be employed, furthering their education, or engaged in another formal and intentional post-graduation activity (e.g., service, mission, volunteer);
2. That one hundred percent (100%) of students engage in experiential learning during their time at Bryant University;

3. To serve all students across all majors and concentrations, across all colleges;
4. To create a dynamic career development network that includes students, alumni, Bryant staff and faculty, and employers and other organizations; and
5. That students and alumni will learn to competently manage their personal and professional development through our services, programs and events.

Our values, programs, events and activities support our goals, which drive our mission, to help us achieve our vision.

Black Lives Matter

The Amica Center for Career Education staff denounce and stand against systemic and individual racism, hate, oppression, violence, and harassment. We denounce and stand against police brutality, causing psychological and physical injury and death. The tragic losses of George Floyd, Breonna Taylor, Ahmaud Arbery, Tony McDade, Rayshard Brooks, Elijah McClain, and painfully so many more Black community members, caused by police brutality, are not acceptable. We must continue to say their names. We stand in solidarity and in support of Black lives.

Black Lives Matter

We understand how majority power, prejudice, bias, ethnocentrism, privilege, and racism, overt and covert, systemic and individual, create a social environment that is hostile towards individuals and communities of color. We understand social injustice is real. Such an environment generates barriers to personal, professional, and community success, marginalizing people and communities of color, especially our members of the Black community. Our Constitution states that “Life, Liberty and the pursuit of Happiness” are unalienable Rights; we must uphold these rights to ensure the true vision of our democracy. We are all created equal.

We understand we must engage in anti-racist endeavors to challenge ourselves and the status quo, and to create a better community for all of us, to share and cherish, and to support the success of each other.

Our students of color, our Black students, are deeply impacted by what is occurring across the country and world, as well as here on campus. With pain in our hearts, we have seen and heard the negative impact. These students are members of our community. The Amica Center for Career Education staff is committed to working with and supporting our students of color, through open dialogue and through our individual and collective actions, now and as we move forward.

Diversity, Equity, and Inclusion

The Amica Center for Career Education believes in diversity in its fullest extent and we strive to ensure that our staff, programs, services, events and office environment welcome, respect, and elevate all people.

We believe equity is an essential value and practice that must be demonstrated daily to our community members, so as to create and provide a just and fair career development and learning environment.

We are a community of colleagues who embrace inclusion and we aspire to promote the welfare, dignity, and opportunity of all within the Bryant University community and beyond.

The Amica Center affirms the rights of each individual and we support the prosperity of all identities and their intersections, as well as all the communities in which individuals thrive.

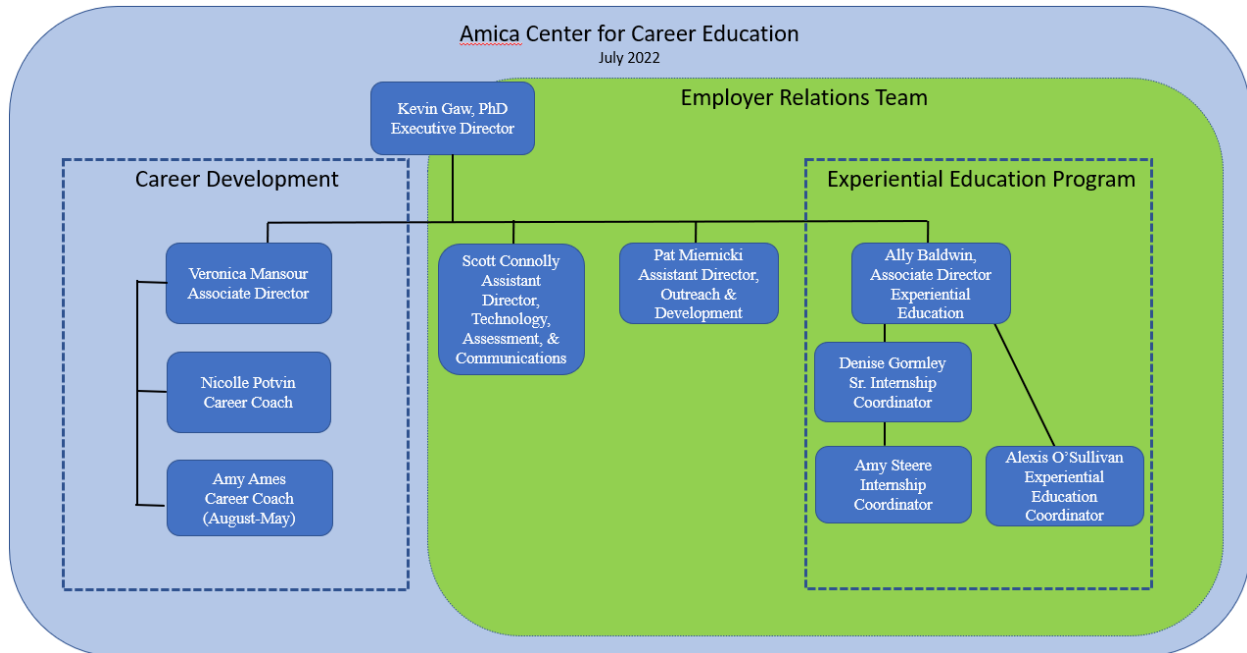
Through self-reflection, direct learning, and dialogue with others, we recognize our own limitations and seek to identify areas for personal and professional growth and development.

The Amica Center is committed to diversifying its student and professional staff and will leverage every opportunity to identify and recruit qualified diverse candidates to achieve an equitable representation in both student and professional staffing.

We understand we must engage in anti-racist endeavors to challenge ourselves and the status quo, so as to create a better community for all of us, to share and cherish, and to support the success of each other.

Amica Center Organizational Chart

The Amica Center for Career Education's organization chart is below. One premise with which we operate is to have the right person addressing the right issues/concerns. Not all issues need to be elevated to the Executive Director. Therefore, one or more staff member may be working to address an issue or concern. The Amica Center staff are empowered to resolve issues at the right level. The Amica Center staff is committed to cross-training as well, so as to serve our constituents as best as possible. All Amica Center staff work with other Bryant staff and faculty, as well as recruiting representatives.



Amica Center Program Summaries

Experiential Education Program:

Helps Bryant students access experiential education opportunities through the formal Academic Credit Internship program, non-credit internships, and other types of opportunities. Provides individual and group coaching services to support students with their applications. Approves experiential education employers, contacts, and opportunities on Bryant Career Connection. Coordinates the Community Engagement Expo.

Career Development:

Provides individual and group career coaching, career assessment, and career education for all Bryant students, inclusive of all majors and status. Provides the same services for alumni, up to 5 years post-graduation, coordinates career education programs offered by all Amica Center personnel, many of the classroom presentations, and much of the social media and web presence for the Amica Center.

Employer Relations Team:

Develops new recruiting contacts and position opportunities for Bryant students and alumni. Maintains these recruiting relationships for current students and alumni. Provides seniors and graduate students completing their programs with job search coaching and resources. Coordinates campus recruiting programs and events, including fairs. Manages Bryant Career Connection, providing trainings internally and externally as needed, and approving position postings.

Faculty and Staff Policies and Procedures

The Amica Center for Career Education actively partners and collaborates with both Bryant University Faculty and other Staff. We strive to find ways to further enhance student career success through these opportunities, mindful of our legal and ethical obligations.

Faculty and Staff Referrals

To address the possibility of a legal complaint of a discriminatory recruiting practice, the Amica Center does not engage in the practice of offering employers a list of “top flight” students (or any other similar practice). This practice is considered illegal as it is subjective, is based on limited knowledge, and it is not fair and equitable, for it excludes other candidates who might have the requisite skills and qualifications an employer seeks. It also exposes the University to risk as it is acting as an agent on behalf of the recruiting organization without any formal contract to do so.

As such, the Amica Center follows the NACE [Principles for Professional Practice](#), the NACE Ethical Guidelines, and the NACE faculty candidate referral guidelines; we request faculty and other staff do the same. The formal NACE statement is found at:

[Faculty Guide to Ethical and Legal Standards in Student Employment](#)

The Amica Center has developed equitable and effective solutions to remove this risk and liability while still attending to the employer’s request. Should a faculty or staff member wish to seek solutions, the key contacts will be the Executive Director of the Amica Center or one of the Associate Directors.

On-Campus Internships

Whether supervised by faculty or staff, currently, unpaid on-campus academic* internships are permitted by Bryant University policy. Whether supervised by faculty or staff, paid on-campus academic* internships are not permitted by this policy.

*Academic internships earn academic credit. Non-credit internships do not fall into this category.

Training and Approving Interns for In-Home Services: Faculty Responsibilities

Faculty supervisors of interns who provide in-home services are responsible for ensuring that the interns have been formally trained for home visits by the site supervisor and the faculty supervisor (this includes risk management procedures). This training must include initial in-home supervision by either the faculty member or the site supervisor, which occurs before the student intern has been formally approved by the site supervisor to go solo into a home to provide services. The burden of verifying that the training and approval have occurred are upon the faculty and site supervisors. The Amica Center for Career Education will generally not check to see if the training and approval has occurred but the Amica Center reserves the right to request such documentation to verify compliance.

Fraudulent Postings, Scams, and Dubious Employers

The Amica Center for Career Education diligently reviews new employers, postings and contacts to ascertain if the opportunities or the employer are legitimately seeking bona fide employees or interns. The Amica Center participates in a Northeast Employer Relations Consortium through which information related to scams and fraudulent employers/postings are shared, so as to broaden the success in intervening on illegitimate postings and employers.

Any “employer” or contact found to be misrepresenting any type of opportunity will be removed from BCC and also banned from using any and all Amica Center recruiting systems or opportunities, indefinitely. No exceptions.

Any posting determined to be a method of defrauding any student or alumni of their money or identities or any aspect of themselves will be removed from BCC and the associated employer/contact will also be banned from using any Amica Center recruiting systems or opportunities, indefinitely. No exceptions.

The Amica Center reserves the right to deny any potential or currently registered employer access to Bryant Career Connection (BCC) should the employer abuse the system, post intentionally inaccurate or misleading information, or abuse, mislead or put any Bryant University student/alumni in harm's way. Any legal violations will be referred to Bryant University Administration.

While the Amica Center attempts to identify, block, and/or remove fraudulent employers and postings, students are fully responsible for their applications and in making decisions as to whether to apply to a position and/or accept offers. Students must exercise their own due diligence when evaluating any opportunity and any potential employer. The Amica Center is available to students as they consider their options.

Solicitation and Business-to-Business Activities

Unless approved in writing by the Executive Director of the Amica Center for Career Education, under no circumstances shall any vendor, business, or individual engage in any solicitation practices or business-to-business efforts when involved in any Amica Center for Career Education event, program or activity. This includes (but is not limited to) students, staff, faculty, employers, alumni, or employees. In addition to the Amica Center policy, Bryant University also has policies prohibiting solicitation on campus: <http://policies.bryant.edu> (search “solicitation”) and <http://policies.bryant.edu/2016/08/29/solicitation/>

Campus Ambassador Programs

Some companies/organizations offer campus ambassador programs* through which students represent the company on campus. These “ambassadors,” sometimes though not always paid, operate as representatives of the companies, assisting with recruiting and with campus branding. In addition to the no solicitation policy (above), Bryant University does not permit campus

ambassadors as this disintermediates the Amica Center and also introduces a non-professional level of recruiting to the campus community. Instead, companies are asked to work directly with the Amica Center to support their recruiting needs.

Companies/organizations who wish to post a campus ambassador position on BCC will be denied.

Companies/organizations who violate this policy will be given the opportunity to immediately correct the situation. Failure to make corrections will result in a one-year recruiting ban from campus, including the use of BCC.

*A company/organization may use a different name for this type of program/employment. Regardless of the name, the activity is what is prohibited.

Graduate and Professional School Recruiting

With the exception of external MBA programs, the Amica Center fully supports external and internal graduate and professional school recruiting. We can assist graduate and professional schools by offering information sessions (virtual and on-site), on-site one-on-one meeting space with potential applicants, and Skype (or similar) virtual interviewing services.

The Amica Center does not offer any form of testing services (resources, personnel or space) and our staff are not permitted to proctor any exams. Graduate and professional schools seeking such services will be directed to other resources, if available.

Graduate and Professional School Info Sessions

The Amica Center can assist graduate and professional school programs with their recruiting via the information session model. Such sessions can be done on campus or virtually and should be coordinated through the Associate Director for Career Development. There is no fee associated with this recruiting approach.

Grad School Fair

The Amica Center may offer graduate and professional schools an annual “Grad School Fair” at which graduate and professional schools can recruit Bryant University students. These fairs require advanced registration, advance payment of registration fees, and adherence to all the career fair policies as outlined later in this manual.

Bryant University graduate programs, as represented as each college (therefore, 3 tables only), may attend the annual Grad School Fair, space pending, at no cost.

Career Fairs

Graduate and professional schools are not permitted to attend any of the Bryant University career fairs or expos, which are solely for the purposes of employment recruiting (internships, part-time positions, and full-time positions).

Amica Center for Career Education Employer Policies and Procedures

The following employer policies and procedures pertain to engaging in recruiting activities at Bryant University and/or through the resources of the Amica Center for Career Education at Bryant University. Employers can recruit for full-time and part-time positions, positions that require a degree and positions that are to assist students while in college, internships, and volunteer positions.

COVID-19 NOTICE: Because of COVID-19 and how to ensure the safety and welfare of students, employers, faculty and staff, these policies and procedures may change without notice.

Principles of Employment Professionals

The Amica Center for Career Education holds employment professionals (employers, recruiters) accountable and expects they engage with professionalism at all times.

The Amica Center endorses the NACE Principles for Professional Practice (<http://www.naceweb.org/knowledge/principles-for-professional-practice.aspx>), which include specific principles for employment professionals:

<http://www.naceweb.org/knowledge/principles-for-professional-practice.aspx#employment>

Recruiter Lunch Program

The Amica Center for Career Education, as part of its Employer Relations program, strategically provides lunches for employers on campus. These lunches are designed to strengthen relationships and to allow for a more informal time to address questions, concerns, and plans. Often, select faculty are included by invitation, when the employers are considering recruiting from specific academic programs.

There are several employer categories for which this program operates:

1. New “Business” – New recruiting relationships
 - a. Prospective employers
 - b. Just engaged – employers we are onboarding
2. Existing Recruiting relationships
 - a. Mock interviewers
 - b. Résumé Rally volunteers
 - c. Other program/event volunteers in which the recruiters donate time and expertise
3. On-campus Interviewers
 - a. Full-time
 - b. Internships

In all cases for the Recruiter Lunch Program, in order for the Amica Center to fund the lunches, the employers must be directly working with the Amica Center at the time of the hosting. If an

employer has a side arrangement with a non-Amica Center Bryant staff/faculty member, then that person/department is responsible for hosting.

All Recruiter Lunch Program lunches must be coordinated through Amica Center staff.

Faculty must be invited to the lunch (no walk-ons). The norm for faculty attendance is one (1) or two (2) faculty per lunch, unless circumstances suggest otherwise (e.g., new employer seeking multiple majors across departments). Often, one faculty member is sufficient, however, for representation. When more than two faculty members are participating, the Executive Director must approve.

One Amica Center staff person will host the lunches, though it may be appropriate to have additional Amica Center staff, based on circumstances.

The hosting Amica Center staff must have a roster of attendees and obtain the proper paperwork in advance, and work with the dining service staff to ensure accountability. This includes the use of Departmental charge slips with participant names noted on it, of which, Sodexo keeps a copy and a copy is turned in to the Amica Center for accounting purposes. The Sodexo account code is always used: 303102-74334.

It is also possible that the visiting employers may not want to have a host. The Amica Center will respect this and provide lunches, but not participate.

Finally, this program is voluntary and some employers may decline the offer, which is their option.

Scheduling Interview Rooms

All interview room schedules are developed and managed by the Senior Internship Coordinator in the Amica Center for Career Education. Employers seeking to make arrangements to interview students should contact the Senior Internship Coordinator directly. Interview room reservations can be done electronically through the Bryant Career Connection.

On occasion, employers may reserve an interview room for on-campus “office hours,” during which they may see students or conduct work while they are visiting campus and participating in campus events.

Résumé Books

The Amica Center for Career Education does not publish résumé books for third party agencies or any employer simply seeking student résumés.

Amica Center for Career Education only provides résumé books for organizations interviewing students on campus, based on request.

Employer Timeliness, Attention, and Decorum

As is expected of students, the Amica Center for Career Education expects all employers to participate in all events and activities as professionals. This means we do expect recruiters to be on time for interviews/events, to be attentive to schedules and requests, and to conduct themselves professionally.

Serving alcohol should not be part of the recruitment process. This includes campus events, such as information sessions, open houses and presentations, as well as on-site company events that are part of the recruitment process.

Sponsors, Sponsorship, and Soft Recruiting

Amica Center for Career Education is deeply grateful for the contributions from its sponsors. We acknowledge that the support provided make specific events and programs possible.

We also acknowledge that with sponsorship, sometimes an expectation of preferred talent access or other preferential treatment might arise, even unintentionally. So as to be clear, sponsorship or any other form of support does not translate to any form of preferential services, as this is viewed as unethical and does not provide fair and equitable services to students.

The Amica Center for Career Education does offer special opportunities for sponsors and those organizations who provide the Amica Center with various forms of support; through these specialized programs, opportunities may exist for the organizations to recruit talent differently. An example of such a specialized program is sponsoring a Networking Night, spending the day reviewing résumés at a Résumé Rally, or participating in a career panel. These forms of opportunities are considered “soft recruiting” and are permissible.

Recruiting at and Engaging with the Bryant University Community

The Amica Center is formally tasked to serve as the undergraduate and graduate student career services office for the Bryant University community. The Amica Center also serves alumni up to five years post-graduation. As such, the Amica Center serves as the primary gateway through which all employment and internship recruiting endeavors for Bryant students and alumni occur. This includes, but is not limited to, employer: position postings, campus branding efforts, information sessions, general recruiting, diversity recruiting, discipline-specific recruiting, open houses, and campus presentations.

The Amica Center actively collaborates with all areas on campus to help facilitate important employer engagements, including University Advancement, Alumni Engagement, Athletics, the Center for Diversity and Inclusion, the Intercultural Center, the PRIDE Center, the Hochberg Women’s Center, the International Business Program and other academic programs, administrative offices, and student organizations and clubs. We do not intend to inhibit relationships with these and other areas across campus – **but** – when it comes to recruiting (and all engagements that may fall within this activity), the Amica Center must be involved from the outset. Our involvement may be significant or minimal, depending upon the nature of the activity, resources, collaborative arrangements, and review by the Executive Director.

If required, the Amica Center may issue a cease and desist letter to employers or campus partners not adhering to this policy. Corrective action will include realigning with the Amica Center with regard to engaging with the campus community. The Amica Center does not want to stand in the way of employer relationships, but the Amica Center must ensure appropriate recruiting practices meet university policies and national guidelines (e.g., NACE), as well as state and federal legal standards.

All employers wishing to recruit Bryant University undergraduate and graduate students, as well as alumni, are required to agree with the **Non-Discrimination and Non-Harassment Agreement** (page 17 of this manual) and the **Discrimination and Harassment in the Workplace** policy (page 18 of this manual).

Bryant Career Connection –

Bryant University’s Official Recruiting Platform for Students and Recent Alumni

Bryant Career Connection (BCC) is formally designated as the University’s recruiting platform and job board for posting career opportunities (including internships and full-time positions) for currently enrolled undergraduate and graduate students, and alumni up to five years post-graduations. Employers are required to post their opportunities on BCC. (Note: on-campus student employment positions, while permitted to post on BCC, are required to be posted on the Financial Aid website.)

Other than the Human Resources job posting system, no other Bryant job posting system for student/alumni internships or career opportunities are official and are prohibited. The Amica Center staff will work with all campus entities to help post opportunities of which they become aware.

Non-Discrimination and Non-Harassment Agreement

As a condition of recruiting Bryant University students and alumni at Bryant University, through postings on BCC or via participation in employment events on- or off-campus, employers are required to agree to not engage in discriminatory recruiting practices or harassment of students or alumni.

Bryant has established employment policies and practices that are non-discriminatory and are solely based upon factors that are job-related. Factors such as an individual's race, color, religion, sex, sexual preference or orientation, gender identity or expression, national origin, age, ethnicity, disability, veteran or marital status are not job-related and play no part in Bryant's employment practices.

(Reference: <http://policies.bryant.edu/general.htm#diversity> and <http://policies.bryant.edu/general.htm#equal>)

It is the policy of Bryant University that no member of the University community, including faculty, staff, students, volunteers, interns, and third party contractors, may subject another to sexual or any other type of harassment. Harassment on the basis of race, color, religion, sex, sexual preference or orientation, gender identity or expression, national origin, age, ethnicity, disability, veteran or marital status undermines the basic principles of the Bryant community and will not be tolerated.

(Reference: <http://policies.bryant.edu/general.htm#harassment>)

The University does not condone harassment by third parties, including internship supervisors, donors, or consultants, with whom members of the Bryant community are dealing on or off campus in the course of their academic or employment responsibilities. If anyone is subject to harassment in these situations, he/she should report it to his/her supervisor or advisor as soon as possible in order that appropriate action can be taken.

(Reference: <http://policies.bryant.edu/general.htm#harassment>)

This agreement is made when the employer registers for the first time in BCC. This agreement is in effect continuously for that employer and for the organization the employer represents. The agreement is in effect until that employer is removed from BCC as a contact for that organization. Every employer, on-campus or off-campus, wishing to use BCC must agree to this policy.

Failure to agree to the above will result in not having access to BCC and Amica Center resources/events. Failure to comply with the above will result in being removed from BCC and all campus recruiting/branding activities/events for at least one year and the employer must demonstrate corrective action has occurred to remedy the issue(s). Should a complaint be filed, that complaint will be referred to Bryant University Administration for further action.

Discrimination and Harassment in the Workplace

The Amica Center for Career Education does not condone discrimination or harassment in the workplace toward any individual, on or off campus, remote or in-person. This includes, and is not limited to, documented derogatory/harmful/hateful comments, behaviors, actions, or statements, written, digitally sent or posted, or otherwise conveyed, regarding race, color, religion, sex, sexual preference or orientation, gender identity or expression, national origin, age, ethnicity, disability, veteran or marital status. Employers* at internship, practica, or co-op sites, as well as part-time employment sites, are subject to this policy. Remote employment or remote internships are subject to this policy. Leadership Development Programs and other early talent identification programs, and off-campus directed studies programs that meet academic internship requirements, are also subject to this policy.

If a Bryant student or employee reports being the direct recipient of such workplace discrimination and/or harassment, and if there is sufficient documentation to warrant, that employer and/or organization, and all associated postings and content, are removed from BCC. A one-year ban will be placed on engaging with that employer, which includes preventing postings on BCC and participating in any recruiting programs or campus branding opportunities.

If a Bryant student or employee reports knowledge of or is a witness to such workplace discrimination and/or harassment, but is not the direct recipient, that individual will be coached to address the concerns with the company's/organization's human resources office. If such a solution is not available, the individual will be coached to address their concerns with their immediate supervisor. And if this solution is not available, they will be advised to address their concerns with the next higher up, which may include the owner of the company/ organization. If there is sufficient documentation to warrant, the Amica Center for Career Education may remove all associated postings and content from BCC and a one-year ban may be placed on engaging with that employer/organization, which includes preventing postings on BCC and the participation in any recruiting programs or campus branding opportunities.

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*Employers for this policy are defined as individual and/or companies/organizations, and the staff therein, who use Amica Center for Career Education resources and staff to post opportunities and recruit talent. This definition therefore includes all personnel within the company/organization.

Interviews and Position Offers

Employers

As a member of the *National Association of Colleges and Employers*, the Amica Center for Career Education adheres to the [Principles for Professional Practice](#). The principles presented are designed to provide practitioners with three basic guidelines for career planning and recruitment:

- Maintain an open and free selection of employment and experiential learning opportunities in an atmosphere conducive to objective thought, where job candidates can choose to optimize their talents and meet their personal objectives
- Maintain a recruitment process that is fair and equitable
- Support informed and responsible decision making by candidates

In addition to the NACE principles, the Amica Center has also instituted the policies below:

The Bryant Career Connection (BCC)

Employers who utilize the Amica Center's online recruitment platform, the Bryant Career Connection (BCC) will only post opportunities targeting degree-earning candidates in a manner that includes the following:

- All postings should adhere to EEO compliance standards
- Job postings should be suitable and appropriate for candidates from the target institution
- Internship postings should meet the NACE definition and criteria for internships

Refer to the BCC Posting Policies section for additional policies and procedures.

Offers and Deadlines

- To ensure Bryant University students are given adequate time to make an informed decision regarding an internship or post-graduate employment offer, we request employers honor the following deadlines. These deadlines allow students the ability to make that first important acceptance decision in launching their careers.
- Early Offers: The Amica Center does not endorse nor prohibit early offers. Such offers are risky for employers as students may change their minds. Contact us if you have any questions.

Fall Recruiting Deadlines:

- For offers extended at the end of a summer internship, employers are asked to give students at least one week (though we recommend two weeks) from the date of offer to make their decision.
- For offers extended during the fall recruiting process for upcoming summer internships or post-graduate employment, employers are asked to give students at least one week (though we recommend two weeks) from the date of offer to make their decision.

Spring Recruiting Deadlines:

- For offers extended during the spring recruiting process for upcoming summer internships or post-graduate employment, employers are asked to give students at least one week (though we recommend two weeks) to make their decision

'Exploding' Offers

Employers may not present a job offer to a student that is retracted if not accepted within a very short period of time (e.g., one day, less than a week). Students must be allowed an appropriate amount of time to evaluate the offer. Employers who engage in exploding offer practices will not be allowed to participate in the Recruiting Program.

Offer Acceptances

Please notify the Amica Center of any offer acceptances so we can record this important student milestone! Also, please encourage students to complete the "Outcomes" survey, in BCC.

Bell Ringing

The Amica Center celebrates with students and employers internship and job acceptances using a formal bell-ringing "ceremony," complete with photos and videos, and social media posting. If you wish to schedule such an event, please contact the Amica Center; we are very happy to celebrate with you and the students!

Alcohol

Serving alcohol should not be part of the recruitment process. This includes campus events, such as information sessions, open houses and presentations, as well as on-site company events that are part of the recruitment process.

Offer Withdrawals and Reneging

When an employer makes an offer to a student/alumni, it is expected that the offer be honored. Recognizing that there may be a time frame in accepting an offer, it is expected that the employer will honor the time frame and the conditions of the offer. Failure to do so is considered unprofessional and the Amica Center, if informed, will consult with the employer to determine action, which may include a formal letter to the head of human resources regarding the matter, and possible denial of services.

Access to On-Campus Interview Rooms

At no cost, on-campus interview rooms are available by advance arrangement through the Recruiting Coordinator, year-round, during open business hours of the Amica Center. To reserve, recruiters must have actual positions posted in BCC and the interviews are to be in relation to those positions, unless by separate and special arrangement and approved by the Executive Director. The Amica Center closes at 4:30pm during the regular calendar year and at 4pm during summer hours and recruiting activity must comply with these hours. Special arrangements must be made in advance if alternative hours are needed.

During the week of any career and internship fair, and seven (7) days following such fair, only employers who have registered and paid for the particular fair can use the interview rooms.

Employers who have not registered and paid for the fair will be denied access during these specific time frames. This allows attending recruiters ample time to meet candidates and recruit.

Exceptions to this policy must be made in advance, in writing, and approved by the Executive Director.

Violation of Recruiting Policies

If you foresee a challenge complying with either the [NACE](#) or Amica Center policies, please contact our office to speak with us. Having this discussion in advance will help improve both the student and employer recruitment experience.

Employers who violate the above policies may be denied access to the Recruiting Program and other services. Refer to the Denial of Services policy (final section of this Manual).

Bryant Career Connection

General Statement - BCC

All user's of Bryant Career Connection (the online job board for students), whether Bryant University students, Alumni or employers (on-campus or off-campus), agree that the information contained within the software is for the sole purpose of job-related activities only. Personal and company information provided is voluntarily submitted and is solely for the purposes of connecting students and alumni with employers. In no circumstances is the information contained within Bryant Career Connection to be used for non-job-seeking activities or non-applicant-seeking activities. Bryant Career Connection is solely designed for career-related activities. Violation of the above policy will result in the removal from the system.

Should a problem or concern ever occur, the Amica Center wants to know immediately. The Amica Center will review each complaint/concern and, if legal concerns arise, the complaint/concern will be referred to the Bryant University Administration.

We ask that all user's respect the privacy rights of each registered user.

Employer's Statement

Bryant Career Connection is designed to help you connect with potential Bryant University student/alumni employees. When you register, you agree to provide personal and company information that is common to any job board. The registered student/alumni will have access to your submitted information. While Bryant Career Connection is not an actual job application or interview tool, the information you provide will help potential employees review your job postings. They will use the information you submit to make the decision to contact you. Please be sure that what you submit is accurate and the information you post you want to make public to registered students/alumni.

By agreeing to the above statements and by submitting your information, you voluntarily agree to make your information available to students/alumni for their review. If you want to make any changes to your information, it is your responsibility to make those changes. Further, it is your

responsibility to contact the Amica Center should any concerns arise. In addition, you will have access to specific student/alumni submitted information that is considered personal, such as home telephone numbers and addresses. As a user of Bryant Career Connection, you are expected to respect and protect the privacy of the student/alumni data and proceed with due professionalism. Should you have any questions, we at the Amica Center are happy to assist.

NOTE: The Amica Center for Career Education reserves the right to deny any potential or currently registered employer access to Bryant Career Connection should the employer abuse the system, post intentionally inaccurate or misleading information, or abuse, mislead or put any Bryant University student/alumni in harm's way. Any legal violations will be referred to Bryant University Administration.

Bryant Career Connection Disclaimer

The Bryant Career Connection (BCC) is a fulltime position, internship, part time job, and volunteer electronic posting board provided by the Amica Center for Career Education to offer a free-of-charge service only, and makes no recommendations or guarantees regarding potential employers or employees.

We are not responsible for safety, wages, working conditions, or any other aspect of off-campus private employment. All hiring, scheduling, and compensation for posted opportunities are handled directly between the applicant and the employer.

The Amica Center for Career Education's staff does not perform background checks on students applying for jobs and we do not research the integrity of each organization or individual person who lists a job with us. As a courtesy, the Amica Center attempts to vet opportunities when we can with the intent to identify and remove scam employers and/or employment situations, though we cannot guarantee complete success in this effort. The Amica Center follows up with employers who wish to post opportunities when the hiring criteria are vague or need further clarification.

Students are fully responsible for their applications and in making decisions as to whether to apply to a position and/or accept offers. Students must exercise their own due diligence when evaluating any opportunity and any potential employer. The Amica Center is available to students as they consider their options.

Employers and students are urged to perform due diligence when offering, applying for, or accepting private off-campus employment by requesting from each other references or any additional information needed to establish qualifications and credentials so as to ensure an overall fit between employer and applicant.

Any cases of misrepresentation, discrimination or harassment must be immediately reported to the Amica Center for Career Education. Inform us of any situations that you see or experiences that don't seem right. We want to remove any erroneous postings immediately.

Bryant Career Connection Posting Policies

Bryant Career Connection (BCC) is used by employers and organizations seeking to attract collegiate talent for the following position types:

- Job
- Internship
- Cooperative Education
- Experiential Learning
- Fellowship
- Volunteer

BCC is a password protected system in which employers and organizations seeking volunteers, interns, or full-time employees create their own account when they register for the first time. The Amica Center reviews and verifies all employers and organizations seeking to post positions prior to granting access. This process requires several days and the Amica Center may need to contact the employer for supplemental information before activating their account to post positions.

Employers and organizations seeking interns, employees, or volunteers are required to agree to the non-discrimination and harassment statements before being allowed to register.

All positions are reviewed by Amica Center staff. Review takes between 24-48 hours from time of posting request. If posting does not violate any Amica Center policies, it will be approved and visible to students and alumni using the system.

The Amica Center reserves the right to deny approval of any employers, organizations, and/or postings, if it deems the employer, organization, and/or posting is not in the best interest of Bryant University students, Bryant University Alumni, or Bryant University itself.

There are no BCC posting costs to employers and organizations seeking volunteers, interns, or employees.

Position Types That Are Not Approved on BCC

The following position submissions will not be approved for posting on BCC:

- Compromising positions such as adult entertainment, escort services, presentation modeling or similar activity associated with the use of alcohol or other drugs, etc.
- Work in private homes for duties such as childcare, nanny, yard work, moving, painting, maintenance, etc.
- Jobs/internships that pay for work in cash.
- Jobs/internships that pay for work through barter or other exchange.
- Jobs/internships that require out of pocket expense from the student (other than transportation).
- Jobs/internships that discriminate against designated groups or individuals.
- Commission-only positions for currently enrolled students (graduating student and alumni: ok).
- Jobs in which workers' compensation is not available for the student.
- Jobs/internships that violate the Fair Labor Standards Act.
- Jobs/internships that fall within the Marijuana/Cannabis Industries policy, below.
- Direct marketing jobs.
- Network-marketing positions, including multi-level marketing “opportunities.”
- Campus/brand ambassador positions, or campus product rep positions.
- Jobs/internships that require an employee to provide funds to a supervisor or other company representative for services.
- Virtual “gig” jobs and so-called “micro-internships” in which employers are not formally organized as a company or a nonprofit.

NOTE: This list is not complete and there may be other submissions that will be denied.

Marijuana/Cannabis Industries

The Bryant University’s Amica Center for Career Education will not accept or post positions related to the use or distribution of recreational* or medical marijuana. This includes tertiary positions not directly related to the sale or distribution of marijuana/cannabis but are designed to support or advance the industries. Employers seeking to recruit for such positions at any on-campus recruiting event or through any campus means will be asked to cease and desist, and withdraw from the campus immediately. As the use of marijuana is illegal at the federal level and Bryant University receives federal funds, we must comply with federal law. In addition, the possession and use of marijuana violates the Drug-Free Schools and Campuses Act, is currently illegal (except where medically prescribed) in the State of Rhode Island, and is (except where in conflict with Rhode Island law) banned on the Bryant University campus.

*See also the “Statement to the Bryant Community Regarding the RI Cannabis Act” on page 56.

“HEMP” EXCEPTION:**Rhode Island**

If an employer is a licensed agricultural grower or handler of “hemp” or “industrial hemp” under the Rhode Island “Hemp Growth Act,” R.I. Gen. Laws § 2-26-1 et seq., and the internship or work experience is solely within that specific hemp-based industry, the posting and recruitment can be permitted. The employer must provide the Amica Center for Career Education formal evidence of state licensure prior to posting.

For students seeking a hemp industry internship/employment experience, the State of Rhode Island requires such individuals to be 21 years of age or older and that they obtain a registry ID card issued by Rhode Island Department of Business Regulation. Further, such internship/employment activities must be associated with a Rhode Island Licensed Hemp Farm. It is the student’s responsibility to obtain this registry ID.

Students who are seeking to obtain Bryant University academic internship credit must present formal evidence of their registry ID to the Amica Center for Career Education before starting the academic internship; failure to do so will result in the academic internship being administratively cancelled and any and all Bryant-related fees/costs incurred by the student (e.g., tuition) for this internship will be forfeited to Bryant University. Bryant University shall not be held liable for a student’s failure to follow state law and to obtain and provide evidence of the required documentation. It is the student’s responsibility to obtain and provide their necessary registry documentation.

Outside of Rhode Island

If the employer is located in a state other than the State of Rhode Island, they must provide 1) formal evidence of that state’s licensure, and 2) the relevant state/territory statutes that permit the agricultural production/handling/research of hemp. If the student intern who is seeking academic credit requires licensure or registration in that state, this must be done (and formal evidence submitted to the Amica Center for Career Education) before the internship can be approved for academic credit. Failure to present formal evidence of licensure/registration will result in the academic internship being administratively cancelled and any and all Bryant-related fees/costs incurred by the student (e.g., tuition) will be forfeited to Bryant University. Bryant University shall not be held liable for a student’s failure to follow state law and to obtain and provide evidence the required documentation. It is the student’s responsibility to obtain and provide their necessary registry documentation. Rhode Island Statute References:

§ 2-26-3 - Definitions

(4) "Grower" means a person or entity who or that produces hemp for commercial purposes.

(5) "Handler" means a person or entity who or that produces hemp for processing into commodities, products, or agricultural hemp seed.

(6) "Hemp" means the plant of the genus cannabis and any part of such plant, whether growing or not, with a delta-9 tetrahydrocannabinol concentration that does not exceed three-tenths

percent (0.3%) on a dry-weight basis of any part of the plant cannabis, or per volume or weight of marijuana product or the combined percent of delta-9 tetrahydrocannabinol and tetrahydrocannabinol acid in any part of the plant cannabis regardless of the moisture content. Hemp is also commonly referred to in this context as "industrial hemp."

§ 2-26-4. Hemp an agricultural product.

Hemp is an agricultural product that may be grown as a crop, produced, possessed, distributed, and commercially traded pursuant to the provisions of this chapter. Hemp is subject to primary regulation by the department. The division may assist the department in the regulation of hemp growth and production.

§ 2-26-5. Authority over licensing and sales.

(b) All growers and handlers must have a hemp license issued by the department.

230-RICR-80-10-1 (Rhode Island Industrial Hemp Agricultural Program)

1.9(C) (Registry Identification Card Requirement, Eligibility, Annual Fee and Application)

1. All officers, directors, owners, shareholders, managers, members, employees, and agents of the licensee must apply for Agricultural Pilot Program registry identification cards.
2. Each licensee shall maintain a current list of all licensed cardholders associated with the licensee.
3. Licensed cardholders shall be at least twenty-one (21) years old.
4. There shall be a fifty-dollar (\$50.00) non-returnable, non-refundable biennial fee for an Agricultural Pilot Program registry identification card, including each initial application and subsequent annual renewal.
5. Applications pursuant to this section shall be on such forms and through such submission mechanisms as directed by DBR.

Policy Development Resources:

<https://www.votehemp.com/states/rhode-island-hemp-law/>
<http://webserver.rilin.state.ri.us/Statutes/TITLE2/2-26/INDEX.HTM>
<https://rules.sos.ri.gov/regulations/part/230-80-10-1>
<http://www.dbr.ri.gov/divisions/medicalmarijuana/>

Formal email communication with the Department of Business Regulation, 6/17/19

[HempCompliance, DBR (DBR) DBR.HempCompliance@dbr.ri.gov]

“An intern would need a registry ID card issued by R.I. Dept. of Business Regulation and is associated with a Licensed Hemp Farm and be over 21 years old.”

Commission-Based Positions

Positions solely commission-based (aka, commission-only) will not be endorsed or promoted by the Amica Center for Career Education to the enrolled student population, with the exception of graduating students. Commission-only positions can be posted on Bryant Career Connection if the employer is seeking alumni candidates (or students who are graduating and will soon become alumni). The nature of payment must be clearly articulated so the applying student/alumni fully understands the compensation structure.

For commission-based positions that are “straight commission” or that carry a base plus commission, the Amica Center will request the following information be submitted for review, prior to posting on Bryant Career Connection, or use of the Amica Center services/events:

- a. Is a college degree required/preferred for this position?
- b. Does this position offer a base pay plus commission? If so, what is the structure?
- c. Is there a documented earning record for this position? If so, please specify.
- d. Does your organization provide and reimburse training for this position?
- e. Is the employee responsible for purchasing materials/supplies or space rental for this position? What is the employee expenditure?

In the spirit of transparency, the Amica Center will append to a posting for commission-based position (with or without base pay) the above responses, so as to fully inform candidates.

The Amica Center reserves the right to deny a company posting and campus privileges if said company misleads or attempts to mislead the Amica Center or a candidate about the nature of the position.

In addition, the Amica Center may make the following note on commission-based position announcements, posted in BCC:

AMICA CENTER NOTE: This position offers a commission-only payment structure. This means you would not receive a base salary but would instead receive payment in the form of commissions upon completing successful sales transactions. Many Financial Representative / Advisor positions offer this type of compensation structure. It is important to take this in consideration when evaluating whether this opportunity will serve your needs both professionally and financially. Career Coaches in the Amica Center are happy to speak with you regarding the commission-only payment structure should you have any questions.

Bryant Student Employment

The Bryant Student Employment program is administered out of the Office of Financial Aid and approves and posts on-campus student jobs. Campus employers needing support for these positions should contact Andrea Pellegrino - x6020 – apellegrino@bryant.edu).

Bryant departments may post their student employment opportunities on BCC.

Off-campus part-time hourly “student jobs” may be posted on BCC if they are formal company/organizational opportunities in which students work at a qualified place of business or remotely, and students receive w2’s or a 1099’s.

The Amica Center does not post hourly positions that are paid in cash. The Amica Center does not post jobs that are on personal private property (e.g., in a home, in a yard).

NOTE: If you are posting a part-time off-campus position that issues a W2 or 1099, please post on BCC. By agreement, the Office of Financial Aid will refer such requests to the Amica Center and BCC.

Posting Volunteer Opportunities

Organizations and specific state or local government agencies seeking volunteers can use BCC to attract potential volunteers. Organizations should provide as much detail as possible for students to review. These organizations must have overt public service, civic, religious, or humanitarian objectives and must be either nonprofits or a state, or local government agency. Employees may not volunteer services to for-profit private sector employers.

In addition, the Department of Labor has stated:

“Individuals who volunteer or donate their services, usually on a part-time basis, for public service, religious or humanitarian objectives, not as employees and without contemplation of pay, are not considered employees of the religious, charitable or similar **non-profit** (their emphasis) organizations that receive their service.” These individuals are volunteers.

Source: <http://webapps.dol.gov/elaws/whd/flsa/docs/volunteers.asp>

Also, note the footnote on the linked Department of Labor summary:
<https://www.dol.gov/whd/regs/compliance/whdfs71.htm>

Employment opportunities inappropriately classified as “volunteer” opportunities will be removed from BCC. Generally, only nonprofit organizations and specific state or local government agencies will be using this job type, and the volunteer activity does not support the organization’s infrastructure, but instead supports its outward mission of service.

Internship Postings

Bryant allows the following types of internships to be posted on BCC:

- a. Bryant recognized internships
 - a. Academic credit internships
 - i. Variable credit internships (for Sophomores only)
 1. 1 credit = 40-hour internship
 2. 2 credits = 80-hour internship
 - ii. Junior/Senior Year Internship (only students with 60 or more credits)
 - b. Transcript Notation Internship (non-credit) (any year, except 1st year, 1st semester)*
- b. Non-credit internships not formally recognized by Bryant (open to all Bryant students)

*International students: In order to comply with the established visa policies and rules as described in the [Code of Federal Regulations](#), international students are subject to additional eligibility requirements in order to complete a transcript notation internship. Specifically, there are three requirements that must be considered:

- the internship must be an integral part of the established curriculum for the program of study the student is pursuing
- the alignment between the internship opportunity and the student's major must be verified to establish its applicability to the student's educational experience, and
- the student must have completed one full academic year prior to doing the internship, and must have been physically present in the United States during that academic year

How we define an internship

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

Source: <http://www.naceweb.org/advocacy/position-statements/united-states-internships.aspx>

Paid vs. unpaid internships

It is always better to pay your interns because:

- a. You will have a significantly more competitive applicant pool.
- b. You will drive up your campus brand.
- c. You will contribute to the success of Bryant talent.
- d. Summer interns must pay for the academic credit; paying interns helps offsets costs.

Did you know? Paid interns generally obtain higher starting wages for their first entry-level position. Paid internships are highly sought after and students are competitive. So, if you pay, they will apply -- especially the talented candidates. By paying your Bryant intern, you will be contributing to their professional success in more ways than just experience.

Unpaid internships are less popular than paid internships and therefore you can expect smaller applicant pools. Increasingly, we have noticed unpaid internships are converting over to paid internship positions. Now more than 55% of posted Bryant internships are paid.

Unpaid internships generally occur in the nonprofit sector, and federal guidelines exist that we use to evaluate the unpaid internship.

Paid internships may occur in the for-profit, government, and nonprofits sectors.

Unpaid internships must also comply with federal guidelines (see below), and both paid and unpaid internships must meet national standards of practice, as outlined by the National Association of Colleges and Employers (see below).

Intern Providing In-Home Services

As long as the student intern has been formally trained up for home visits by the site and faculty supervisors (including risk management procedures), the training includes in-home supervision, and the student intern has been formally approved by the site supervisor to go solo into a home to provide services, then such in-home services are permitted. The burden of verifying that the training and approval have occurred are upon the faculty and site supervisors. The Amica Center for Career Education will generally not check to see if the training and approval has occurred, but reserves the right to request such documentation to verify compliance.

Internships at Entrepreneurial Startups

Internships at startup companies will be reviewed in great depth and often may not be approved because the site supervisor cannot provide expert supervision, the position description is vague, the academic chair determines the experience is not an internship, the position does not develop an intern's skills and knowledge sufficiently, and/or the intern's role is actually that of an employee. Interns are not to be "used" as free labor for the benefit of a startup.

A startup must be formally organized as a company or nonprofit, registered with the State of its primary operations. Unregistered businesses/startups will not be approved.

Internship evaluation

Bryant University applies the following seven federal guidelines when evaluating all internship opportunities (summarized from: <https://www.dol.gov/whd/regs/compliance/whdfs71.htm>):

Background

The Fair Labor Standards Act (FLSA) requires "for-profit" employers to pay employees for their work. Interns and students, however, may not be "employees" under the FLSA—in which case the FLSA does not require compensation for their work.

The Test for Unpaid Interns and Students

Courts have used the "primary beneficiary test" to determine whether an intern or student is, in fact, an employee under the FLSA. 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:

1. 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.
2. 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.
3. The internship is tied to the intern’s formal education program by integrated coursework or the receipt of academic credit.
4. The internship accommodates the intern’s academic commitments by corresponding to the academic calendar.
5. The internship’s duration is limited to the period in which the internship provides the intern with beneficial learning.
6. The intern’s work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
7. 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.

If analysis of these circumstances reveals that an intern or student is actually an employee, then he or she is entitled to both minimum wage and overtime pay under the FLSA. On the other hand, if the analysis confirms that the intern or student is not an employee, then he or she is not entitled to either minimum wage or overtime pay under the FLSA.

Source for the above: <https://www.dol.gov/whd/regs/compliance/whdfs71.htm>

- If an internship position does not meet these guidelines, the posting will be declined.

To be considered a legitimate internship based on national standards, as established by the National Association of Colleges and Employers, both paid and unpaid internships must meet the following:

Criteria for an experience to be defined as an internship

To ensure that an experience—whether it is a traditional internship or one conducted remotely or virtually—is educational, and thus eligible to be considered a legitimate internship by the NACE definition, all the following criteria must be met:

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.

2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

Source: <http://www.naceweb.org/advocacy/position-statements/united-states-internships.aspx>

- If an internship position does not meet these guidelines, the posting will be declined.

Academic internship approvals take longer than other internship or job posting approvals because there are multiple people involved, including the student, faculty, department chair, University offices, the employer, and the Amica Center.

An internship is an educational activity closely tied to a student's academic plans. An internship is not a low-cost alternative to employing a regular staff member and should not be used to displace existing or planned staff.

Credit-Bearing Remote/Virtual Internship and Percentage of Time On-Site

If the internship is for credit, the department chair may determine and require the percentage of time spent on-site and virtually. For example, the chair may determine that 20% of the internship time must be on-site, at the premises of the organization, while 80% of the time the intern can be interning remotely/virtually.

Because of COVID-19, this percentage may reflect 100% remote work, so as to ensure student safety.

Insurance for Interns

Bryant University's general liability insurance policies include coverage for student interns while participating in any supervised practicum, field work experience, or internship program. Please contact the Office of Risk Management 401-232-6006 if you have any questions or request a certificate of insurance.

Bryant-Approved Internships

(Non-credit Transcript Notation and credit-bearing internships)

Credit to Hours in the Field Ratio:

0 Credits = Transcript Notation Internship: Minimum 80 hours in the field

1 credit = 40 hours in the field

2 credits = 80 hours in the field

3 credits = 120 hours in the field

6 credits = 240 hours in the field

9 credits = 360 hours in the field

Transcript Notation Internship

- Generally, all class levels are eligible, except:
 - 1st semester First-Year students
- Must be in good academic standing defined as a minimum GPA of 2.0
- This non-credit internship will be formally notated on students' official academic transcript once completed.
- At least 80 hours in the field
 - Must span at least four (4) weeks (preferably more)
 - Internship hours cannot interfere with a student's academic schedule
- Formally recognized by Bryant
- Academic Chair approval required
- Amica Center administered
- Formal transcript notation once completed
- Intern must complete internship and course assignments to receive notation
- A \$250 fee is associated with the Transcript Notation Internship
- Mid-semester evaluations are completed at the halfway point and final evaluations are completed at the conclusion of the experience, just like a 3-credit academic internship
- Only one transcript notation internship is permitted during a student's Bryant career.
- Transcript notation internships may not be added retroactively.
- Internship approval sequence is exactly the same as the 3-credit academic internship
- International students: In order to comply with the established visa policies and rules as described in the [Code of Federal Regulations](#), international students are subject to additional eligibility requirements in order to complete a transcript notation internship. Specifically, there are three requirements that must be considered:
 - the internship must be an integral part of the established curriculum for the program of study the student is pursuing
 - the alignment between the internship opportunity and the student's major must be verified to establish its applicability to the student's educational experience, and
 - the student must have completed one full academic year prior to doing the internship, and must have been physically present in the United States during that academic year

For the Sophomore-level Variable Credit internship:

- Only for rising Sophomores (30 credit completed) or currently enrolled Sophomores
- Must be in good academic standing defined as a minimum GPA of 2.0
- Tuition is associated with a summer internship
- Intern must complete internship and course assignments to receive a grade
- 1 credit = 40 hours in the field
 - Must span at least two (2) weeks (preferably more)
 - Internship hours cannot interfere with a student's academic schedule
- 2 credits = 80 hours in the field
 - Must span at least four (4) weeks (preferably more)

- Internship hours cannot interfere with a student's academic schedule
- Mid-semester evaluations are completed at the halfway point and final evaluations are completed at the conclusion of the experience
- Internship approval sequence is exactly the same as the 3-credit academic internship.

For the Junior/Senior level 3-credit internship:

- Must have attained Junior or Senior status (completion of a minimum of 60 credit hours)
- Must be in good academic standing defined as a minimum GPA of 2.0

Exception:

- Finance and International Business Departments require a minimum GPA of 2.5
- Must meet prerequisites for the internship as established by the Academic Department as stated in course catalog
- Eligibility may be waived by Department Chair based on case-by-case basis
- Transfer students must establish overall GPA by completing a minimum of one full semester at Bryant prior to start date at work site.
- Limit of 3 credit hours as an elective in either a major, concentration, minor or degree area of study
- Internships are typically worked over 10-12 weeks, for 10-12 hours a week during the fall and spring; may be worked full-time during summer.
- Minimum length of an internship is 8 weeks (2 months) fulfilling the hour requirement based on credits earned
- Intern must complete internship and course assignments to receive a grade
- Tuition is associated with the summer internship.

Additional Policies:

- Limit to maximum of 9 credits of any combination of internships may be applied to fulfill degree requirements.
- Practicums are created by Academic Departments for 6-15 credits, in which students are expected to work across two consecutive terms.
- On-campus summer housing may be available for students enrolled as an intern, and costs and availability is determined by Residential Life Office.
- Liability Insurance is provided by ACCORD and arranged through the Business Office and Risk Manager.
- Tuition is associated with the summer academic internship.
- The Amica Center abides by the Division One Student-Athlete Employment Guidelines enforced by the Athletic Department.
- International students must be aware of and process internship/practica following CPT or OPT guidelines to complete the required documentation within critical timelines. The Amica Center collaboratively works with the International Student Services Officer to update information and follow guidelines that are ever changing from US Immigration Services.
- All internship projects/positions are approved by the Academic Department Chairperson

prior to starting the internship for academic credit.

- An academic internship within a student's family business is not permitted.
- Students will not be given credit for current or past jobs.
- Faculty advisors must be tenured or tenured-track professors unless otherwise approved by the Academic Department Chairperson.
- Internships can be paid, unpaid, or offer a stipend.
- In-home service activity complies with the above Intern Providing In-Home Services policy.
- Employers are not permitted to require that students purchase any materials or services as a part of an academic internship.

All academic internships must go through a formal multi-step approval process, which includes the active involvement of the employer, the student, faculty, Bryant University administration (Registrar, Bursar, other offices), and the Amica Center. Detailed information is available from the Experiential Education Program, housed in the Amica Center for Career Education.

Faculty Eligibility and Responsibilities:

Not all Bryant University faculty are available to supervise interns. The established policies include:

- Must be tenured, tenured-track or term professor responsible for assessing and grading an internship or practicum.
- Adjunct professors may be allowed to assess learning if eligibility waived by Department Chair.
- Must provide a syllabus or learning contract providing student with criteria for assessment and accomplishment of learning outcomes resulting in a letter grade
- Limit to no more than 12 students per semester
- Provide final grade to the Registrar following fall and spring grade guidelines
- Summer grades may be entered beyond traditional deadline, however, Registrar will enter NA (not available) at the deadline date which is changed by professor during the following fall semester
- May determine the site is not meeting expectations of learning agreement, addressing the situation with the student, site supervisor and Department Chair. The Manager of the Internship Program should also be notified and can arbitrate or assist in decision to remove student and address situation that may lead to removal of the Employer from the recruiting program and posting on BCC.

In addition, faculty have specific supervisor responsibilities, as outlined in the Faculty Supervisor Guide. Key responsibilities include (but not limited to):

- Discuss the Learning Agreement Packet and internship description with the student
- Sign the Internship Enrollment Form
- Provide a syllabus that includes grading criteria
- Meet with intern regularly to discuss and review internship
- Consult with the student's site supervisor

- Review site supervisor's mid-semester and final performance evaluations uploaded by student on Banner
- Evaluate student's assignments and provide feedback to students
- Determine grade and record through Registrar's office on Banner following process for traditional course grades

Employer Responsibilities:

Employers have specific responsibilities, as well. These include (and are not limited to):

- Submit an Internship Data Sheet and job or project description for approval
- Provide a safe environment, training and challenging assignments
- Submit the Confirmation Form outlining work schedule
- Train and provide continual feedback to the intern
- Complete the mid-semester and final evaluations

Agreements

Both Bryant University and the Internship Site supervisor will sign an agreement that outlines the respective responsibilities of each entity. This agreement must be on file with the Amica Center prior to the start of any academic internship.

Because of COVID-19, two new agreements have been introduced and need to be signed:

1. Student Release of Liability Waiver
2. Employer Site Safety Agreement (or an appropriate alternative)

Current Job and Requesting Academic Credit

Students are encouraged to expand their horizons and seek a variety of internship experiences. Sometimes an organization will provide an opportunity that provides a student (who is also an employee) with a learning opportunity for the duration of a semester meeting the criteria of an academic internship. The student and employer must demonstrate that the student is an employee or has previously worked with the organization and a progression in responsibilities is submitted for review by the Department Chair.

Some parameters that the Department Chair will consider:

1. they are new to the job
2. they have been promoted to a new position
3. they work with a different department than their regular job
4. they make arrangements with their supervisor to take on additional projects/responsibilities in order to learn something new

We don't allow students to work at any job and gain credit unless they are demonstrating learning through one or more of the above. In addition, we ask the students to provide documentation (a letter, memo, etc.) that highlights their regular job responsibilities, and a summary of their internship responsibilities for those that are doing # 2, 3 or 4.

All internship descriptions for all academic internship types are reviewed by Department Chair for approval.

Posting Virtual/Remote Job and Internship Opportunities

The Amica Center for Career Education recognizes that traditional on-site employment and internship opportunities have evolved and remote or virtual opportunities are becoming more common.

Virtual Internships

If a virtual internship is proposed by a student, or offered by a prospective internship site, the following components will be considered prior to final approval:

Internships should focus on the learning experience of the student, including the environment in which that learning takes place. For optimal learning, students need to be in a physical environment with individuals with whom they interact on a regular basis. They need to learn interpersonal skills, office politics, and how to navigate ‘real-world’ situations. As such, virtual internships, where students work remotely, can only be approved if the following criteria are met.

- Companies/Organizations must be an established, legitimate business or nonprofit, as evidenced by considerations such as a physical location, website, history of offering paid employment, listed telephone number, tax ID number, 501(3) designation, etc.
- Internship supervisors must provide a detailed position description that meets the criteria of an internship as outlined by NACE and the Amica Center at Bryant University. Use the link (http://www.nacweb.org/connections/advocacy/internship_position_paper/) to access NACE’s criteria for a successful internship. In addition, scroll down to the Internship Postings section below to learn more on the Amica Center’s posting policies.
- The organization’s internship site mentor should maintain regular contact with the student including providing feedback on tasks and projects, for example, via weekly virtual meeting on Zoom, Skype, Gmail video chat or a similar technology. This meeting will be used to provide more personalized feedback to the student and correct any issues. This face-to-face meeting is a time for project planning, review of progress made, feedback and mentoring.*
- Internship supervisors provide students with an online project management tool (Office 365, Google Docs, etc.) so they can access and monitor students’ work on a consistent basis.

- The company/organization should make the virtual intern a part of regular operations as much as possible; for example, including them in face-to-face opportunities such as company meetings or client visits, even virtually.
- Provisions should be made for students to interact with other professionals besides their supervisor through activities such as field work, networking events, or virtual meetings.
- The internship site may need to provide technology so that the student can participate in the virtual internship. Just as it is considered inappropriate for a student to purchase supplies to participate in a regular internship or job, asking students to purchase technology to participate in the virtual internship would be considered inappropriate.
- If the internship is for credit, the department chair may determine and require the percentage of time spent on-site and virtually. For example, the chair may determine that 20% of the internship time must be on-site, at the premises of the organization, while 80% of the time the intern can be interning remotely/virtually. Because of COVID-19, the percentage may be 100% remote.
- For fully virtual non-credit internships in which distance between the employer and the intern is significant and in-person meetings are simply not feasible, regularly scheduled virtual supervision meetings are expected. The intern should maintain a log of such supervision so as to document this aspect of the training. Because of COVID-19, remote supervision may be the only feasible option.
- Because of COVID-19, employers must complete the Site Safety Agreement or provide acceptable alternative documentation.
- Because of COVID-19, interns must complete the Release of Liability form.

* If the virtual internship is in the local area (a reasonable drive from campus), and community conditions allow, the employer should meet with the student in a public place (e.g. coffee shop, restaurant) once a week. Because of COVID-19, such mentoring may only be delivered via Zoom or another video-based platform.

(NOTE: Adapted from University of Connecticut, Center for Career Development Internship Posting Criteria)

Please note: For safety and liability reasons, students are not allowed to intern out of an individual's private home.

Virtual and In-Person Internships at Entrepreneurial Startups

Internships at startup companies will be reviewed in great depth. Internships at startup companies may not be approved for multiple reason, including, but not limited to: the site

supervisor cannot provide expert supervision; the position description is vague and does not clearly state learning objectives; the intern's role and tasks are not based on clearly established objectives for the internship; supervision is not consistent; the academic chair determines the experience is not an internship; the position does not develop an intern's skills and knowledge sufficiently; and/or the intern's role is actually that of an employee. Interns are not to be "used" as free labor for the benefit of a startup.

A startup must be formally organized as a company or nonprofit, registered with the State of its primary operations.

- Unregistered businesses/startups will not be approved.

Part-time Virtual Jobs

For virtual part-time job opportunities, the Amica Center utilizes the above review points in determining the decision of whether to post or not. The "20% on-site and 80% virtual" rule is a critical factor. If this can't be satisfied, or because of COVID-19 safety concerns, clearly articulated and established virtual supervision methodologies must be stated and used. Clear performance outcomes need to be established and articulated. This position must be paid (w2 or 1099).

Full-time Virtual Positions (postgraduate)

Full-time virtual opportunities are permissible postings if they provide for virtual supervision and clearly established performance outcomes. This position must be paid (w2 or 1099).

Virtual Short-term Opportunities

Virtual "gig" jobs and so-called "micro-internships" in which students are independent contractors completing short-term/piecemeal work projects may be posted if the employer is formally organized and registered as a company or nonprofit. Students should be notified prior to application all the details and expectations of the opportunity.

Third-Party Recruiters – Guidelines for Posting

Third party recruiters are able to post "external" positions on Bryant Career Connection, but they must specify that they are recruiting for another company by contractual agreement, as well as disclose the company's name to the Amica Center for Career Education. The Amica Center retains the right to verify the contractual agreement to establish the authenticity of the posting. While the company's information does not have to be shown on the job posting (though this is preferred), the Amica Center must be informed of the employer's name. If requested in writing, the Amica Center will not disclose this information. See definitions of qualified third-party recruiters who can post in the "Third-Party Recruiters" section, below.

Third-party recruiters are able to post “internal” positions on Bryant Career Connection as they are recruiting for their own company. All standard employer policies and procedures must be adhered to.

Employers Other Than the Home Organization

Third-Party Recruiters – Guidelines for Posting

Third party recruiters are able to post “external” positions on Bryant Career Connection, but they must specify that they are recruiting for another company by contractual agreement, as well as disclose the company's name to the Amica Center for Career Education. The Amica Center retains the right to verify the contractual agreement to establish the authenticity of the posting. While the company's information does not have to be shown on the job posting (though this is preferred), the Amica Center must be informed of the employer’s name. If requested in writing, the Amica Center will not disclose this information. See definitions of qualified third-party recruiters who can post in the “Third-Party Recruiters” section, below.

Third-party recruiters are able to post “internal” positions on Bryant Career Connection as they are recruiting for their own company. All standard employer policies and procedures must be adhered to.

Employment Agencies/Search Firms/Staffing Services/Temp Agencies/On Line Job Board Services/Contract Recruiters, etc. - a.k.a., "Third Party Recruiters"

The Amica Center for Career Education, in response to conflicts of interest between client companies and "Third-Party Recruiters" (see definition below), and after extensive and multiple surveys of peer institutional practices and employers, and guidance from the National Association of Colleges and Employers, has implemented policies and procedures to work with such organizations.

Third Party Recruiters are not eligible to participate in the Career Fairs – unless recruiting under the following four parameters:

1. Third-party recruiter is solely recruiting for an internal position within its own organization; they are then considered an employer and are allowed to participate in the fairs.
2. If recruiting for a client-company, the third-party recruiter is only recruiting for ONE client-company, and represents that company in presentation and collateral.
3. The third-party recruiter is acting as an Outsourcing Contractor or Leasing Agency as defined below.
4. To ensure there is an adequate variety of industries and opportunities represented at our career fairs, we have set a cap of three (3) staffing/recruiting agencies per career fair, space pending and at Amica Center discretion. Should any remaining booths be available the week of the event, staffing/recruitment agencies still interested in attending may be allowed to attend in the order in which the request to attend was received, after the waitlist for our other employers has been managed. No walk-on registrations are permitted for staffing/recruiting agencies.

No exceptions.

Career Fair Limit

In addition, only three (3) such organizations may attend a career fair, space pending and at Amica Center discretion. If space is available for more than three such organizations the week of the career fair, the Amica Center may permit additional organizations to attend, based on their waitlist order. This decision, however, is not guaranteed and is at the full discretion of the Amica Center.

Definition of "Third-Party Recruiter":

- A. Third-party recruiters and recruiting agencies are agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities other than for their own needs. This includes entities that refer or recruit for profit or not for profit, and it includes agencies that collect student information to be disclosed to employers for purposes of recruitment and employment;
- B. Third-party recruiting organizations charge for services using one of the following fee structures:
 - 1. Applicant paid fee - The applicant pays the third-party recruiter a flat fee for services rendered or a fee based upon the applicant's starting salary once the applicant is placed with an employer.
 - 2. Employer paid fee-
 - a. Retainer-The employer pays a flat fee to the third-party recruiter for services performed in the recruiting of individuals to work for the employer.
 - b. Contingency fee-The employer pays to the third-party recruiter a percentage of the applicant's starting salary once the applicant is hired by the employer.
 - c. Fee for service-The employer pays a fee for specific services, e.g. job postings, access to resumes, booth space at a job fair, etc.
- C. The above definition includes, but is not limited to, the following entities regardless of the fee structure used by the entity to charge for services:
 - 1. Employment Agencies- Organizations that list positions for a number of client organizations and receive payment when a referred candidate is hired. The fee for listing a position is paid either by the firm listing the opening (fee paid) or by the candidate who is hired.
 - 2. Search Firms- Organizations that contract with clients to find and screen qualified persons to fill specific positions. The fees for this service are paid by the clients.
 - 3. Contract Recruiter- Organizations that contract with an employer to act as the employer's agent in the recruiting and employment function.
 - 4. Online Job Posting or Resume Referral Services- For-profit or commercial organizations that collect data on job seekers and display job opportunities to which job seekers may apply. The data collected on job seekers are sent to prospective employers. Fees for using the services may exist for the employer, school, or job seeker.

5. Professional Associations - who recruit for their membership.
- D. Temporary Agencies or Staffing Services- Temporary agencies or staffing services are employers, not third-party recruiters, and will be expected to comply with the professional conduct principles set forth for employer professionals. These are organizations that contract to provide individuals qualified to perform specific tasks or complete specific projects for a client organization. Individuals perform work at the client organization, but are employed and paid by the agency.
- E. Professional Associations recruiting for member companies of that association are considered a Third-Party Recruiter.
- **Should these firms attempt to or actually recruit individuals to be employees of another organization, then the third-party professional conduct principles shall apply.**
- F. Outsourcing Contractors or Leasing Agencies- Outsourcing contractors or leasing agencies are employers, not third-party recruiters, and will be expected to comply with the professional conduct principles set forth for employer professionals. These are organizations that contract with client organizations to provide a specific functional area that the organization no longer desires to perform, such as accounting, technology services, human resources, cafeteria services, etc. Individuals hired by the outsourcing or leasing firm are paid and supervised by the firm, even though they work on the client organization's premises. If an outsourcing contractor or leasing agency is found to be recruiting for the same position an employer is recruiting for (that employer is a client of the contractor/agency) that is attending a fair, they must cease and refrain, so as to allow the employer to recruit for their own positions.

Third-party recruiters will be versed in the recruitment field and work within a framework of professionally accepted recruiting, interviewing, and selection techniques.

Third-party recruiters will follow non-discrimination practices in recruiting activities in a manner that includes the following:

- a. Referring qualified students to employers without regard to the student's race, color, national origin, religion, age, gender, or disability;
- b. Reviewing selection criteria for adverse impact and screening students based upon job-related criteria only, not based upon the student's race, color, national origin, religion, age, gender, or disability;
- c. Refusing, in the case of résumé referral entities, to permit employers to screen and select résumés based upon the student's race, color, national origin, religion, age, gender, or disability;

- d. Avoiding use of inquiries that are considered unacceptable by EEO standards during the recruiting process;
- e. Affirming an awareness of, and sensitivity to, cultural differences and the diversity of the work force;
- f. Investigating complaints forwarded by the Amica Center or the employer client regarding EEO noncompliance and seeking resolution of such complaints.

The Amica Center may choose to advise students to approach with caution third-party recruiters who charge a fee. The Amica Center will make available to students the NACE publication, "A Student's Guide to Interviewing with Third-Party Recruiters."

Third-party recruiters must disclose information as follows:

- a. Third-party recruiters will disclose to students the name(s) of the client, or clients, that the third-party recruiter is representing and to whom the students' credentials will be disclosed.
- b. When deemed necessary, third-party recruiters will disclose information upon request to the Amica Center that would enable the Amica Center to verify that it is recruiting for a bona fide job opportunity. Information should include contact information for the organization for which the third party is providing recruiting services. The Amica Center must respect the confidentiality of this information and may not publish it in any manner.

Third-party recruiters will not disclose to any employer, including the client-employer, any student information without obtaining prior written consent from the student. Under no circumstances can student information be disclosed for other than the original recruiting purposes nor can it be sold or provided to other entities. Online job posting and résumé referral services must prominently display their privacy policies on their web sites, specifying who will have access to student information.

- Third-party recruiters may not post internship positions for students on Bryant Career Connection. This policy does not apply to Outsourcing Contractors or Leasing Agencies. Contact the Amica Center with questions about this latter category.

Career Fairs:

Third Party Recruiters are not eligible to participate in the Career Fairs – unless recruiting under the following parameters:

1. Third-party recruiter is solely recruiting for a position within its organization; they are then considered an employer and are allowed to participate in the fairs.
2. If recruiting for a client-company, the third-party recruiter is only recruiting for ONE client-company, and represents that company in presentation and collateral.

3. The third-party recruiter is acting as an Outsourcing Contractor or Leasing Agency (see above definitions: Section F.)
4. To ensure there is an adequate variety of industries and opportunities represented at our career fairs, we have set a cap of three (3) staffing/recruiting agencies per career fair. Should any remaining booths be available the week of the event, staffing/recruitment agencies still interested in attending may be allowed to attend in the order in which the request to attend was received, after the waitlist for our other employers has been managed. No walk-on registrations are permitted for staffing/recruiting agencies.

No exceptions.

Career Fair Limit

In addition, only three (3) such organizations can attend a career fair, space pending. If space is available for more than three such organizations the week of the career fair, the Amica Center may permit additional organizations to attend, based on their waitlist order. This decision, however, is not guaranteed and is at the full discretion of the Amica Center.

Career Fair Attendance Rules for Third Party Recruiters

- a. Third-party recruiters (“recruiting agencies”) will only recruit for positions which students would be a direct employee of the third-party recruiter. This means the employee is paid by the third-party recruiter and not by the client-company.
- b. To ensure there is an adequate variety of industries and opportunities represented at our career fairs, we have set a cap of three (3) staffing/recruiting agencies per career fair. Should any remaining booths be available the week of the event, staffing/recruitment agencies still interested in attending may be allowed to attend in the order in which the request to attend was received, after the waitlist for our other employers has been managed. No walk-on registrations are permitted for staffing/recruiting agencies.
- c. If recruiting for client-company, third-party recruiters can only recruit for ONE client-company. No exceptions.
 - o Third-party recruiters will not recruit for two or more client-companies that are attending the career fair.
 - o Third-party recruiters must represent only one client-company – and this is visible and made known to students. Students should be informed of the application protocol, as well.
 - o Collateral and presentation must clearly represent the client-company – not the third-party recruiting agency.
 - o Third-party recruiters cannot distribute agency collateral to other vendors – as this represents a business-to-business effort or can be misconstrued as multi-client representation.
 - o Third-party recruiters will not act as a hiring agent for multiple client-companies in which the placed employee is paid by the client-companies.

- d. Third-party recruiters will not approach participating career fair employers for the purpose of developing their company's client base or to conduct business-to-business activities.
- e. Third-party recruiters will disclose to the Amica Center all positions and the company for which they are recruiting and post those positions on their table at the fair.
- f. Third-party recruiters will not collect student résumés for the purpose of building data bases for any future employment opportunities. Résumés will be collected only for current openings.
- g. Third-party recruiters will clearly explain to students the type of position they are applying for (Permanent or Temporary to Permanent) and the placement location.
- h. Third-party recruiters will sign an agreement at the day of the event to acknowledge receipt of these rules and agreement to comply. Non-compliance or refusal to sign will result in:
 - o Expulsion from the event.
 - o Forfeiture of any fees paid for the event or future events.
 - o Banned from campus for one year.

Network Marketing Companies

Network Marketing Companies are not considered "employers" by the Amica Center for Career Education and are not eligible to participate in career fairs, on-campus interviewing, résumé referrals, Bryant Career Connection, employer presentations, and/or sponsorships for on-campus activities.

The Amica Center considers organizations that engage in the following to be Network Marketing Companies:

- a. Sponsoring an individual to set up his/her own business for the purpose of selling products or services and/or recruiting other individuals to set up their own business.

AND

- b. Requiring an initial investment from this individual, with the organization itself serving as an umbrella or parent corporation. The initial investment may be direct payment of a fixed fee, payment to attend an orientation or training session, a "deposit" for materials, and/or purchase of a starter kit.

Other characteristics of a Network Marketing Organization may be:

Compensation is often in the form of straight commission, fees from others under their sponsorship in the organization, and/or a percentage of sales generated by others.

The individual may be required to provide a share of earnings to an individual above them in the organizational structure.

Career Fair Policies and Procedures

NOTE: Because of COVID-19, we are de-densifying the career fair floor plan. This means more space and less employers. COVID-19 precautions (e.g., masking) may be required. Our career fair policies and procedures generally remain in place and apply when applicable, and some exceptions may arise, at the Amica Center's discretion.

Non-Amica Center staff attending the Amica Center for Career Education Career Fairs (and career panels, and any/all other career education events sponsored by the Amica Center, etc.)

The Amica Center for Career Education reserves the right to prohibit non-Amica Center staff access to Amica Center career fairs should this be necessary. Non-Amica Center personnel may include staff, faculty, or Administrators from Bryant University or off-campus personnel, (from another college/university), non-registered employers, or the general public. In some cases, students not affiliated with Bryant University are allowed to attend Amica Center events and in such cases, their current student ID is required for admission. The primary reason for restricting access is to provide full recruiter-student interaction opportunity; the event is not designed for non-Amica Center personnel to make or manage business contacts and/or relationships. Nor is it permissible for Bryant University employees to attend to pick up "freebies" from employers or represent a family member. Non-Amica Center personnel not able to comply will be asked to leave the event immediately.

Sometimes an employer may make "an appointment" or schedule an interview with a non-Bryant University person while the employer is on campus, participating in a career event hosted by the Amica Center. That appointment must be conducted outside the scheduled event. No exceptions.

It may be allowed for non-Amica Center staff to observe how the Amica Center runs the event, including layout within the event. It is expected a formal request be submitted in advance (at least one day) to the Executive Director of the Amica Center.

The practice of employer "poaching" will not be tolerated and those identified in engaging in such a practice will be excused from the event.

Payment policy and procedures are at the end of this section.

Commission-Only Positions at Career Fairs

Organizations are not permitted to recruit for commission-only positions at career fairs.

Demonstrations at a Career Fair or other Amica Center Events

The following policy is taken directly from the Student Affairs Handbook and applies to Amica Center events:

DEMONSTRATIONS POLICY

Bryant University affirms the right to peaceful assembly and free speech. At the same time, the University has long recognized that the right to protest and demonstrate does not include the right to engage in conduct that disrupts the University's operations or endangers the safety of others. The rights of others to participate in learning, teaching, and other campus events and activities must not be infringed upon.

Guidelines and Expectations for Protest Attendance and Participation

Bryant University has specific guidelines for protest activities that protect the rights of all members of the University Community. These are found in the Student Handbook Code of Conduct. Failure to abide by these regulations may result in action by the Department of Public Safety and/or the Office of the Vice President for Student Affairs.

Some general parameters include:

- Do not block egress to and from campus buildings, offices and classrooms:
- Signs supported by standards or sticks are not allowed in University buildings:
- Noise that interferes with classes, events, and other activities is not acceptable:
- Sound amplification can only be used with prior permission; and
- Demonstrations or behavior that obstruct or seriously impair the ability of the administration, staff, and/or faculty to conduct University business are not allowed.

Protests or demonstrations that infringe upon the rights of others to peaceful assembly, orderly protest, free exchange of ideas, or that interfere with the rights of others to make use of or enjoy the facilities or attend the functions of the University will not be tolerated. The Unistructure Rotunda and Fisher Center Patio are the sites designated for protests and demonstrations.

It is a violation of these policies whenever any individual prevents, or willfully attempts to prevent, the orderly conduct of a University function or activity, such as lectures, meetings, interviews, ceremonies, or public presentations; or blocks, or willfully attempts to block, the legitimate activities of any person on the campus or in any University building or facility. The unauthorized occupation, or attempted occupation, of any University office or other work space that impedes the normal flow of activity is strictly prohibited.

Whenever a member of the University community, that is a member of the faculty, staff, or student body, violates these policies, that individual will be subject to University discipline

and/or arrest. Whenever a nonmember of the University community violates these policies, that individual will be subject to arrest. Decisions to invoke University disciplinary action or arrest in the course of a protest or demonstration will be made after due warning and, wherever possible, such decisions will be made by officers of the University.

Walk-on Registrations

On occasion one or two tables may become available for walk-on registrants. These tables become available because of "no-shows." If such a table becomes available, the Amica Center for Career Education will release that table 30 minutes into the fair to the employer who made the first walk-on request (and a second table to the second request, etc.). The fee for that table will be the Late fee. That employer must have payment in hand (check or credit card; no cash or money orders). The Amica Center does not encourage walk-on registrations as we cannot guarantee table availability. Employers claiming to have pre-registered for which no registration exists within the Amica Center records will be considered a walk-on registrant and the above walk-on procedures will apply.

Walk-on registrations are not permitted for staffing/recruiting agencies or firms.

No exceptions.

"No-Show," Cancellation, and Refunds

On occasion, an employer may for whatever reason decide not attend a career fair for which they have paid and registered.

If that employer "no-shows," that is, does not come to the fair and does not notify the Amica Center for Career Education prior to the event that they are not coming, the full fee for the fair (or fairs) is assessed. If the account has already been paid, then those monies are forfeited.

The Amica Center will make available the table spaced rented to that employer to the first-come, first served "walk on" registrant. The Amica Center will wait 30 minutes after a career fair opens to the students and alumni as the cut-off time to determine a "no-show."

Late arriving employers must inform The Amica Center of their late arrival time. Call ahead! The Amica Center will post a sign on late arriving employer tables noting their ETA so students will know when to return. Late arriving employers who fail to notify The Amica Center in advance may forfeit their table space. Call!

Refunds

- a. Refunds are not available three weeks (21 calendar days) prior to any Amica Center event. Before this timeframe, employers may request a refund of fees paid, minus \$75 processing fee. The Amica Center will not carry over a registration or event fee to the next semester's fair or event. All refund requests must be made in writing on company letterhead or by a formal email, using the company email address.
- b. No refunds will be given for "no-shows" to Amica Center events. Fees paid are forfeited.

- c. No refunds are given to any company/business that has violated an Amica Center policy and is denied services. Fees paid are forfeited.
- d. Please understand that the Amica Center does not cut refund checks; instead, the University's Controller's office does this. Refunds will take some time to process.

Participation and Attendance

- a. The Career Fairs are hosted by the Amica Center for Career Education and are solely for employers to recruit student and alumni candidates, and for students and Alumni to meet employers to discuss career and internship opportunities.
- b. The Amica Center events are not for employers to solicit employer business contacts. If an employer is found to be conducting business other than recruiting students and alumni for possible positions, that employer will be asked to leave the event immediately. In addition, that employer forfeits any fees associated with the event and will be subject to the "Denial of Service" policies (see below).
- c. All participating employers/recruiters are expected to wear professional attire consistent with the norm of attending recruiters. Generally this is formal business attire, business casual, and company logoed attire, but does not include work uniforms that are suggestive in nature. The latter is considered not appropriate for Amica Center career events and those dressed in such a manner will be asked to immediately find more suitable clothing or leave the event. No refunds will be given if departure occurs.
- d. All Amica Center recruiting events are open to Bryant University students and alumni. Special admission may occur for other students from other regional campuses. If such admission is permitted, those students must register using a valid student identification card from their respective campuses, at the event.
- e. The Amica Center recruiting events are not open to the public unless otherwise designated.

Online Job Board Posting Services/Companies

Career fair attendance is restricted to organizations representing the recruiting needs of the participating organization. Online Job Board Posting Services/Companies can only recruit for positions within that company; they are not permitted to recruit for positions of their clients who post on their job board. Further, promotion of products, services or soliciting employer clients is strictly prohibited. If an employer is found to be conducting business other than recruiting students and alumni for possible positions, that employer will be asked to leave the event immediately. In addition, that employer forfeits any fees associated with the event and will be subject to the "Denial of Service" policies (see below).

Professional Associations

Professional associations representing career areas and/or designations may attend the Career Fairs. To attend, the professional association must have positions available within their own

organization and recruit for those positions; they are not to recruit for their membership, however. If an association is found to be conducting business other than recruiting students and alumni for possible positions within their organization, that association will be asked to leave the event immediately. In addition, the association forfeits any fees associated with the event and will be subject to the "Denial of Service" policies (see below).

Network Marketing Companies

- a. Network Marketing Companies are not considered "employers" by the Amica Center for Career Education and are not eligible to participate in career fairs, on-campus interviewing, résumé referrals, Bryant Career Connection, employer presentations, and/or sponsorships for on-campus activities.
- b. The Amica Center considers organizations that engage in the following to be Network Marketing Companies:
 1. Sponsoring an individual to set up his/her own business for the purpose of selling products or services and/or recruiting other individuals to set up their own business.
AND
 2. Requiring an initial investment from this individual, with the organization itself serving as an umbrella or parent corporation. The initial investment may be direct payment of a fixed fee, payment to attend an orientation or training session, and/or purchase of a starter kit, or a deposit.

Compensation is often in the form of straight commission, fees from others under their sponsorship in the organization, and/or a percentage of sales generated by others. The individual may be required to provide a share of earnings to an individual above them in the organizational structure.

Graduate Education Program Participation in Career Fairs

Bryant University career fairs and other recruiting events are open exclusively to employers; graduate education programs are not permitted to attend the career fairs. However, the Amica Center is happy to advise and assist graduate education programs regarding how to recruit Bryant students. We will also provide no-fee information session opportunities, including virtual recruiting opportunities, when planned in advance.

Table Assignments

- a. The Amica Center for Career Education assigns tables using a complex formula that takes into account display needs, electrical needs, number of recruiters present, and competition (we try to never place competing employers next to or opposite each other).
- b. Tables cannot be shared by different organizations/companies. One table per company/business/organization. It is possible for an employer to purchase more than one table, though this option is not always available.

- c. Table assignments are final. If an open table is available on the day of a fair, an employer may request to move. Table reassignment may not be advantageous as the Amica Center publishes a table map for students, with which to navigate the fair; the map will not be updated on the day of a fair. The Executive Director of the Amica Center or her/his designee will facilitate such discussions and all decisions are final.

Extra Tables and Special Table Set Up

On occasion, employers can request extra tables or a special table arrangement, space permitting. Because of Rhode Island fire code and a diligent on-campus fire marshal, the Amica Center adheres to the pre-determined possible layouts for the career fair. There are only a limited number of spaces for extra tables and the configurations are therefore limited. If a fair is sold out, there are generally no options available. The fee for a second table (“2-long,” side by side or end to end), is a second regular registration. Requests are processed by availability, sequence and by payment. The Amica Center, at its discretion, may not make available the “extra” table space.

Payment

- a. The Amica Center for Career Education can only process credit card (Visa, MasterCard, American Express) payments and check payments. If an employer opts to pay via credit card, the card will not be processed until the registration is reviewed and confirmed by the Amica Center. Checks are to be made out to: Bryant University. Cash and money order payments are not accepted as we cannot process cash or money orders. The Amica Center will process payments in a timely manner and will make available receipts when requested and will fax/email payment confirmations for Career Fair activity, when requested.
- b. Career Fair registrations must be paid in advance of the event and by stated deadlines. Failure to submit payment in advance may result in not having a table at the event. The Amica Center uses an “Early Bird, Regular, and Late” registration rate system, and each has a published deadline.
- c. Registrations are not complete until payment is received by the Amica Center.
- d. Nonprofit organizations have one rate throughout the registration period, the Nonprofit rate.
- e. The walk-on fee will be the late registration fee. The employer must have payment in hand (check or credit card; no cash or money orders).
- f. When an employer or agency is assessed a fee by the Amica Center, if not already existing, an account for that entity is established. The employer is responsible for charges posted to this account. When the account is past due after 90 calendar days (after the paid event), the Amica Center has the right to send the account to Collections and assert for

immediate payment. While the account is in Collections, the employer and its agents will be denied service.

- g. When a company uses a third-party accounting firm/agency to process payments, the Amica Center is not the vendor and will not be held to any special/contractual agreements between the employer and that accounting firm. Specifically, no additional obligations are incurred by the Amica Center in order to receive payment. If an accounting firm/agency chooses to ask the Amica Center to verify employer attendance or activity through the Amica Center events, the Amica Center may provide a letter of verification of attendance, but is not obligated to take photos, take statements or use any notary services to verify attendance. Such obligations will be refused. If the employer cannot resolve this issue with their financial department or accounting firm/agency and the account is due, then the Amica Center may send the account to Collections and assert for immediate payment. While the account is in Collections, the employer and its agents will be denied service.

Denial of Service

The Amica Center for Career Education reserves the right to refuse services to employers due to any of the following: dishonesty; discrimination; breach of confidentiality; renegeing on established agreements between the Amica Center and the employer (verbal or written); renegeing on a job offer to a student; fraud; failure to pay for billed services; misrepresentation; harassment of Bryant University students, alumni, staff or faculty; failure to adhere to the Amica Center policies and/or any other violation of Bryant University rules and regulations.

When a company has been denied service, the company must cease the identified behavior/action, rectify the situation both in writing and in deed to the Amica Center and any other individual involved, and withdraw from the University for a period of one year from the date the rectification occurs. Any fees paid to the University for Amica Center services during this period are forfeited to the Amica Center. Withdrawal from the University includes, but is not limited to, participating in the Career Fairs, On-Campus Interview program, Bryant Career Connection, informational sessions, or working with colleges, departments, faculty or students.

The Amica Center has the right to send to Collections outstanding accounts after 90 days of non-payment. (The day after the event for which the balance is due is day one of this 90-day period.) If the only issue is non-payment, as soon as an account is cleared, that employer may re-engage in services.

Statement to the Bryant Community Regarding the RI Cannabis Act

From: Bryant Alerts

Sent: Friday, August 12, 2022 1:15 PM

To: ALL FACULTY; ALL STAFF; ALL STUDENTS

Subject: Statement to the Bryant Community Regarding the RI Cannabis Act

On May 25, 2022, Rhode Island became the 19th state to legalize the recreational use of marijuana for adults over the age of 21. Despite this change in state law, Bryant University's policies remain unchanged. Bryant University prohibits the use, possession, manufacturing, distribution, or being in the presence of marijuana in any form. Possession of drug-related paraphernalia is also prohibited. Bryant University will remain in compliance with the requirements of the federal [Drug-Free Schools and Communities Act](#).

This federal law requires that higher education institutions such as Bryant University must certify that policies and programs are implemented to prevent the unlawful possession, use, or distribution of alcohol and illicit drugs for students, faculty, and staff on campus. By abiding with federal laws, this includes the prohibition of marijuana in any form or amount on Bryant University's campus.

If you have any questions or concerns regarding Bryant University's drug policies, please contact The [Office of Community Standards](#).