

# Art Institute Recruiting Guidelines for Employers

Thank you for your interest in recruiting at The Art Institute. We have campus locations in Atlanta GA, Virginia Beach, VA, Miami, FL, Tampa, FL, Dallas, TX, Houston, TX, Austin, TX and San Antonio, TX. We look forward to helping you find qualified candidates for your positions. We ask that you review and adhere to policies set for recruiting at The Art Institutes.

## Recruiting guidelines

To ensure fair and ethical recruiting on our campuses, we have implemented the following recruitment and posting policies:

- The Art Institute, Mentorship & Career Readiness staff works only with employers who comply with EEO and Affirmative Action principles in recruiting activities.
- The Art Institute Mentorship & Career Readiness department welcomes employers to register and use the Ai EDGE jobs site to post their job and internship openings.
- The department of Mentorship & Career Readiness reserves the right to refuse/cancel the posting of any position that is deemed inappropriate or questionable.

The Art Institute will not list a position if:

- The position(s) requires a fee/payment or investment for the student.
- The position is based on commission only.
- The study, internship, and work abroad opportunity for which the student is required to pay a fee to locate.
- The third-party recruiter requires an applicant-paid fee.
- The employment opportunity involves on-campus solicitation or on-campus sales.
- The posting company is unwilling to provide information about their services and/or specifics about the job opportunity.
- The third-party recruiter does not disclose (in the posting or to the student) the name(s) of the client(s) that the third-party recruiter is representing and to whom the student's credentials will be disclosed.

## Internship guidelines

These guidelines are in addition to the above recruitment guidelines.

### Definition of an internship

An internship is a pre-professional learning experience that offers meaningful, practical work related to a student's field of study or career interest. Internships allow students to apply principles learned in the classroom in a professional environment. Internships typically are short-term and should include a written job description and defined employment period.

## Opportunities NOT considered an internship

- Positions consisting primarily of clerical work.
- Jobs that provide little or no opportunity for students to gain practical experience that complements their academic training.
- Part-time jobs with little or no training, guidance, and supervision.
- Positions where a student does not have direct supervision or guidance in their internship by a professional of the industry in which the student is studying.
- Positions that do not comply with The Art Institute employer recruitment guidelines.

## The US Department of Labor requirements and payment questions

- According to the Department of Labor, certain requirements need to be met in order for the legal definition for learner/trainee to be valid. Neither the law nor regulatory guidance uses the term “intern”. Please view the Department of Labor requirements in their entirety <https://www.dol.gov/whd/regs/compliance/whdfs71.htm>

## Classroom credit

Decisions regarding whether a student receives academic credit for an internship are made by instructional departments. Students are strongly encouraged to contact their department in advance of an internship to apply for credit.