

Quick Guide – Extensions/Adjustments & Quick Tips

Extension & Adjustments:

When adjusting or extending your intern's current agreements, do the following based on changes needed in their agreement. ** Any changes to a current agreement will require a "Adjust Agreement Form"*

New budget sheet for:

- Pay raises
- Account Changes (Account, Project code)
- Extensions
- Adding Fund (Travel, Bonuses, etc.)
- Going from Summer to Fall & Spring or Fall & Spring to Summer

Adjust Intern Agreement Form:

- Any changes to intern's agreement
- Pay change
- Account Change
- Internship End date
- Extending to Fall & Spring or Summer to Fall & Spring

Number of Intern Hours Allowed to Work:

- Interns may not be employed by SUU for more than 1500 hours in a 12-month period. The IIC reserves the right to terminate interns who reach 1400 hours to avoid overages. *Example: November 2021 – October 2022 (not a calendar year)*
- **IIC will notify Mentors & Interns every month between the 10th- 15th on the interna total hours.**

SUU Student: (All internships are limited to 1500 hours in a calendar year) *

- *Option 1: SUU Semester Season: 20 hrs/week during the fall and/or spring semester while school is in session.*
- *Option 2: Summer Season (April - Sept. start date). Max 40 hrs/week up to 960 hours (24 weeks).*
- *Option 3: Summer Combined: 40 hrs/week until school starts and during breaks (960 hours max) + 20 hrs/week during the fall and/or spring semester up to 1500 hours in a calendar year.*

Non-SUU Student: (All internships are limited to 1500 hours in a calendar year) *

- *Option 1: Semester Season: 29 hours/week while school is in session during the fall and spring semesters. Intern can work 40 hrs/week during breaks. Intern's total hours may not exceed 1500 hours/ calendar year.*
- *Option 2: Summer Season: (April - Sept. start date) Max 40 hours/week up to 960 hours (24 weeks).*
- *Option 3: Winter Season: (Oct. - March start date) Max 40 hours/week up to 960 hours (24 weeks).*
- *Option 4: Combined Summer (April - Sept. start date). Max 40 hours/week up to 960 hours (24 weeks) + extension for 29 hours/week up to 1500 hours max (up to an additional 18 weeks).*
- *Option 5: Combined Winter (Oct. - March start date). Max 40 hours/week up to 960 hours (24 weeks) + extension for 29 hours/week up to 1500 hours max (up to an additional 18 weeks).*

Work Week: Friday - Saturday

Pay Period / Paydays:

- **Pay Periods:** 1st – 15th – Time sheet is due at 11:59pm on the 15th (**Paid** - 25th of that month)
- **Pay Period:** 16th -30/31st - Time sheet is due at 11:59pm on the 30th or 31st (**Paid**-10th of following month)



