MACH INTERN GUIDE

Military Aviator Coalition for Health

16 JUL 26

Effective Upon Receipt Until Superseded

1. Purpose

This MACH Intern Guide ("Guide") establishes how the Military Aviator Coalition for Health ("MACH" or "the Coalition") engages college-age adults as unpaid Interns, and the supervision, mentorship, and structure MACH provides them. This Guide is a companion to the MACH Workforce Guide, but governs Interns separately, since an Intern is neither a Volunteer nor a Contractor as those terms are defined in the MACH Workforce Guide.

2. Policy Statement

MACH engages Interns as unpaid participants in a genuine learning experience, not as a source of free labor. This Guide is written consistent with the "*primary beneficiary test*" used by the U.S. Department of Labor under the Fair Labor Standards Act to distinguish a lawful unpaid internship from an employment relationship. MACH and each Intern shall clearly understand and agree, in writing, that: the internship is unpaid, and the Intern is not entitled to compensation; the internship is intended primarily for the Intern's educational and professional benefit, not primarily for MACH's operational benefit. The Intern's work *supplements, and does not displace*, the work of a MACH Volunteer or Contractor. The internship is *limited to a defined Academic Term*, consistent with Section 5 of this Guide; and the internship does not entitle the Intern to a paid position with MACH at its conclusion.

This Guide does not amend, supersede, repeal, or take precedence over the MACH bylaws or any other MACH policy document. Where any provision of this Guide conflicts with, or is inconsistent with, the MACH bylaws, the bylaws control.

3. Applicability and Definitions

This Guide applies to every Intern who serves MACH, as that term is defined below. This is a living document and as such is eligible for and subject to change when directed by the MACH Board.

A. "*Intern*" means a college-age adult, currently enrolled in an accredited college or university, who serves MACH without compensation for a defined Academic Term under the supervision of a Mentor, consistent with this Guide.

B. "*Academic Term*" means the defined period, corresponding to an Intern's academic calendar, such as a semester or a summer term, during which an internship runs, consistent with Section 5 of this Guide.

C. "*Mentor*" means the MACH Board member or officer assigned as an Intern's immediate supervisor, consistent with Section 7 of this Guide.

D. Where this Guide refers to an individual, it uses the terms "he/she" or "his/her"; no other terms are used in this Guide.

4. Eligibility and Intake

A. A prospective Intern must be *currently enrolled in an accredited college or university* at the time the internship begins.

B. Intake consists of an application, an interview with the Director or a Mentor candidate, and **two** character references. Neither reference may come from the Intern's immediate family. **One** of the two references may be a faculty member. A reference from a peer of the Intern is not acceptable under any circumstance.

C. Before an internship begins, the Director shall assign a Mentor to the Intern, consistent with Section 7 of this Guide.

D. Before beginning an internship, the Intern shall sign Attachment A, Attestation of Review, consistent with Section 15 of this Guide.

5. Term and Academic Alignment

A. An internship is limited to a *single, defined Academic Term*, with a stated begin date and end date established before the internship begins.

B. An internship does not automatically renew. MACH and an Intern may agree to a subsequent internship for a new Academic Term, evaluated and established separately from any prior term. An internship, and any subsequent internship, continues only for the duration that it provides specific benefit to the Intern's academic training.

C. An internship's hours and schedule shall accommodate the Intern's academic commitments and shall be stipulated at intake. An Intern shall not work more than **25 hours** in any rolling **five (5) day** period, nor more than **6 hours** in a single sitting.

6. Assignment and Learning Objectives

A. An Intern's assignment shall include developed objectives, specified deliverables or activities, and a description of the learning outcomes the internship is intended to provide, consistent with the Intern's educational and professional development.

B. An Intern's work shall *supplement, and shall not displace*, the work of a MACH Volunteer or Contractor.

7. Supervision and Mentorship

Each Intern is assigned a Mentor, who serves as the Intern's immediate supervisor. **The Mentor is responsible for:**

A. assigning the Intern's work;

B. monitoring the Intern's work and progress;

C. developing the quality of the Intern's work; and

D. developing the Intern as a professional, consistent with that Intern's individual needs and goals.

The Mentor and the Intern shall check in regularly, and no less often than **once per week**, given the additional supervision a college-age Intern may reasonably require.

The Mentor shall inform the Board regarding an Intern's engagement and activities upon the Board's request, or as circumstances reasonably warrant, consistent with the Director's duty under Section 6.7(a) of the MACH bylaws to inform the Board of all other matters deemed relevant to Board oversight and involvement.

8. Conduct, Standards, and Corrective Action

MACH's cornerstone standard of conduct applies fully to **Interns:** no lying, cheating, or stealing. A violation of this cornerstone standard is grounds for immediate removal from the internship.

Where an Intern's performance or conduct otherwise falls short of MACH's expectations, the Mentor shall provide direct, personal coaching and correction, consistent with the developmental purpose of this Guide. Where coaching does not produce the needed improvement, *the Mentor shall consult the Director*, who may extend additional coaching, reassign the Intern's work, or end the internship.

The Director is solely responsible for carrying out a removal of an Intern from an internship.

9. Issue Resolution

An Intern who has a grievance, complaint, concern about incompatibility or a personality clash, or another concern arising from his/her internship, shall contact the **Chief Fundraising Officer**, a MACH Board member, *to initiate an issue resolution process*. The Chief Fundraising Officer shall work with the Intern, and the Mentor where appropriate, to understand and address the concern.

This Section does not apply to, and does not limit, a report of illegal activity under the MACH Whistleblower Protection Policy or a report of harassment or discrimination under the MACH Anti-Harassment and Anti-Discrimination Policy, each of which is handled consistent with its own reporting procedure.

No Intern shall be subject to an adverse performance report, corrective action, or early end to an internship because he/she, in good faith, raised a concern under this Section or under a policy described in the preceding paragraph.

10. Access to Sensitive Information

Access to a Record containing Protected Health Information (PHI) or another individual's personally identifiable information, as those terms are used in the MACH Data Privacy and Breach Response Policy, is a significant responsibility that requires real fitness and maturity on the part of an Intern. Before granting such access, the Mentor shall make a determination as to that Intern's fitness and maturity for this responsibility. Where the Mentor determines the Intern is worthy of this responsibility, the Mentor may authorize that access. Having authorized such access, the Mentor shall then monitor the Intern to ensure the Intern's continued compliant, responsible, and productive use of that access.

11. Social Media

MACH's policy is that its Interns, and MACH personnel generally, do not represent themselves as speaking or acting on MACH's behalf on social media, except through an official MACH social media role that the Director specifically authorizes, and only within the scope of that authorized role. An Intern shall not identify his/her MACH affiliation or role on social media except as the Director authorizes under this Section.

Beyond an official, authorized MACH role, *an Intern is asked to consider* how his/her name, statements, and conduct on social media could reflect on MACH, its reputation, its work, and its effectiveness in the public sphere.

12. Academic Credit and School Coordination

MACH does not require an Intern to seek or receive academic credit for an internship. Where an Intern seeks academic credit, MACH will reasonably cooperate with the Intern's college or university, including completing any evaluation form or documentation that institution requires, provided doing so does not impose an unreasonable burden on MACH.

13. Relationship to Other MACH Policies

This Guide works together with, and does not replace, the MACH bylaws, the MACH Workforce Guide, the MACH Whistleblower Protection Policy, the MACH Records Retention Policy, the MACH Data Privacy and Breach Response Policy, the MACH Board Composition and Governance Policy, the MACH Anti-Harassment and Anti-Discrimination Policy, and the MACH

Financial Affairs Policy. Where this Guide and another MACH policy document address the same subject matter, the more protective provision shall control.

14. Administration and Review

This Guide is administered by the MACH Board of Directors and may be amended by the Board as future circumstances warrant. This Guide will be reviewed annually and will remain in effect until superseded or modified by any other MACH document. This Guide will be publicly visible on the MACH website, www.milaviator.org. Where this Guide is amended, the provisions in effect at the time a given internship begins shall govern that internship for its full Academic Term.

15. Acknowledgment

Each Intern, and each individual serving as a Mentor, shall read this Guide and sign Attachment A, Attestation of Review, before an internship begins. The Director shall receive and file all attestations executed under this Section.

Enacted by the MACH Board on: _____

Attachment A: Attestation of Review

MACH Intern Guide

I, the undersigned, attest that I have received, read, and reviewed the MACH Intern Guide, and that I understand and agree to comply with the responsibilities it assigns to my role with MACH. I understand that this internship is unpaid, that it is not, and does not create, a right to compensation or to a paid position with MACH, and that it is limited to the Academic Term stated below.

Printed Name: _____

Role (Intern or Mentor): _____

Academic Term (if applicable): _____

Signature: _____

Date: _____