

CURRY COLLEGE CENTER FOR GLOBAL AND CAREER SERVICES

INTERNSHIP SITE GUIDE

The Center for Global and Career Services at Curry College is grateful to our Internship Site Partners who provide Curry students with meaningful learning experiences and opportunities to apply classroom learning to the professional world. In order to ensure the best experience for both the student and internship site, the following guide has been developed.

INTERNSHIP SITE REQUIREMENTS

- A supervisor within the organization should be assigned to support and supervise the Curry student for the duration of the internship (*Site Supervisor*)
- The organization and student should agree to the number of hours working per week (typically 10-12 hours) and agree upon a weekly schedule.
- Provide meaningful, quality, and educational work activities for the student to complete while placed at the site. The work activities may consist of observations, special projects, day-to-day tasks, or other activities unique to the industry.
- Define and adhere to an agreed upon start and end date, which should coincide with the start and end of the academic semester.

PAID INTERNSHIPS

Curry College does not require that internship sites pay student interns. For-profit internship sites should review the Department of Labor's legal criteria for determining whether an internship needs to be a paid experience. A copy of the DOL's Fact Sheet on unpaid internships is included in this guide.

ROLES & RESPONSIBILITIES

Site Supervisor

Site Supervisors are responsible for providing a quality learning experience for students interning at their company and assigning work activities to that student. Site Supervisors should be available to support a student during the internship experience and provide them with insight and guidance into the industry. The Site Supervisor should meet with the intern regularly to provide guidance and feedback and to answer questions interns may have. Site Supervisors are responsible for completing an evaluation distributed by the Center for Global and Career Services on the student's performance at the end of the experience. **NOTE:** If a student is participating in an internship where a family member works, that family member cannot serve as the Site Supervisor.

Faculty Supervisor

Curry College will assign a faculty member to the student. The primary role of a faculty supervisor is to support students' academic learning during their internship. Faculty Supervisors help students to develop learning goals for their internship and serve as a mentor throughout the length of the experience. Faculty Supervisors are expected to communicate with the Site Supervisor at least three times during the semester and, when possible, visit the site in person.

Student

Students are responsible for meeting with the Site Supervisor regularly and journaling their experience (to be turned in to the Faculty Supervisor). Students are also responsible for initiating conversations with the Site Supervisor around learning goals, issues or concerns, and opportunities for additional work.

Center for Global and Career Services

The Center for Global and Career Services (CGCS) is responsible for supporting all parties throughout the internship experience. The CGCS can serve as a resource to the internship site in developing additional internships, addressing issues with current students, or seeking guidance on deciding between a paid or non-paid internship. The CGCS will also contact the internship site at the beginning of the semester with information on who will be serving as the student's Faculty Supervisor and again at the end of the semester to disseminate the web based evaluation on the student.

Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act

This fact sheet provides general information to help determine whether interns must be paid the minimum wage and overtime under the Fair Labor Standards Act for the services that they provide to “for-profit” private sector employers.

Background

The Fair Labor Standards Act (FLSA) defines the term “employ” very broadly as including to “suffer or permit to work.” Covered and non-exempt individuals who are “suffered or permitted” to work must be compensated under the law for the services they perform for an employer. Internships in the “for-profit” private sector will most often be viewed as employment, unless the test described below relating to trainees is met. Interns in the “for-profit” private sector who qualify as employees rather than trainees typically must be paid at least the minimum wage and overtime compensation for hours worked over forty in a workweek.*

The Test For Unpaid Interns

There are some circumstances under which individuals who participate in “for-profit” private sector internships or training programs may do so without compensation. The Supreme Court has held that the term “suffer or permit to work” cannot be interpreted so as to make a person whose work serves only his or her own interest an employee of another who provides aid or instruction. This may apply to interns who receive training for their own educational benefit if the training meets certain criteria. The determination of whether an internship or training program meets this exclusion depends upon all of the facts and circumstances of each such program.

The following six criteria must be applied when making this determination:

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

If all of the factors listed above are met, an employment relationship does not exist under the FLSA, and the Act’s minimum wage and overtime provisions do not apply to the intern. This exclusion from the definition of employment is necessarily quite narrow because the FLSA’s definition of “employ” is very broad. Some of the most commonly discussed factors for “for-profit” private sector internship programs are considered below.

Similar To An Education Environment And The Primary Beneficiary Of The Activity

In general, the more an internship program is structured around a classroom or academic experience as opposed to the employer's actual operations, the more likely the internship will be viewed as an extension of the individual's educational experience (this often occurs where a college or university exercises oversight over the internship program and provides educational credit). The more the internship provides the individual with skills that can be used in multiple employment settings, as opposed to skills particular to one employer's operation, the more likely the intern would be viewed as receiving training. Under these circumstances the intern does not perform the routine work of the business on a regular and recurring basis, and the business is not dependent upon the work of the intern. On the other hand, if the interns are engaged in the operations of the employer or are performing productive work (for example, filing, performing other clerical work, or assisting customers), then the fact that they may be receiving some benefits in the form of a new skill or improved work habits will not exclude them from the FLSA's minimum wage and overtime requirements because the employer benefits from the interns' work.

Displacement And Supervision Issues

If an employer uses interns as substitutes for regular workers or to augment its existing workforce during specific time periods, these interns should be paid at least the minimum wage and overtime compensation for hours worked over forty in a workweek. If the employer would have hired additional employees or required existing staff to work additional hours had the interns not performed the work, then the interns will be viewed as employees and entitled compensation under the FLSA. Conversely, if the employer is providing job shadowing opportunities that allow an intern to learn certain functions under the close and constant supervision of regular employees, but the intern performs no or minimal work, the activity is more likely to be viewed as a bona fide education experience. On the other hand, if the intern receives the same level of supervision as the employer's regular workforce, this would suggest an employment relationship, rather than training.

Job Entitlement

The internship should be of a fixed duration, established prior to the outset of the internship. Further, unpaid internships generally should not be used by the employer as a trial period for individuals seeking employment at the conclusion of the internship period. If an intern is placed with the employer for a trial period with the expectation that he or she will then be hired on a permanent basis, that individual generally would be considered an employee under the FLSA.

Where to Obtain Additional Information

This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

For additional information, visit our Wage and Hour Division Website: <http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).

U.S. Department of Labor
Frances Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210

1-866-4-USWAGE
TTY: 1-866-487-9243
[Contact Us](#)

* The FLSA makes a special exception under certain circumstances for individuals who volunteer to perform services for a state or local government agency and for individuals who volunteer for humanitarian purposes for private non-profit food banks. WHD also recognizes an exception for individuals who volunteer their time, freely and without anticipation of compensation for religious, charitable, civic, or humanitarian purposes to non-profit organizations. Unpaid internships in the public sector and for non-profit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible. WHD is reviewing the need for additional guidance on internships in the public and non-profit sectors.