What is an Internship?
An internship is any carefully monitored work or service experience in which a student has intentional learning goals and reflects actively on what he or she is learning throughout the experience.

- Internships can be full-time (usually summer or over semester break) or part-time
- A typical internship lasts one semester or one summer
- Internships may be part of an educational program and carefully monitored and evaluated for academic credit, or internships can be part of a learning plan that a student develops individually
- To determine if an internship is an unpaid training experience or should be a paid experience, the employer, by law, needs to follow the Unpaid Interns and the Fair Labor Standards Act six criteria. These criteria are found at the end of this document and a more thorough explanation can be found on this factsheet: https://www.dol.gov/whd/regs/compliance/whdfs71.pdf
- If according to the Fair Labor Standards Act this experience should be a paid internship, the student will be considered an employee and should be added to payroll as a regular employee and paid at least the minimum wage.
- An important element that distinguishes an internship from a short-term job or volunteer work is that an intentional “learning agenda” is structured into the experience
- An effort is made to establish a reasonable balance between the intern’s learning goals and the specific work goals of an organization
- Internships promote academic, career and /or personal development

How do internships benefit employers?
- Provides a cost-effective way to bring talented workers to your organization
- Increases your organization’s visibility on campus
- Gives you an opportunity to try out the employee as a student
- Provides ambassadors on campus and valuable word-of-mouth for your recruiting efforts
- Students bring new perspectives to old problems
- Provides quality candidates for temporary or seasonal positions and projects
- Your image in the community is enhanced as you contribute your expertise to the educational enterprise

Why Albright College students?
Albright College students come from 27 states and 19 countries. They are educated in small classes, thus building personal relationships with faculty members, doing research projects as well as becoming leaders in organizations, competing on athletic teams, or creating for the stage. Students are able to combine majors in different programs of study.
Majors and programs include:

Accounting
Accounting, Economics & Finance
Africana Studies
American Civilization
Anthropology
Art
Art History
Arts Administration
Asian Studies
Biochemistry
Bio-cultural Anthropology
Biological Science
• Biotechnology
• General
Business Administration
• Economics
• Finance
• International Business
• Management
• Marketing
Chemistry
Child & Family Studies
Classical Studies
Communications
• Journalism
• Public Relations & Advertising
Computer Science
Crime & Justice
Criminology
Digital Communications
Digital Studio Arts
Digital Video Arts
Economics
Education
• Art
• Foreign Languages
• Secondary: 9–12
• 4 + 1 program for Master’s
• Special master’s only
English
Environmental Chemistry
Environmental Science
Environmental Studies
European Studies
Evolutionary Studies
Family Studies
Fashion
• Costume Design
• Fashion Design
• Fashion Merchandising
• Merchandising & Design
Film/Video
French
Game & Simulation Development
History
Holocaust Studies
Information Systems
International Relations
Latin American & Caribbean Studies
Legal Studies
Marine & Aquatic Science
Mathematics
Music Business
Music Industry Studies
Optics
Philosophy
Photography
Physics
• Optical
• General
Political Science
Pre-dentistry
Pre-Law
Pre-Medicine
Pre-Vet Medicine
Psychobiology
• Behavioral Psychobiology
• Molecular Psychobiology
Psychology
• Child Development
Public Administration & Policy Analysis
Public Health
Religious Studies
Sociology
Spanish
Theatre
Urban Affairs
Women’s & Gender Studies

We believe our students will be prepared to think creatively and critically, demonstrate problem solving skills and technical competence as well as use their specialized knowledge in their areas of study.

Developing a Successful Internship Program

Design an internship program that meets your needs

1. Define your goals for the internship program
   a. What does your organization hope to achieve from the program?
   b. What training and educational benefits do you believe our students will gain?
   c. Is your organization searching out new employees with potential?
2. Build support for the program at all levels. To ensure success for your organization to provide a valuable experience for student interns, you will need to have support and commitment from all levels including top management and staff personnel.

3. Plan ahead by answering the following questions:
   a. Will you pay the intern? Follow the Unpaid Intern and the Fair Labor Standards Act to determine if, by law, you are required to pay your intern (Attached to the end of this document).
   b. Do you have adequate workspace for an intern? Will you help him/her to make parking arrangements, living arrangements, etc.?
   c. What sort of academic background and experience do you want in an intern?
   d. What will your intern do? Be as specific as possible. Interns, like others in the process of learning, need structure so they don’t become lost, confused, or bored.
   e. Who will supervise the intern? Since this relationship requires a considerable amount of teaching and mentoring, having someone who enjoys this type of work and is knowledgeable in the field/industry is crucial.
   f. How will you evaluate the intern’s progress?
   g. How will you orient the intern to the workplace?

4. Write a job description. Include work that the intern may do on a daily basis, as well as any special projects or assignments.

Recruiting Interns
Some employers feel that recruiting interns is the most difficult part of the process. That’s where we can help you find the right match for your internship.

Tips on Recruiting
- Begin early! Start at least 3 or 4 months prior to when you want the intern to join your organization. In the case of hiring interns for the fall semester, begin your process in early March since students “disappear” over the summer months.
- Using interns year-round (fall and spring semesters as well as during the summer months) will help build your name on the college campus with students, faculty, and the Experiential Learning and Career Development Center. This makes recruiting students much easier.
- Participate in local and regional job and internship fairs, on-campus recruiting, campus information sessions, career panels, and other events that get you and your organization on college campuses and recognized.
- Post your openings in college/university online services.
- Once your Internship Program is underway you can use your interns in the recruiting program: they are your best advertisements! Additionally, they can let you know the best ways to communicate with other students and administrators on campus.

Recruiting at Albright College
- Call us at 610-921-7630 or email elcdc@albright.edu as soon as you think that an intern will benefit your organization. To learn more about recruiting Albright College students as interns or full time employees, visit our website, http://www.albright.edu/elcdc/cd/employers.html.
- Please visit this page to post your jobs and internships: http://www.albright.edu/elcdc/cd/pb.html.
Managing Interns
Plan for the success of your internship program by considering the following:

- **Orientation**: Provide your intern(s) with an overview of the organization, the office environment, and introductions to key personnel and services. Explain who does what, and what the intern’s duties will be. Introductions to co-workers are important as well as pointing out the kitchen and restroom facilities.

- **Access to appropriate resources**: Make sure your interns have access to equipment and resources they will need to perform their work duties. This might include a computer workstation, access to telephones, email, office supplies, etc. Introduce interns to key technical people and assistants who handle supplies and daily needs as well.

- **Regular contact and feedback**: This does not mean to watch his or her every move, but schedule time to meet with your intern regularly. Most supervisors find that initially they need to set aside daily time to work with their intern. Watch for signs if the intern is confused or bored. With initial daily contact the intern will feel comfortable to ask appropriate questions, and receive helpful feedback from you. After the intern has become acclimated, weekly meetings are suggested.

- **Inclusion**: Make an effort to include your intern in staff meetings and outings or other gatherings. Include them on all email updates, and encourage other staff members to do the same.

- **Immediate explanations**: Don’t wait for questions. Interns sometimes don’t know enough to ask the right questions (or any questions at all). Take the time to explain policies, procedures, and how you would like the assigned work to be done. This will pay off for you in the long run, as you will see errors early on and be able to take corrective action.

- **Useful and meaningful projects**: No one likes “busy work” and you will not be using your intern’s talents to the fullest by assigning menial tasks. If you first take some time to discover your intern’s strengths and skills your organization will benefit from his/her efforts.

- **Evaluation**: An internship is a learning experience predicated on the learning goals determined at the beginning of the experience. Therefore, evaluate the intern based on those goals and work performed. Build in informal as well as formal evaluations throughout the experience. Albright College will supply you with a form that can be used for the mid-term and final evaluation to be reviewed with the student.

To Get Started

- Contact the Albright College Experiential Learning and Career Development Center by telephone, 610-921-7630, or email, elc@albright.edu.
- Or follow the section titled Recruiting at Albright College.

Thank you for choosing Albright College students!
U.S. Department of Labor
Wage and Hour Division

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](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