

## Internships for Credit Procedures

### Before you begin your internship

#### If you have secured your internship site:

1. Do you have a Supervising Professor to help you with the academic component of your internship? If not, see your Academic Adviser or Department Chair to find one. You and your Supervising Professor will discuss the learning goals for the internship and decide on the academic requirements necessary for you to receive credit for the course (internship). Your Supervising Professor will give you a syllabus based on your learning goals and the goals of your internship placement. Expect the learning goals and requirements to be rigorous enough to warrant credit for a full academic course.
2. Prior to registering for the internship, print the **Internship Agreement** ([www.albright.edu/elcdc](http://www.albright.edu/elcdc), under Experiential Learning, Internships, and then Quick Links, or pick one up at the Experiential Learning and Career Development Center or the Registrar). You must complete the student section of the form, and have both your Internship Site Supervisor and the Supervising Professor complete their designated sections.
3. Once you have all appropriate signatures on the Internship Learning Agreement and the internship syllabus from your Supervising Professor, submit the documents to the Registrar, Selwyn Hall, (or fax: 610-921-7258, or scan and email to [dballaban@albright.edu](mailto:dballaban@albright.edu) ).
4. Deadlines for Registration for an Internship  
**Fall or Spring Semester:** The Internship Agreement (see #2 above) must be submitted to the Registrar **before you begin your internship**.  
**Summer:** The Internship Agreement (see #2 above) must be submitted to the Registrar **before you begin your internship**. **Note: since the Internship Agreement defines the course for which you are requesting credit, even if you are doing the work of the internship in the summer but receiving credit for it in the Fall, you cannot begin to work until you have submitted the Internship Agreement AND registered for the Internship.**  
**Interim: by approval of the Supervising Professor and Registrar**
5. With your site supervisor and your Supervising Professor decide on a start date and begin your internship.

***IMPORTANT - If you begin your internship without submitting your Internship Agreement and registering for the internship, you will not receive credit for your efforts!***

#### If you have NOT secured your internship site:

1. Make an appointment with the Experiential Learning and Career Development Center to begin the process of finding a suitable location for your internship. During your appointment, you will discuss when you want to do your internship, what you want out of your internship, what general geographic area you need or want, as well as strategies regarding your job search, your resume, etc. **BEGIN EARLY BECAUSE THIS TAKES TIME!**
2. Places to look for internships are:
  - a. **Purple Briefcase** - go to <http://www.albright.edu/elcdc/cd/pb.html> click on "log in" and if you have never logged in before or have forgotten your password, click "forgot password" and enter

your Albright email address. From there you can search for internships, sign up for career-related events and explore career videos, documents and the blog.

- b. **Career Shift** – located on our website for our students and alumni. Go to: <http://www.albright.edu/elcdc/cd/index.html> and register. This platform is an entire job search kit: you can search for internships, save searches, save up to 10 different styles of your resume, and track your progress seeking the ideal internship. Career Shift also contains company information which is helpful.
- c. Other online sites include: LinkedIn, Internships.com, Glassdoor, and Looksharp.
- d. **Your faculty adviser** may have suggestions of where others have completed their internships.

4. Follow steps 1 through 5 in Section A above.

### **During Your Internship**

1. Maintain a professional, friendly attitude while at your workplace.
2. Perform to the best of your abilities while completing tasks assigned by your supervisor. The more you put into your internship, the more you will get out of it.
3. Keep a journal of your internship activities and reflect on your feelings about the work, the relationship between the work and what you have learned during your classes, and the work's relationship to your future career plans and interests. This will most likely be required by your Supervising Professor, but if it is not, you will find it very helpful.
4. Ask for feedback from your internship supervisor regarding the quality of your work. There is an Evaluation Form on the website for your supervisor to use ([www.albright.edu/elcdc](http://www.albright.edu/elcdc) under Students, Job/Internship Resources). Ask questions of your supervisor in order to complete projects and tasks you have been assigned.
5. Communicate with your Supervising Professor throughout your internship and let him/her know immediately if the work assignments or environment does not seem appropriate.
6. If there is a miscommunication about your work on the site, talk about it with your supervisor. Contact your Supervising Professor as soon as possible if communication breaks down with your supervisor, or if you must leave the placement. Contact the Registrar (610-921-7256) if you must drop the class/internship for any reason.

### **After Your Internship**

1. Complete all the assignments according to your syllabus and check in with your Supervising Professor at the end of your internship.
2. Thank your site supervisor and keep in touch with him/her for future networking and reference opportunities.
3. Complete the Student Evaluation of Internship ([www.albright.edu/elcdc](http://www.albright.edu/elcdc) under Internship Forms or pick one up at the Experiential Learning and Career Development Center) and return to the ELCDC by the **third Friday** following your internship.
4. Consider sharing your experiences with other students on campus through a presentation or allowing the Experiential Learning and Career Development Center to post your story online.

### **Be Aware of Paid vs. Unpaid Internships**

If you are going to intern with a company that is a “for profit” organization (do they make money?) you probably should receive compensation. Usually the only unpaid internships are those with nonprofit, educational and governmental agencies. Attached to this guide is the Department of Labor guide to unpaid internships. If you have questions, please contact the ELCDC, [elcdc@albright.edu](mailto:elcdc@albright.edu) or 610-921-7630.

# U.S. Department of Labor

## Wage and Hour Division

(April 2010)

### 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.<sup>2</sup>

#### 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**