



Employer Guide to Internships

Revised 5/2018

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.

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Majors and programs include:

Accounting
Accounting, Economics & Finance
Africana Studies
American Civilization
Anthropology
Art
Art History
Arts Administration
Asian Studies
Biochemistry
Bio-cultural Anthropology
Biology
• *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?

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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 is 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](https://www.albright.edu/about-albright/offices-departments/elcdc/) (<https://www.albright.edu/about-albright/offices-departments/elcdc/>).
- Please [visit this page](https://albright.joinhandshake.com) to post your jobs and internships: <https://albright.joinhandshake.com>

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, e-mail, 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 e-mail updates, and encourage other staff members to do the same.
- **Immediate explanations**- Do not wait for questions. Interns sometimes do not 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, elcdc@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 and students working for “for-profit” employers are entitled to minimum wages and overtime pay under the Fair Labor Standards Act (FLSA).¹

Background

The FLSA requires “for-profit” employers to pay employees for their work. Interns and students, however, may not be “employees” under the FLSA—in which case the FLSA does not require compensation for their work.

The Test for Unpaid Interns and Students

Courts have used the “primary beneficiary test” to determine whether an intern or student is, in fact, an employee under the FLSA.² In short, this test allows courts to examine the “economic reality” of the intern-employer relationship to determine which party is the “primary beneficiary” of the relationship. Courts have identified the following seven factors as part of the test:

1. The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee—and vice versa.
2. The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.
3. The extent to which the internship is tied to the intern’s formal education program by integrated coursework or the receipt of academic credit.
4. The extent to which the internship accommodates the intern’s academic commitments by corresponding to the academic calendar.
5. The extent to which the internship’s duration is limited to the period in which the internship provides the intern with beneficial learning.
6. The extent to which the intern’s work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
7. The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

¹ The FLSA exempts certain people who volunteer to perform services for a state or local government agency or who volunteer for humanitarian purposes for 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 for public sector and non-profit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible.

² E.g., *Benjamin v. B & H Educ., Inc.*, — F.3d —, 2017 WL 6460087, at *4-5 (9th Cir. Dec. 19, 2017); *Glatt v. Fox Searchlight Pictures, Inc.*, 811 F.3d 528, 536-37 (2d Cir. 2016); *Schumann v. Collier Anesthesia, P.A.*, 803 F.3d 1199, 1211-12 (11th Cir. 2015); see also *Walling v. Portland Terminal Co.*, 330 U.S. 148, 152-53 (1947); *Solis v. Laurelbrook Sanitarium & Sch., Inc.*, 642 F.3d 518, 529 (6th Cir. 2011).