



INTERNSHIP – FACT SHEET – June 2014

The Azusa Pacific University Office of Career Services receives many inquiries about Internships for our students and alums. Our online job board – APU Career Network, is a place where employers and other organizations may post “Internships” and other positions. To help clarify the meaning of Internships, this Fact Sheet has been written to help guide an employer and other organizations who desire to know more about internships and how they can develop good internships for our students and alumnus.

- Azusa Pacific University recognizes the value of internships in the learning process of a student or alumni. Some internships may be unpaid, but may offer academic credit. At this point in time APU does not have one department or office that oversees or controls internships. To know if an internship qualifies for academic credit, the various departments or academic offices where that credit is given through a course will need to be contacted. The faculty who oversee the internship class for credit will have the final say as to whether an experience is valid for academic credit.
- Normal criteria to consider for a “for-credit” academic internship include:
 - a specified number of hours per week will equal a specific number of semester credit hours
 - Listing of duties that include learning assignments related to the field of study
 - Generally a “learning agreement” is necessary for course-credit internships
 - Formal reporting of hours between supervisor and faculty overseeing the internship
 - Specialized ways to connect the major/area of study with an actual work setting
 - Other criteria that may be specified to the student and supervisor by the syllabus which governs the internship experience
- “For-profit” organizations offering “internships” may be governed by California and Federal Labor Laws. Since this may be an unpaid position, we ask that you review the [Department of Labor Fair Labor Standards Act](#) (Fact Sheet #71) as it is related to compensation for internships. We also suggest companies consult their human resources department or a legal representative before posting an unpaid position.

The Test For Unpaid Interns (Portion partly quoted from [Department of Labor Fair Labor Standards Act](#) Fact Sheet #71)
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. (See actual article for more information.)