



CAPE COD COMMUNITY COLLEGE  
**EXPERIENTIAL LEARNING (INTERNSHIP/ CO-OP)**  
SITE APPLICATION

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Name of business/organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_, Title: \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

This is not an in-home business

Please select the timing for the internship below (select all that apply):

- Fall semester (September – December)       Spring semester (January – May)  
 Summer (May – August)

Number of interns you are seeking:     one     two     \_\_\_\_\_

Nature of work the intern will perform: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This experience would be most appropriate for students enrolled in the following internship/co-op courses:

- Business                       Criminal Justice                       Environmental Technology  
 Graphic Design               Hospitality                               Information Technology  
 Mass Communications       Paralegal                                 Natural Sciences

Other \_\_\_\_\_

Internship supervisor will be:

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Will interns be paid?     yes at a rate of \$ \_\_\_\_\_ per hour  
 no - refer to the Fair Labor Standards Act on the next page or online at:  
<http://www.dol.gov/whd/regs/compliance/whdfs71.pdf> and describe how your  
organization meets these six standards below :

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Please submit this application to: [kierardi@capecod.edu](mailto:kierardi@capecod.edu) (or fax to 508-375-4079)  
Kristina Ierardi, Coordinator, Career Services & Experiential Learning,  
Cape Cod Community College, West Barnstable, MA 02668

## **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 discussed at

<http://www.dol.gov/whd/regs/compliance/whdfs71.pdf>.