



# Los Medanos College Internship Development Guide

Provided by the Los Medanos College Workforce and Economic Development Program

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# What is an internship?

An internship is a form of work-based learning that integrates a student's academic experience with practical application and skills development in a professional setting. Characteristics that describe an internship are:

- The experience is a skilled or professional level assignment
- In the area of a student's vocational or academic major or field of interest.
- Has a specific time frame ex., 1 semester, 3 months, 10 weeks
- May or may not lead to permanent employment
- Can be paid or unpaid
- Must be supervised

Internships are often offered by employers and companies, and can be developed if desired. Ideally, the faculty in the discipline and the employer should work together to create an internship that is authentic for both the student and company. The Los Medanos College Internship Development Request Form can assist with this process.

Examples of well-known internships are:

Kohl's Information Technology Internship - Nationwide

Target Pharmacy Internship - Nationwide

Congressman Jerry McNerney Internship – Antioch Ca

Shell Craft Internships – Martinez, Ca

Supervisor Federal Glover Internship – Pittsburg Ca

There are many legal differences when developing a paid versus an unpaid internship. Fact Sheet 71 from The Federal Department of Labor is included in this handbook and will cover the federal laws around unpaid internships.

LOS MEDANOS  
COLLEGE

Internship Development Request Form

Company Name: \_\_\_\_\_

Internship Title: \_\_\_\_\_

Intern Responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Intern Hours (Days/Nights/Weekends?): \_\_\_\_\_

\_\_\_\_\_

Major(s) Preferred: \_\_\_\_\_

Required Coursework Completed: \_\_\_\_\_

Required GPA: \_\_\_\_\_

Start Date/End Date: \_\_\_\_\_

Compensation: \_\_\_\_\_

Cooperative Work Experience Education (CWEE) is required for students participating in LMC developed Internships.

*For any questions, please contact Tara Dale Sanders at (925) 473-7417, [TSanders@LosMedanos.edu](mailto:TSanders@LosMedanos.edu)*

# LOS MEDANOS COLLEGE

## Internship Development Request Form

**Company Name:** Los Medanos Community Healthcare District (LMCHD)

**Internship Title:** I am the Community: We are the Community Project

**Intern Responsibilities:** The successful candidate(s) will help create a PSA surrounding "I am the Community: We are the Community." The student(s) will video 5 or 6 youths and community resident interviewees who will answer questions or give statements in regards to how their community celebrates health and healthy living. From the video footage, a PSA will be created for presentations and YouTube.

**Intern Hours (Days/Nights/Weekends?):** Mondays, Tuesdays and Thursdays for 3 hrs. Approximately for 3 weeks 40 to 50 hrs.

**Major(s) Preferred:** Video Production, Multi-Media, Videography, and/or Graphic Design

**Required Coursework Completed:** Some multi-media courses, photography

**Required GPA:** 3.00

**Start Date/End Date:** June 22, 2015 /End date: Video due Monday, July 20, 2015. Presentation of video on Monday, Aug 10, 2015 at 6:30 pm at LMCHD Board Meeting. \*Dates may change. Advanced notice will be given.

**Compensation:** Up to \$500 for 50 hrs.

Cooperative Work Experience Education (CWEE) is required for students participating in LMC developed Internships.

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(April 2011)

## 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 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).**

The FLSA makes a special exception under certain circumstances for individuals who volunteer to perform services for a state or local government agency and for individuals who volunteer for humanitarian purposes for private 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 in the public sector and for non-profit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible. WHD is reviewing the need for additional guidance on internships in the public and non-profit sectors.

# Unpaid Internships and “Things to Know”

Unpaid internships can be a great way for students to get real-world experience, and develop professionally.

If you are considering supporting or developing an unpaid or stipend-based internship, it is important to refer to Fact Sheet 71 from the Federal Department of Labor, as well as consider the following:

- Interns that are unpaid are by legal definition “a burden to the employer, and the employer may gain no benefit.”
- Intern tasks must not simply advance the operations of the employer or be the work that a regular employee would routinely perform.
- Unpaid Interns should have clear objectives or goals to accomplish/learn by the end of the internship.
- Interns must have a supervisor to guide and evaluate them, as well as a workspace while at the internship.
- Students should not be expected to use personal vehicles, phones or other property for business purposes, unless this use is reimbursed at an agreed rate.
- Interns should not be required to use personal contacts (phone, email, and social media) for business development or for fulfilling other duties.
- Interns have all the same legal rights as employee to file claims of concern, ex; harassment, hostile work environment etc.
- Volunteers and unpaid interns are not the same positions, and the position advertised should be clearly understood.
- If a stipend is given to the intern in lieu of an hourly wage, the stipend must be the equivalent of minimum wage or higher for the total hours worked.

**Cooperative Work Experience Education is the gold standard of internship management. Any work-based learning experience that meets Title IV requirements can be supported by CWEE through the enrollment of the intern into COOP 180.**

\*Adopted from the Department of Labor Fact Sheet 71, the UCLA Career Center Internship Guidelines and Council for the Advancement of Standards in Higher Education.



## **Cooperative Work Experience Education CWEE**

### **What is the Cooperative Work Experience Education Program?**

The Cooperative Work Experience Education (CWEE) Program at Los Medanos College grants transferable college credit for what students learn and accomplish on the job. There are three types of participants; those who enroll in COOP-160, General Work Experience where their employment **does not** relate to their major, COOP-170, Occupational Work Experience where the student's employment **does** relate to their major and COOP-1780, Occupational Work Experience *Internship* which is a short term (one or two semesters) often unpaid, for students who have finished some portion of course work in their major.

### **What qualifies as college-credit eligible learning?**

Only worksite learning that is new, substantive and measurable can earn college credit. Your worksite objectives must be attainable by the close of the semester, and involve methods that are clear and concrete.

### **How much college credit can one earn?**

Students may earn up to four units per semester, to a maximum of sixteen units. Each course may be repeated three times. The number of units earned is partly determined by the number of hours a student works on the job during the semester. One unit of credit will be earned for 75 hours worked on a paid job.

#### Units Earned For Paid Hours Worked

1 unit = 75 hours total	3 units = 225 hours total
2 units = 150 hours total	4 units = 300 hours total

Note: Volunteer (unpaid) employees earn one unit of credit for every 60 hours of work, as follows: 1 unit - 60 hours total; 2 units - 120 hours; 3 units - 180; 4 units - 240 hours

### **Why enroll in the Cooperative Work Experience Program?**

The college credits students earn for their job through CWEE participation gives recognition to the learning that occurs in the workplace. CWEE also serves to enhance the communication between the student and worksite supervisor, helping to clarify on-the-job goals or objectives. Academic credit earned through CWEE can be used to satisfy elective unit's requirements towards a certificate, AA Degree or CSU System transfer. (See your counselor for further information).

**Co-op Work Experience Objectives/Agreement**

**Student's Name:**

**Social Security Number:**

Learning objectives which reflect new or expanded job responsibilities or levels of performance must be written by the student in consultation with the employment supervisor and the instructor. Objectives must be measurable and attainable by the close of the academic period. Minimum of one objective is required per unit of credit.

**LMC Instructor:**

**Date:**

**Employer :**

**Obj# 1 a) What you will attempt to accomplish?..... by when?**

**b) How ( what steps or methods) will you achieve it?**

**c) How will this be evaluated? ..... by whom?**

**Obj# 2 a) What you will attempt to accomplish?..... by when?**

**b) How ( what steps or methods) will you achieve it?**

**c) How will this be evaluated? ..... by whom?**

**Obj# 3 a) What you will attempt to accomplish?..... by when?**

**b) How ( what steps or methods) will you achieve it?**

**c) How will this be evaluated? ..... by whom?**

**Obj# 4 a) What you will attempt to accomplish?..... by when?**

**b) How ( what steps or methods) will you achieve it?**

**c) How will this be evaluated? ..... by whom?**

**AGREEMENT:** The participants agree in the validity of the above objectives. **Employer** and **Instructor** will provide supervision/guidance to insure maximum educational benefit from this work experience, and will meet during semester to discuss/evaluate student's progress

\_\_\_\_\_  
Empl. Supervisor's Signature

\_\_\_\_\_  
LMC Instructor's Signature

\_\_\_\_\_  
Director, Work Exp. Educ.

\_\_\_\_\_  
Student's Signature

**Evaluation Of Objectives**

(Employment Supervisor's Use Only)

Obj #1	Obj #2	Obj #3	Obj #4
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Rating Scale ( To Be Done at End of Semester)

**A**= Far Exceeds Average Accomplishments    **C**= Average Accomplishments

**B**= Better than Average Accomplishment    **D**= Limited Accomplishments

**Instructor's Use Only**

**Cooperative Work Experience Education & Internships**  
**Employer Evaluation of Student Workplace Competencies**

Los Medanos College, 2700 East Leland Rd, Pittsburg, CA 94565; Phone 925.473-7417

Student Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Student Job Title: \_\_\_\_\_

**Rating Scale:** 4 = Excellent (A); 3 = Above Average (B); 2 = Competent (C); 1 = Unsatisfactory (D); NA = Not Applicable

Workplace Competencies	4	3	2	1	NA	Comments
<b><u>Professionalism/Work Ethic:</u></b> Demonstrates personal accountability, effective work habits, e.g., punctuality, working productively with others, and time and workload management.						
<b><u>Teamwork/Collaboration:</u></b> Builds collaborative relationships with colleagues and customers; is able to work with diverse teams, negotiate, and manage conflicts.						
<b><u>Oral/Written Communication:</u></b> Articulates thoughts and ideas clearly and effectively; has public speaking skills. Writes clearly and effectively						
<b><u>Critical Thinking/Problem Solving:</u></b> Exercises sound reasoning and analytical thinking; uses knowledge, facts, and data to solve workplace problems; applies math and science concepts to problem-solving.						
<b><u>Ethic/Socials Responsibilities:</u></b> Demonstrates integrity and ethical behavior; acts responsibly with the interest of the larger community in mind.						
<b><u>Information Technology Application:</u></b> Selects and uses appropriate technology to accomplish a given task; applies computing skills to problem-solving.						
<b><u>Self-Direction/Lifelong Learning:</u></b> Is able to continuously acquire new knowledge and skills; monitors own learning needs; is able to learn from mistakes.						
<b><u>Diversity:</u></b> Learns from and works collaboratively with individuals representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints.						
<b><u>Creativity/Innovation:</u></b> Demonstrates originality and inventiveness in work; communicates new ideas to others; integrates knowledge across different disciplines.						
<b><u>Leadership:</u></b> Leverages the strengths of others to achieve common goals; uses interpersonal skills to coach and develop others.						

\_\_\_\_\_  
Supervisor's Printed Name

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor's Printed Name

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

# Internship Resources:

CIWEA – College Internship and Work Experience Association

[www.ciwea.org](http://www.ciwea.org)

College Central – LMC Job and Internship Posting Site

[www.collegecentral.com/losmedanos/](http://www.collegecentral.com/losmedanos/)

CEIA Cooperative Education & Internship Association

<http://www.ceiainc.org/>

LinkedIn

[www.linkedin.com](http://www.linkedin.com)

GlassDoor

[www.GlassDoor.com](http://www.GlassDoor.com)

Internships.com

[www.Internships.com](http://www.Internships.com)

InternMatch.com

[www.InternMatch.com](http://www.InternMatch.com)

Idealist

[www.Idealist.org](http://www.Idealist.org)