

The Career Center, Haworth College of Business

Employer Internship FAQs

How do I hire an intern from Haworth College of Business?

Refer to our 'Internship Recruitment Steps and Schedule' document located online:

www.wmich.edu/business/thecareercenter/employers.html

Do I have to pay an intern to work for me?

If the intern is considered an employee under the Fair Labor Standards Act, employers are required to pay its interns at least minimum wage. The Fair Labor Standards Act dictates the requirements that must be met before an employer can take on an unpaid intern.

The Supreme Court has held that the words "to suffer or permit to work," as used in the Fair Labor Standards Act (FLSA) to define "employ," do not make all persons employees who, without any express or implied compensation agreement, work for their own advantage on the premises of another. Whether trainees or students are employees of an employer under the FLSA will depend upon all of the circumstances surrounding their activities on the premises of the employer. If all of the following criteria apply, the trainees or students are not employees within the meaning of the Act:

1. The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a vocational school;
2. The training is for the benefit of the trainees or students;
3. The trainees or students do not displace regular employees, but work under close supervision;
4. The employer that provides the training receives no immediate advantage from the activities of the trainees or students and, on occasion, his operations may even be impeded;
5. The trainees or students are not necessarily entitled to a job at the conclusion of the training period; and
6. The employer and the trainees or students understand that the trainees or students are not entitled to wages for the time spent in training.

Website for Department of Labor E-LAW (<http://www.dol.gov/elaws/esa/flsa/scope/ee15.asp>)

Do I have to provide insurance or benefits to an intern?

Interns are considered short-term employees and therefore an employer does not have an obligation to provide insurance or other benefits.

Can a student receive academic credit upon completion of my internship?

Each academic department within Haworth College of Business has different requirements (i.e. pay, hours of work, job duties, etc.) when considering if an internship is eligible for credit. It is the student's responsibility to confer with his/her academic advisor and the appropriate department to determine if the internship is eligible for credit.

How many hours does an intern typically work per week?

Working hours must conform to labor laws and the constraints of an academic department if the internship has been approved for academic credit. During the academic school year, it is ideal for the student to work no more than 20 hours per week. If the internship runs during the summer months when the student is not taking classes, interns can work 40 hours or more per week.

What time during the semester is best for a student to do an internship?

Most often, the best time for students to complete an internship will be over Summer I and Summer II semesters (May-August). However, for local Kalamazoo area employers, internships can be stretched throughout the academic year on a part-time basis.

Can I hire an international student as an intern if my company does not sponsor employment Visas?

International students with F-1 and J-1 visa, that maintain lawful status, may work off campus as an intern when authorized for Curricular Practical Training (CPT) or Optional Practical Training (OPT). It is the student's responsibility to maintain lawful status and acquire necessary work authorizations. Employers do not have a sponsorship obligation when hiring international students as interns.

Can I hire a student at the completion of the internship?

If you are interested in hiring the student, extend an offer of employment. Type of employment, pay, and benefits offered must be in compliance with State and Federal Labor Laws.

If you have other questions about recruiting for an internship, contact: **Caroline Ray, Employer Relations Coordinator** at (269) 387-2717 or caroline.ray@wmich.edu .