UNPAID INTERNSHIP VERIFICATION FOR EMPLOYERS

All ‘for-profit’ employers who are employing a student in an unpaid internship position are required to fill out the following questionnaire before the student can be registered for a course with internship credit in the Richards College of Business. This questionnaire is in accordance with the U.S. Dept. of Labor guidelines (http://www.dol.gov/whd/regs/compliance/whdfs71.htm#.VIW2ayv2DG8.email) for unpaid internships at ‘for-profit’ organizations.

Q1. This internship, even though it includes actual operation of the facilities of this organization, is similar to training which would be given in an educational environment. ____ Yes ____ No
If no, please explain. __________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Q2. This internship experience is for the benefit of the intern. ____ Yes ____ No. If no, please explain.
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_____________________________________________________________________________________
_____________________________________________________________________________________

Q3. Do you verify that the intern does not displace regular employees, and that she/he works under close supervision of existing staff? ____ Yes ____ No. If no, please explain.
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_____________________________________________________________________________________
_____________________________________________________________________________________

Q4. Is it fair to say that your firm is providing training to the intern; will derive no immediate advantage from the activities of the intern; and on occasion your firm’s activities might actually be impeded? ____ Yes ____ No. If no, please explain.
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_____________________________________________________________________________________
_____________________________________________________________________________________

Q5. Have you made it clear to the intern that he/she is not necessarily entitled to a job at the conclusion of the internship? ____ Yes ____ No. If no, please explain.
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_____________________________________________________________________________________
_____________________________________________________________________________________

Q6. Have you made it clear to the intern that he/she is not entitled to wages for the time spent in the internship? ____ Yes ____ No. If no, please explain.
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Student Intern Name: _______________________ Internship Dates: _________________________
Employing Organization Name: __________________________________________________________
Approving Official Name and Title: ______________________________________________________
Signature: _______________________ Date: _______________________