

Department of Labor Guidelines

Please acknowledge the following guidelines when offering an internship (student trainee) position. The Department of Labor has provided these rules to help prevent you from violating minimum wage laws. Please call the Marketing Internship Program office with any questions, 312.362.5914.

Thank you for giving our students the opportunity to learn and grow at your organization!

Department of Labor Student-Trainee Test

Factor #1

The internship training is similar to that which would be given at an academic education institution.

Factor #2

The internship is for the benefit of the student, not the internship site.

Factor #3

The intern does not displace a regular employee, but is closely supervised by employees.

Factor #4

The internship site derives no immediate advantage from the activities of the intern, and on occasion operations may actually be impeded.

Factor #5

The intern is not necessarily entitled to a job at the conclusion of the internship.

Factor #6

The intern and the internship site understand that the student is not entitled to wages for the time spent at the internship.

Adapted from the Department of Labor Field Operations Handbook (Section 10b11).

- ***An intern is only a student-trainee if all six of these factors are met.***
- If an intern is not a student-trainee, then the intern is an employee and, among other things, all wage and hour rules must be followed.
- The student-trainee test is equally applicable in the not-for-profit workplace and the for-profit workplace. However not-for-profits, unlike for-profits, also have another category of non-employees—volunteers. There are additional Department of Labor guidelines to determine whether an individual is a volunteer or an employee. Interns will not typically be considered volunteers.

By signing below, you acknowledge that the internship position you are offering is not in violation with the Department of Labor Guidelines for an Internship.

Signature

Print Name

Date

Fax this document to 312.362.6540 or scan and email to ksteven6@depaul.edu before your internship will be accepted into the program

Thank you!

Questions?

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