

## Woodbury University's Internship Guidelines for Employers

The Career Development Office operates within the Principles for Professional Conduct for Career Services and Employment Professionals as established by the [National Association of Colleges and Employers \(NACE\)](#).

### **NACE (National Association of Colleges and Employers) Position Statement on Internships**

In 2010, the National Association of Colleges and Employers (NACE) [issued a position statement on unpaid internships](#) that was developed after conducting a national survey of employer and college members and considering other related research. It is framed by principles, beliefs, assumptions, and information that took into consideration the numerous and varying current practices. NACE has developed a framework within which to define the internship experience and identify criteria for determining when internships can be offered ethically and legitimately without pay.

### **Criteria for Unpaid Internships**

Included in the NACE Position Paper, the Department of Labor established a six factor test for determining whether work is legitimately volunteer training/unpaid internship (for which no pay or work authorization is required) or whether it is employment (for which pay and work authorization is required). If all six of the following criteria apply, the trainees are not employees within the meaning of the Fair Labor Standards Act, and are properly classified as unpaid volunteers/unpaid interns.

1. The internship, even though it includes actual operation of the employer's facilities, is similar to training that would be given in a vocational school.
2. The internship experience is for the benefit of the student.
3. The intern does not displace regular employees, but works under the close observation of a regular employee.
4. The employer provides the training and derives no immediate advantage from the activities of the intern. Occasionally, the operations may actually be impeded.
5. The intern is not necessarily entitled to a job at the conclusion of the internship.
6. The employer and the intern understand that the intern is not entitled to wages for the time in the internship.

All employers should be in compliance with the [Fair Labor Standards Act](#). For guidance on applying these regulations to internships, click [here](#).

To Recruit Interns:

- Post your internship to our online job board, [CareerWISE](#)
- Attend an Internship/Job Fair or other career events on campus

For Internship development assistance or to get more information, please contact us at [careers@woodbury.edu](mailto:careers@woodbury.edu). We are happy to assist you with your intern hiring needs.

**Employers: Click [here](#) to POST a JOB or INTERNSHIP**

[Employer Salary Calculator](#)