

Hosting Interns - Important Information

Internship Guidelines

For companies considering hosting an intern, please note that the following criteria established by the National Association of Colleges and Employers (NACE) must be met for the experience to be considered an internship*. These expectations apply to both paid and unpaid internships:

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

**Samford University reserves the right to not post internships which appear to not meet these criteria. In addition, virtual internships will not be posted.*

Internship Programs under the Fair Labor Standards Act

Wage and Hour Fact Sheet #71 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. To access this fact sheet, please visit [Fact Sheet #71: Internship Programs under the Fair Labor Standards Act](#).

For additional information, visit the [Wage and Hour Division website](#) and/or call the toll-free information and helpline, available 8 a.m. to 5 p.m., 1-866-4USWAGE (1-866-487-9243).