



Guidelines for Student Internships

Introduction

Periodically, Harvey Mudd College offers temporary internships to high school and non-HMC college students so they may gain experience in their field of interest, explore career paths, or satisfy academic requirements. An internship may be paid or unpaid depending on the nature and reason for the internship, and whether it satisfies applicable state and federal regulations governing internships. Internships that are offered to minors are subject to additional provisions in state and federal regulations.

Prior to offering an internship, the faculty advisor or department manager should contact the Human Resources Office for guidance.

Unpaid Student Internships

1. Federal/State Criteria:

A student who is an unpaid intern is not considered an employee of the College. In order for an internship to be unpaid, each of the following six criteria must be met.

- a. The internship, even though it includes actual operation of the College's facilities, is similar to training which would be given in an educational or vocational environment.
- b. The internship experience is for the benefit of the intern.
- c. The intern does not displace a regular employee, does not fill a vacant position, does not relieve a staff member of assigned duties and works under close supervision and observation of faculty, staff or HMC student leaders.
- d. The College department hosting the internship derives no immediate advantage from the activities of the student and, on occasion, the department's operations may actually be impeded.
- e. The intern is not necessarily entitled to a job at the conclusion of the internship.
- f. The College and the intern understand that the intern is not entitled to wages for the time spent during the internship.

2. Process for Establishing an Unpaid Internship:

- a. The faculty advisor/department manager sends a letter or memo to the intern stating that the internship is unpaid and describes the length of the internship, its purpose, the tasks that will be assigned to the intern, and who will supervise and mentor the intern. Staff in the Human Resources Office have templates and are available to assist faculty advisors and department managers with writing and/or reviewing letters.
- b. An individual who is a minor may be offered an internship with written consent from a parent or guardian prior to the beginning of the internship. Consent may be obtained by asking the parent or guardian to sign a copy of the intern's letter.

- c. A copy of the letter signed by the parent/guardian is sent to the Human Resources Office.

3. Minors:

- a. Under California Labor Code a minor is an individual under the age of 18 who has not graduated from high school or obtained a GED.
- b. The College restricts internships to minors who are age 16 or 17 years old.
- c. The College reserves the right to require a minor to provide verification of age.
- d. Unpaid interns are not considered employees and therefore minors are not required to obtain a work permit. NOTE: a minor's school may require a parent/guardian to complete a "Request for Volunteer/Unpaid Trainee Authorization for California Minors" form. The minor is responsible for confirming whether this form is required by his/her school.
- e. A minor may not be assigned tasks that are considered hazardous by federal and state child labor laws including, but not limited to, those that involve:
 - 1) Manufacturing or storing explosives or articles containing explosive components
 - 2) Operating a motor vehicle (includes forklifts, cars, vans, electric or gas carts)
 - 3) Operating circular saws and band saws
 - 4) Operating power-driven metal forming, punching and shearing machines and woodworking machines
 - 5) Operating elevators and other power-driven hoisting apparatus
 - 6) Operating packing, processing, or rendering equipment
 - 7) Operating hazardous power-driven paper products machines
 - 8) Operating power-driving bakery machines
 - 9) Exposure to radioactive substances and to ionizing radiations
 - 10) Excavation or demolition
 - 11) Working in roofing operations

Paid Student Internships

1. If any one of the federal/state criteria for unpaid student internships is not met, the intern is considered an "employee" and must be compensated for the internship.
2. Paid student interns are subject to the same College requirements and forms completion as any other new hire, which includes completion of the I-9 form, tax withholding forms, and other required documents. Pre-employment background checks may also be applicable. Paid student interns are covered by College employment policies such as those pertaining to work hours, overtime, meal periods and rest breaks.
3. If the intern is a minor, the College's guidelines for employing minors apply.

Please contact the Human Resources Office for assistance and more information.