

## Solano College Work Experience Internship Site Request

4000 Suisun Valley Rd Rm. 1811, Fairfield, CA 94534 • [www.sccworkexperience.org](http://www.sccworkexperience.org) • Phone (707) 864-7139 Fax (707) 646-2080

### PLANNING AN INTERNSHIP

Internships and Occupational Education (also referred to as Cooperative Work Experience Education) are experience-based learning at its best. This powerful form of student-focused learning is a partnership between the community, Solano College and students seeking experience related to their occupational studies and professional goals. Most of Solano College's career programs accept internship/volunteer courses in their curriculum, utilizing experience-based learning in support of Solano College's missions and goals. The Occupational Education Office is the administrative hub for the campus' internship/volunteer program, promoting and facilitating experiential learning for many students. The office will work with your company/organization to help you create a "win-win" internship/volunteer program.

#### Definition of an Internship/Volunteer Course

- An internship/volunteer course is a student focused learning experience. An internship/volunteer opportunity exists primarily for the benefit of the student.
- While working and learning at an internship/volunteer site, our students are required to enroll in Occupational Education courses. This enables the faculty to supervise the students' activities while they work with you.
- For Solano College students, the most popular type of internship/volunteer position is "part-time" – 10 to 20 hours per week during academic term. This schedule allows a student to continue with coursework during the internship/volunteer position.
- A minimum of 75 hours (approximately five hours per week for 15 weeks) paid work (60 hours unpaid) is required for students to earn one unit of academic credit. Many interns/volunteers are willing to work longer and therefore earn more credits. Students may earn up to six units per semester.
- Please keep in mind that most Solano College students pay for their own education and prefer paid internships that will assist them with the costs of school.

#### Appropriate Internship/Volunteer Activities

- Activities must relate to student's vocational major or to a professional field where that academic knowledge can be applied to hands-on experience.

- Interns/volunteers must work and learn under the supervision of a professional employee of the host company/organization.
- Clerical/non-professional tasks must be limited to 20% or less of the intern's/volunteer's total responsibilities unless the intern is an Office Technology student.

#### Student Safety and Risk Management

It is the policy of Solano College to seek a safe and healthful experience for students participating in off-campus experience based learning activities. In order to reduce the likelihood of physical injury, property damage, and liability exposure, the college has developed policies, procedures, and guidelines to reduce the risk to those students in such programs. Please refer to the attached "Internship/Volunteer Memorandum of Understanding" which must be signed by a representative of your company/organization.

#### Planning a Successful Internship/Volunteer Program

A great program begins with good planning. Build your company/organization's internship/volunteer program by first developing work activities that will be appropriate for an intern/volunteer. Write well-designed position descriptions. Determine how you will interview students and what your selection criteria will be. Decide how you will orient and train interns/volunteers - particularly during the first few days. Consider who will supervise students and what form the supervision will take. Finally, plan how you will provide interns with feedback and performance evaluation. Contact the Occupational Education Coordinator if you would like more detailed information related to designing high-quality internship/volunteer programs.

1. Carefully review all attached information. If you have any questions or concerns, please contact the Occupational Education office.
2. Please complete the attached forms "Employer Request for Intern/Volunteer" and "Internship/Volunteer Site Agreement."
3. If you have more than one internship/volunteer position, photocopy the form and complete a separate description for each.
4. Great position descriptions attract great interns/volunteers.
  - Position descriptions must be detailed and should identify appropriate occupational majors.

- One-line descriptions are not sufficient.
  - Use attractive terms in the title, duties, and qualifications that will assist students in making a decision to apply.
5. The "contact person" is the professional employee who coordinates your internship/volunteer program. As our link to you, he/she will be the point person for correspondence & communication from the Occupational Education Office.
  6. Make copies of all completed forms for your files.
  7. Return the completed and signed forms and all position descriptions to the Occupational Education Office.
  8. Include any materials that provide students with additional information about your company or organization, the position(s), or your internship/volunteer program's structure.
  9. As soon as all necessary information is received and reviewed by the Occupational Education Office and appropriate faculty, your internship/volunteer opportunities will be made available to students.

### **When Students Apply for Your Positions**

Students review the position description information you submit. Qualified applicants are provided with your organization's contact information and are instructed to submit their cover letter, resume, and any other specified materials to your contact person unless you specify otherwise.

1. Call students directly for interview arrangements, or decline their application. If they don't hear from you within two weeks after applying, we instruct them to contact you for follow-up information.
2. It is best if students can meet with you for interviews at your company/organization location. However, with sufficient lead-time and depending on the time of year, we can arrange for interview facilities on campus. Please contact the Occupational Education Office for further details.
3. Students are not eligible to begin their internship/volunteer positions until your contact person notifies the Occupational Education Office that you have made your final selection. Interns/volunteers are only allowed to work during official academic terms.

### **Contact is the Key**

It is very important to stay in contact with the Occupational Education Office so your internship information is kept current for students. Let us know when information changes; or when you make changes to your program.

## **Career Programs at Solano College**

\*For more details on these programs visit [www.solano.edu](http://www.solano.edu).

Accounting  
 Advanced Manufacturing  
 Aeronautics  
 American Sign Language  
 Automotive Technology  
 Biotechnology  
 Business  
 Child Development and Family Studies  
 Communication Studies- Sports Broadcasting  
 Computer and Information Science  
 Cosmetology  
 Criminal Justice  
 Drafting  
 Film and Television  
 Fire Technology  
 Horticulture  
 Human Services  
 Management  
 Maker Space Technology  
 Marketing  
 Nursing, Registered  
 Office Technology  
 Professional Photography  
 Real Estate  
 Water and Wastewater Technology  
 Welding  
 Other programs not defined as occupational but desiring experiential activities for their students.

### **Fast Track Job Direct Certificates:**

Accounting: Account Clerk  
 Business: Insurance Specialist  
 Computer Information Science:  
   Computer Applications Specialist  
   Database Specialist  
   Digital Media and Web Development  
   Microsoft Office Specialist  
   Microsoft Office Master  
   Web Developer  
   Web Programmer  
 Drafting:  
   Computer Aided Drafting (CAD) Technician  
 Emergency Medical Technician  
 Horticulture:  
   Landscape Worker  
 Nursing:  
   Certified Nursing Assistant  
 Occupational Education:  
   Soft Skills for Technicians

## **Solano College Work Experience Internship Site Request Guide to a Successful Internship Program**

Many companies and organizations have found internships/volunteer opportunities are 1) an effective means of identifying, assessing, and developing future career professionals; 2) a method for accomplishing meaningful work; and 3) a strategy for developing the managerial skills of the employees who work directly with interns/volunteers. However, these goals will be accomplished only if the program is well planned and organized from the beginning. Below are some guidelines to setting up a program that works for both your organization and for students.

### **1. Conduct an internal audit**

- Can you provide meaningful work assignments?
- Are you prepared to invest time teaching and training interns/volunteers?
- Is there a staff person who wants to supervise interns/volunteers (Note: the question is not who wants to have an intern/volunteer)?
- Can you provide financial support (e.g. salary, mileage reimbursement, supplies)?
- Do you have sufficient office/work space for an intern/volunteer?
- Select interns/volunteers and notify the Occupational Education Coordinator.
- Discuss start and end dates.
- Provide interns/volunteers with information regarding work attire, and agree on days and work schedule.
- Notify employees that interns/volunteers will be starting and provide them with background information about the projects interns/volunteers will be doing.
- Set up a workspace for interns/volunteers.

### **2. Select the intern supervisor**

- Is this person committed to and capable of developing people?
- Does this person have the professional content expertise necessary to effectively coach and/or mentor students in the content area?
- Does this person have the time to work with interns/volunteers?

### **3. Develop work activities**

- Will these activities be most appropriate for a college student at the freshman or sophomore level?
- Are there projects and tasks that will benefit your organization and at the same time provide a student with the opportunity to develop professional skills?

### **4. Develop position descriptions**

- Provide an overview of the internship/volunteer position - work assignments, time frame, and application procedures.
- Clearly identify any necessary occupational or academic background or qualifications.
- Clearly, outline expected outcomes.

### **5. Selecting interns and preparing for their arrival**

- Do not automatically accept intern/volunteer candidates without interviews.

### **6. Supervise the intern**

- On the first day, introduce interns/volunteers to all staff they will be working with.
- Orient students and get them started on assignments.
- Provide any necessary training (computer systems, equipment, specific company procedures, etc.)
- Meet with interns/volunteers on a regular basis to provide feedback and insure projects are on track.
- Speak with the college internship contact to share information about progress.

### **7. Evaluation and assessments**

- Ask interns/volunteers to complete an evaluation regarding their experience with your organization.
- Evaluate the intern/volunteer's performance and discuss it with him/her.
- Write a letter of recommendation if appropriate.
- Bring closure to the internship/volunteer period, not only for the student, but also for the organization.
- Identify improvements to your internship/volunteer program.

## **Solano College Cooperative Work Experience Internship Site Request**

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# **STUDENT SAFETY AND RISK MANAGEMENT**

### **Position Statement:**

It is the policy of Solano College to seek a safe and healthful experience for students participating in off-campus experience-based learning activities, such as internships/volunteer opportunities. In order to reduce the likelihood of physical injury, property damage, and liability exposure, the college has developed policies, procedures and guidelines to reduce the risk to those students in such programs.

### **1. Liability**

The company or organization offering an experience-based learning opportunity must be aware that it will hold the responsibility for any liability that could result from inviting a student to do paid work under their supervision on their premises. Unpaid student interns/volunteers will be covered under the Solano College policy only if they are officially registered in the appropriate Work Experience Education course. The college does not accept liability for unpaid students participating in off-campus experience-based learning activities if they are not officially registered in the appropriate course or courses. Please ask all interns/volunteers to provide proof of registration.

### **2. Insurance**

The college does not provide medical, and health or accident insurance for students participating in off-campus experience based learning activities. Students are entitled to use services available at the campus student health center during its normal hours of operation only. Students are advised to carry an adequate health insurance policy of their own.

### **3. Student Safety & Personal Risk**

Students must be informed of any potential personal health or safety risk that may be inherent in an off-campus experience-based learning activity. Inform students of any potential personal health or safety risks.

### **4. Site Selection**

Selection of an experience-based learning site must be the decision and responsibility of the student, however it is the policy of the college not to refer students to a home based business entity.

### **5. Hold Harmless and Indemnification**

Students are advised not to sign a "hold harmless and indemnification" agreement from a host organization. No employee of the college (management, staff, or faculty) is authorized to sign such document.

### **6. Fair Labor Standards Act (US Department of Labor)**

Businesses and organizations are advised to consult with an appropriate legal adviser before developing an unpaid internship or other off-campus experience-based learning activity program. An analysis of the on-the-job experience that the individual will have in relation to the standard set forth under the Fair Labor Standards Act (FLSA), U.S. Department of Labor (DOL) should be carefully considered.

### **7. Independent Contractors**

Students should not be expected to participate in off-campus experience-based learning activities as "Independent Contractors." Independent Contractor agreements do not meet acceptable criteria for academically related off-campus experience-based learning programs.

# Application of the Fair Labor Standards Act (FLSA) to School-Related Programs *Checklist*

Do students have to be paid? Do FLSA labor laws apply?

**U.S. Department of Labor Wage  
and Hour Division**



## **Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act**

**This fact sheet provides general information to help determine whether interns and students working for “for-profit” employers are entitled to minimum wages and overtime pay under the Fair Labor Standards Act (FLSA).<sup>1</sup>**

### **BACKGROUND**

**The FLSA requires “for-profit” employers to pay employees for their work. Interns and students, however, may not be “employees” under the FLSA—in which case the FLSA does not require compensation for their work.**

### **THE TEST FOR UNPAID INTERNS AND STUDENTS**

**Courts have used the “primary beneficiary test” to determine whether an intern or student is, in fact, an employee under the FLSA.<sup>2</sup> In short, this test allows courts to examine the “economic reality” of the intern- employer relationship to determine which party is the “primary beneficiary” of the relationship. Courts have identified the following seven factors as part of the test:**

1. The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee—and vice versa.
2. The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.
3. The extent to which the internship is tied to the intern’s formal education program by integrated coursework or the receipt of academic credit.
4. The extent to which the internship accommodates the intern’s academic commitments by corresponding to the academic calendar.
5. The extent to which the internship’s duration is limited to the period in which the internship provides the intern with beneficial learning.
6. The extent to which the intern’s work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
7. The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

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<sup>1</sup> The FLSA exempts certain people who volunteer to perform services for a state or local government agency or who volunteer for humanitarian purposes for non-profit food banks. WHD also recognizes an exception for individuals who volunteer their time, freely and without anticipation of compensation, for religious, charitable, civic, or humanitarian purposes to non-profit organizations.

Unpaid internships for public sector and non-profit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible.

<sup>2</sup> E.g., *Benjamin v. B & H Educ., Inc.*, --- F.3d ---, 2017 WL 6460087, at \*4-5 (9th Cir. Dec. 19, 2017); *Glatt v. Fox Searchlight Pictures, Inc.*, 811 F.3d 528, 536-37 (2d Cir. 2016); *Schumann v. Collier Anesthesia, P.A.*, 803 F.3d 1199, 1211-12 (11th Cir. 2015); see also *Walling v. Portland Terminal Co.*, 330 U.S. 148, 152-53 (1947); *Solis v. Laurelbrook Sanitarium & Sch., Inc.*, 642 F.3d 518, 529 (6th Cir. 2011)

**Courts have described the “primary beneficiary test” as a flexible test, and no single factor is determinative. Accordingly, whether an intern or student is an employee under the FLSA necessarily depends on the unique circumstances of each case.**

**If analysis of these circumstances reveals that an intern or student is actually an employee, then he or she is entitled to both minimum wage and overtime pay under the FLSA. On the other hand, if the analysis confirms that the intern or student is not an employee, then he or she is not entitled to either minimum wage or overtime pay under the FLSA.**

## **WHERE TO OBTAIN ADDITIONAL INFORMATION**

**This publication is for general information and is not a regulation. For additional information, visit our Wage and Hour Division Website: <http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).**

**U.S. Department of Labor**  
Frances Perkins Building  
200 Constitution Avenue, NW  
Washington, DC 20210

**1-866-4-USWAGE**  
TTY: 1-866-487-9243  
[Contact Us](#)

Unpaid interns must have much more direct supervision than paid interns.

**Request for Intern/Volunteer**  
(Please Print Legibly With Ink or Type)

Date \_\_\_\_\_

Business/Agency/Organization \_\_\_\_\_

Type of Business \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Business Website \_\_\_\_\_ Phone \_\_\_\_\_

Contact Person \_\_\_\_\_ Email Address \_\_\_\_\_

**INTERNSHIP/VOLUNTEER INFORMATION**

It is the responsibility of the listing Business/Agency/Organization to request removal of this position from our listing

Number of Interns/Volunteers Desired \_\_\_\_\_ Shift Time \_\_\_\_\_ Hours per Week \_\_\_\_\_

Duration:  One Semester  Two Semesters  Ongoing  Other \_\_\_\_\_

Compensation:  Paid (Rate \$/ hr.) \_\_\_\_\_  Stipend (\$) \_\_\_\_\_  Unpaid (as per federal labor laws)

Benefits? \_\_\_\_\_

Will the internship involve any potentially unsafe or dangerous activities? No  Yes

If "yes", describe \_\_\_\_\_

Name any current or potential position(s) or job classifications that an internship would be most closely related to:

\_\_\_\_\_

Describe potential intern duties:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are the basic intern qualifications/eligibility criteria?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe training/orientation provided by the organization:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT SELECTION PROCESS**

SCC SHOULD:

- Refer interested students directly to the contact person listed above
- Send applications/resumes to the contact person listed above (SCC does not pre-screen or place applicants)
- Other

Return completed application to Solano Community College, Attn: Debra Berrett, Occupational Education Coordinator, 4000 Suisun Valley Road, Room 1811, Fairfield, CA 94534, or fax to (707) 646-2080

# INTERNSHIP/VOLUNTEER SITE AGREEMENT/MOU

Solano Community College internships are work-based learning experiences considered an extension of the College's education and training. As college-level educational experiences internships require specific and measureable learning objectives. Please sign and date this document. Make a copy for your files before mailing or faxing it to the Occupational Education Office.

1. We have read Fact Sheet #71 and we understand and agree that the internship/volunteer opportunity is primarily a student-focused learning experience. It is further understood that unpaid interns/volunteers are not employees and shall not be entitled to any form of compensation or benefits. Student interns who are paid are considered an employee of the participating organization according to state and federal labor laws even if the experience is a short term internship.
2. We understand and agree the intern/volunteer must work and learn under the supervision of a professional on-site. That person will function as a "co-educator" with the Occupational Education faculty during the student's placement.
3. We understand and agree that the internship/volunteer activities must relate to student's occupational field of study and/or to a professional field where that academic knowledge would be utilized.
4. We will provide accurate and complete position descriptions for each potential internship/volunteer opportunity and each position will provide students with professionally oriented activities similar to what a new entrant in the field would experience. Clerical or non-professional tasks will be limited to 20 percent or less of the intern/volunteer's total responsibilities.
5. If requested, we will meet with the student's Occupational Education faculty advisor on-site and we will provide such assistance as necessary to allow the student to accomplish his or her internship/volunteer course assignments (such as, defining objectives, informational interviews, organization charts, timesheets, evaluation forms.)
6. We will comply with the following statement of Non-Discrimination: Solano College is committed to equal opportunity employment and does not make its facilities or intern/volunteer programs or services available to any employer or organization that unlawfully discriminates in the selection of individuals on the basis of race, color, national origin, ethnicity, religion, sexual orientation, gender, pregnancy, disability or age.
7. We understand and agree that unpaid student interns/volunteers officially enrolled in the Solano Community College District Occupational (OCED090) or General (OCED 091) Work Experience courses as part of their college curriculum and are assigned to private or other public employers are covered members under the Solano Community College District Workers' Compensation program so long as they are in unpaid status.
8. We understand and agree to inform students of potential health and safety risks inherent in an off-campus based learning activity and shall inform students of organization health and safety practices.
9. **We have read and agree to comply with the Solano College Student Safety and Risk Management Guidelines.**

\_\_\_\_\_  
**Company/Organization Representative's signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**Printed name**

\_\_\_\_\_  
**Email address**

\_\_\_\_\_  
**Name of Company/Organization**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**City**

\_\_\_\_\_  
**ST**

\_\_\_\_\_  
**Zip**