Instructions for Employers

The U.S. Department of Labor and the Utah Wage and Hour Division are aware of and support the internship program. The experiences students gain in the workplace cannot be achieved in any other way. It is important that we work together to guarantee that proper guidelines are followed to avoid any violations of the law. Below are a list of items that you as an employer should be aware of:

1. By definition Internships may be either paid or non-paid. A student may start on a non-paid basis but move to a paid position as they gain experience. Paid positions do not jeopardize a student's internship credit. Most students will be on a non-paid basis for the entire internship.

2. Non-paid student interns are there to learn. They cannot legally replace a regular employee or take on routine duties without being paid for what they do.

3. Non-paid student interns MUST be assigned a mentor in the business. If "Wage and Hour" employees visit your business they will ask to visit with both the student and the employer mentor. If the mentor cannot be identified there would be fines and the employer would be required to pay wages for all hours worked by the student. PLEASE ASSIGN A MENTOR TO WORK WITH THE STUDENT.

4. Always think in terms of the duties being performed. If you as an employer would have to hire someone to do the things the intern is doing then you need to pay the intern for those duties. Some businesses pay for some things an intern does while not paying for any learning experiences the student is having.

5. Many businesses lend themselves well to a rotation through several departments. Where possible this can help to expose the student to a wider variety of duties/careers and usually leads to a better overall experience. It is the intention of the Provo School District Internship Program to have students involved in all aspects of a business. Rotating students through departments is in the student's best interest and helps to meet the requirements of the Wage and Hour Division.

_____ has been assigned to _____
Student Name (Please print) Mentor Name (Please print)

I have read and understand the above information

Signature _____ Title _____
Mentor Signature

Business Name _____

"For schools to succeed, we must look far beyond their classrooms to our communities. Schools will never be much better than the commitment of their communities. Each of our communities must become a place where learning can happen."

America 2000

(Legal)