

## **SFTV CAREER CONNECT INTERNSHIP GUIDELINES FOR EMPLOYERS**

**Thank you for your interest in supporting our students and providing a high-quality educational internship experience. While we encourage all employers to provide payment for their internship opportunities, we do allow for employers to provide unpaid internships following Department of Labor, NACE and LMU standards. All internships posted will be reviewed and approved by SFTV Career Connect staff on the basis of the definitions and guidelines below.**

**For any questions, please email [SFTVCareerConnect@lmu.edu](mailto:SFTVCareerConnect@lmu.edu)**

### **WHAT IS AN INTERNSHIP?**

An internship is a form of experiential learning that integrates a student's academic experience with practical application and skills development in a professional setting. Internships allow LMU students to gain valuable applied experience and make professional connections, while also giving employers the opportunity to guide and evaluate talent. Each of the employers we assist in listing opportunities shares this commitment to making their internship program a true learning experience.

### **U.S. DEPARTMENT OF LABOR AND NACE GUIDELINES: UNPAID INTERNSHIPS**

LMU, as well as major private sector employers who hire interns refer to [NACE \(National Association of Colleges and Employers\) Standards](#), established by the U.S. Department of Labor Fact Sheet "[Internship Programs under the Fair Labor Standards Act](#)." We expect all for-profit employers who post unpaid internships at LMU to first review this fact sheet and assess whether their programs meet stated Department of Labor guidelines.

### **CRITERIA FOR AN UNPAID OPPORTUNITY TO BE DEFINED AS AN INTERNSHIP**

To ensure that an experience is educational in nature, and thus eligible to be considered a legitimate internship, **all the following criteria must be met:**

1. There are clearly defined learning objectives related to the intern's professional goals and/or academic coursework.
  - *Intern tasks must not simply advance the operations of the employer or be the work that a regular employee would routinely perform.*



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2. Supervision is provided by a professional with relevant expertise or education in the industry or occupation.
  - *For example, a post-production intern will have the mentoring, support, and routine feedback of a qualified post-production professional.*
  - *Tasks performed remotely must be integrated and balanced with supervised work performed in a professional setting*
3. Resources, equipment, and facilities provided by the host employer support learning objectives.
  - *Students should not be expected to use personal vehicles, phones, filming equipment or other property for business purposes, unless this use is reimbursed at an agreed rate.*
  - *Interns should not be required to use personal contacts (phone, email, and social media) for business development or for fulfilling other duties.*
  - *Internships with a home-based enterprise, which require students to work in a private residence, will not be approved for listing.*
4. The skills or knowledge learned must be applicable to the industry or transferable to other employment settings.
5. Each employer's internship listing must have:
  - *A defined beginning and end date,*
  - *A schedule agreed to by both parties in advance, and*
  - *A job description with clearly described duties and learning objectives.*
6. LMU interns cannot be used to "staff up" or replace paid staff.
  - *An example would be the manager or business owner who lists several different intern roles without having the time, knowledge, or trained staff to guide each student's experience.*
  - *This includes staff positions on any and all filmed productions and events. Students cannot be hired to perform production roles as an unpaid internship.*
  - *Interns will share unique skills and talents with your team. But, as stated in FLSA guidelines, students should benefit as much as the employer from their experience.*
  - *Unpaid internships cannot require students to work more than 20+ hours per week or longer than 8 hours per day. Hours worked beyond that time must be at the student's discretion and approval.*
  - *Students must not be required by an employer to perform any work related duties outside of official internship hours.*
7. Employers are responsible for creating a safe and respectful work environment.
  - *Employers are required to abide by and enforce LMU guidelines in accordance with applicable Federal and State law that prohibits discrimination on the basis of race, color, national origin, religion, sex, disability, age, medical condition, ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran.*
  - *Employers are required to abide by LMU's policy against sexual harassment that follows Federal and State Laws.*