

MISSISSIPPI COLLEGE  
DEPARTMENT OF COMMUNICATION  
**INTERNSHIP SITE APPLICATION**

**Organizational Information**

Company/Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Choose one:       For-profit organization       Not-for-profit organization

Internship Supervisor \_\_\_\_\_

Supervisor's Position \_\_\_\_\_

Email Address \_\_\_\_\_

Phone \_\_\_\_\_

**Internship Information**

Internship Job Title \_\_\_\_\_

Start Date \_\_\_\_\_

End Date \_\_\_\_\_

Job Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the learning objectives of this internship:

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

Describe the regular tasks to be performed in this internship (*all interns completing a course for credit, whether paid or unpaid, must complete 160 hours of work between stated start and end dates*):

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

Compensation:       Paid       Unpaid  
                          If Paid, hourly wage or stipend amount: \$ \_\_\_\_\_ per \_\_\_\_\_

*I signify that I have been appointed by my company/organization as the daily supervisor for the internship described and that the information above is factual. If the internship described is unpaid, I have read the text on page two of this application and my company/organization agrees to be bound by federal law regarding unpaid internships as outlined by Fair Labor Standards Act (FLSA).*

\_\_\_\_\_  
Internship Supervisor      Date      Faculty Supervisor      Date      Department Chair      Date

After completing form, download and email to [vwilliam@mc.edu](mailto:vwilliam@mc.edu).  
**Incomplete forms will not be considered.**

## **Internship Programs Under The Fair Labor Standards Act (FLSA)**

U.S. Department of Labor

Courts have used the “primary beneficiary test” to determine whether an intern or student is, in fact, an employee under the FLSA. 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:

- 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.
- 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.
- The extent to which the internship is tied to the intern’s formal education program by integrated coursework or the receipt of academic credit.
- The extent to which the internship accommodates the intern’s academic commitments by corresponding to the academic calendar.
- The extent to which the internship’s duration is limited to the period in which the internship provides the intern with beneficial learning.
- 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.
- 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.

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.

Source: <https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships>