



INTERNSHIP PROGRAM

Dear Employers,

Thank you for your interest in FIDM's non-paid internship program. Please review our internship guidelines and regulations.

If you are in agreement with our program guidelines, which include hours and terms, please complete the Non-Paid Internship Request Form at the end of this document.

We look forward to partnering with you and appreciate all your support.

Thank you.



INTERNSHIP PROGRAM OVERVIEW

FIDM Internship Program

By partnering with employers in the Fashion, Visual Arts, Interior Design, and Entertainment industries, the FIDM/Career Center facilitates internships for academic credit for qualified students. An internship blends theory and practice, your participation in this quarterly program offers the opportunity to test new talent and skills.

Interns combine academic training with employment in fields related to their course of study. Internships allow the students to apply classroom theory to 'real life' applications and explore career options while in school.

Objective of the FIDM Internship Program – Provide the student with the practical application of their education. It is further designed to provide the employer with strong candidates for positions in their organization. To achieve this objective, the following goals have been set:

- To provide the appropriate educational work environment.
- To provide the opportunity for the student to learn.

Interview Process & Timeframe – Qualified students may apply and interview for open internships prior to the end of the preceding quarter, during the "Interview & Secure Timeframes" (see page: 3).

Students Must Qualify – Students from all FIDM majors, including the Bachelor of Science degree in Business Management, may be considered to participate in the internship program. International students may participate if they meet FIDM education internship qualifications and follow current federal guidelines. Students must maintain a minimum 3.0 GPA and have completed specific coursework to participate in the FIDM internship program. Most students who qualify will be completing their last 2 quarters prior to their graduation date. Though an internship at FIDM is not mandatory, many students choose to take advantage of our internship program.

Documentation for Compliance – The FIDM Education Department will complete documentation for each student in order to provide evidence of academic credit. The student is instructed to deliver a copy of the internship paperwork to the employer the first day the student reports to begin the internship.

- Hours – Interns may work 8-10 hours per week in accordance with their academic program.
- Term – Interns may only work during the specified timeframe, during the academic quarter (10 weeks). Interns may not continue working on a non-paid, academic basis subsequent to graduation. If you wish to promote an intern into a paid position, please contact the Career Center.



FREQUENTLY ASKED QUESTIONS

What is an internship?

An internship is a one quarter, non-paid, work for credit, program.

How do I obtain an intern from FIDM?

Please complete the FIDM Non-Paid Intern Request Form (see attached). Once we receive your request, our advisors will provide your information to qualified students inquiring about participating companies during the "Interview & Secure Timeframe." Though internship participation is voluntary, we do our best to match applicants to employers.

How long can I keep an Intern?

FIDM interns are eligible to participate the last two quarters of their academic program. Once you decide to take an intern, they may work for you for one 10 week academic quarter (see attached calendar). Please contact the Career Center should you wish to promote an intern into a paid position.

How many hours per week can an intern work?

One intern may work 8 to 10 hours per week, a maximum of 80-100 hours per quarter.

How many interns may I have?

You may request as many interns in as many areas as you like.

Do I have to pay an intern? What if I want to hire an intern?

Compensation for interns is in the form of academic credit. If they work beyond the stipulated 8-10 hours per week/10 week period, they should be compensated at the current market rate for their position. Please contact the Career Center should you wish to promote an intern into a paid position.

How do I stay in compliance with Federal and California labor laws?

FIDM will provide the paperwork needed for your human resource records. When an intern starts with your company, they will bring documentation with them.

What do I do when the FIDM applicant contacts me?

While the Career Center screens and qualifies students before referring them to you, the students will contact you directly. You can request a resume and schedule an interview with the student within the "Interview & Secure Timeframe."

Who do I notify when I choose a candidate for the internship?

Please extend the offer to the applicant and notify your contact person in the Career Center; we will begin to complete the necessary paperwork.



INTERVIEW PROCESS & CALENDAR 2010/2011

Interview & Secure Process for Students and Employers:

1. Students will seek out internships during the "Interview & Secure Timeframe" (*see calendar below*).
2. Students will contact you directly to submit their resumes and set up an interview.
3. Employers will interview students and make their selections within the "Interview & Secure Timeframe" (*see detailed calendar below*).
4. Employers will notify their Career Center contact to inform them of whom they've extended the Internship to.
5. Students must notify the Career Center when they have extended an internship offer.
6. FIDM will complete the paperwork needed for your human resource records. On the day the intern starts, he or she will bring your copy of the documentation with them.

2011 Internship (10 Week Program) Calendar:

Fall 2011 Quarter Internships

Interview & Secure Timeframe: 08/16/11 – 09/14/11

Internship Start Dates: 10/05/11

Internship End Dates: 12/17/11

U.S. Department of Labor

Wage and Hour Division

(April 2010)

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

This fact sheet provides general information to help determine whether interns must be paid the minimum wage and overtime under the Fair Labor Standards Act for the services that they provide to "for-profit" private sector employers.

Background: The Fair Labor Standards Act (FLSA) defines the term "employ" very broadly as including to "suffer or permit to work." Covered and non-exempt individuals who are "suffered or permitted" to work must be compensated under the law for the services they perform for an employer. Internships in the "for-profit" private sector will most often be viewed as employment, unless the test described below relating to trainees is met. Interns in the "for-profit" private sector who qualify as employees rather than trainees typically must be paid at least the minimum wage and overtime compensation for hours worked over forty in a workweek.

The Test For Unpaid Interns: There are some circumstances under which individuals who participate in "for-profit" private sector internships or training programs may do so without compensation. The Supreme Court has held that the term "suffer or permit to work" cannot be interpreted so as to make a person whose work serves only his or her own interest an employee of another who provides aid or instruction. This may apply to interns who receive training for their own educational benefit if the training meets certain criteria. The determination of whether an internship or training program meets this exclusion depends upon all of the facts and circumstances of each such program.

The following six criteria must be applied when making this determination:

1. *The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;*
2. *The internship experience is for the benefit of the intern;*
3. *The intern does not displace regular employees, but works under close supervision of existing staff;*
4. *The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;*
5. *The intern is not necessarily entitled to a job at the conclusion of the internship; and*
6. *The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.*

If all of the factors listed above are met, an employment relationship does not exist under the FLSA, and the Act's minimum wage and overtime provisions do not apply to the intern. This exclusion from the definition of employment is necessarily quite narrow because the FLSA's definition of "employ" is very broad. Some of the most commonly discussed factors for "for-profit" private sector internship programs are considered below.

Similar To An Education Environment And The Primary Beneficiary Of The Activity: In general, the more an internship program is structured around a classroom or academic experience as opposed to the employer's actual operations, the more likely the internship will be viewed as an extension of the individual's educational experience (this often occurs where a college or university exercises oversight over the internship program and provides educational credit). The more the internship provides the individual with skills that can be used in multiple employment settings, as opposed to skills particular to one employer's operation, the more likely the intern would be viewed as receiving training. Under these circumstances the intern does not perform the routine work of the business on a regular and recurring basis, and the business is not dependent upon the work of the intern. On the other hand, if the interns are engaged in the operations of the employer or are performing productive work (for example, filing, performing other clerical work, or assisting customers), then the fact that they may be receiving some benefits in the form of a new skill or improved work habits will not exclude them from the FLSA's minimum wage and overtime requirements because the employer benefits from the interns' work.

Displacement And Supervision Issues

If an employer uses interns as substitutes for regular workers or to augment its existing workforce during specific time periods, these interns should be paid at least the minimum wage and overtime compensation for hours worked over forty in a workweek. If the employer would have hired additional employees or required existing staff to work additional hours had the interns not performed the work, then the interns will be viewed as employees and entitled compensation under the FLSA. Conversely, if the employer is providing job shadowing opportunities that allow an intern to learn certain functions under the close and constant supervision of regular employees, but the intern performs no or minimal work, the activity is more likely to be viewed as a bona fide education experience. On the other hand, if the intern receives the same level of supervision as the employer's regular workforce, this would suggest an employment relationship, rather than training.

Job Entitlement

The internship should be of a fixed duration, established prior to the outset of the internship. Further, unpaid internships generally should not be used by the employer as a trial period for individuals seeking employment at the conclusion of the internship period. If an intern is placed with the employer for a trial period with the expectation that he or she will then be hired on a permanent basis, that individual generally would be considered an employee under the FLSA.

Where to Obtain Additional Information

This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

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](#)



NON-PAID INTERNSHIP – REQUEST FORM*

JOB ORDER INFORMATION :

Position Title: [CLICK & TYPE POSITION TITLE]

Primary Major: [CLICK & TYPE PRIMARY MAJOR]

Primary Skills: [CLICK & TYPE PRIMARY SKILLS]

Job Descriptions: [CLICK & TYPE JOB DESCRIPTION] * Limited to 3000 characters

CLICK AND TYPE AN "X" ON YOUR CHOICE(S)

Type of Candidate: [" "]Student

Type of Schedule: [" "]Intern

Start Date: [CLICK & TYPE START DATE MUST COINCIDE WITH PROGRAM DATES]

End Date: [CLICK & TYPE END DATE MUST COINCIDE WITH PROGRAM DATES]

COMPANY & HIRING MANAGER INFORMATION :

Company Name: [CLICK & TYPE COMPANY NAME]

Type of Company: [CLICK & TYPE COMPANY TYPE]

Address: [CLICK & TYPE ADDRESS] City: [CLICK & TYPE CITY] State: [STATE] ZIP: [ZIP CODE]

Supervisor Name (first & last name): [CLICK & TYPE CONTACT NAME]

Title/Position: [CLICK & TYPE POSITION TITLE]

Phone: [CLICK & TYPE PHONE] Fax: [CLICK & TYPE FAX]

Email: [CLICK & TYPE E-MAIL ADDRESS]

*Program complies with California & Federal Labor Laws

COMPLETE FORM AND EMAIL T: Careercentersf@FIDM.com