



4. The student will demonstrate honesty, punctuality, courtesy, a cooperative attitude, proper company attire, and other positive personality characteristics.
5. The student will observe any applicable health and safety rules.
6. The student will participate in regularly scheduled seminars with the coordinator and will be available for additional job development work as required.
7. The student will complete all required assignments, including but not limited to: the training plan, resume, cover letter, organizational paper, forums, final presentation and report.
8. The student will complete a minimum of 50 hours per credit at the work site.
Example: 1 credit= 50 Hours, 2 credits= 100 Hours 3 credits= 150 Hours
4 credits= 200 Hours

Part IV: RESPONSIBILITIES OF THE COOPERATIVE SPONSOR

1. The sponsor will provide on-the-job training for a minimum for ten (10) hours per week for a minimum of 50 - 200 hours depending on the course credits for the time period. (Reference Part II & III)
2. The sponsor will provide a variety of work experiences for the student which contributes to the attainment of the career objective.
3. The sponsor will provide adequate supervision of the student.
4. The sponsor will adhere to all federal and state regulations regarding safety and other applicable regulations.
5. The sponsor will assist in evaluation of the student by completing mid semester and final evaluations and discussing the student employee's performance with the student and the coordinator.
6. The sponsor will contact the coordinator before the student is transferred or discharged from the program; he/she will also notify the coordinator of any infraction of employment policies committed by the student.
7. The sponsor will provide work and training beyond job shadowing.

Part V: Rules and Regulations

NMC follows all federal regulations and criteria regarding unpaid student internships. Also, NMC only accepts unpaid internship positions from non-profit organizations. Please see the last page of this document for the complete list

5. The coordinator will provide consultative and advisory service relevant for this internship.

Par VI: COURSE OBJECTIVES

Internships offer the student an opportunity to see how classroom theory is applied to actual work situations. Through this experience, the student develops an appreciation of the course work, thereby, increasing motivation, interest, and knowledge.

Internships and college courses produce an overall learning experience that gives meaning to academic progress and development.

Par VII: TRAINING PLAN

Development of the training plan is the joint responsibility of the student, the sponsor, and the coordinator. The list which follows constitutes the "training plan," or the expected on-the-job learning experience:

A.

B.

C.

D.

E.

F.

! 2, B>7-5L /E8H7E2CL >1i?BL9. L, CC7>< 2>ECL1?L>?E6, H2LE?L 2L:8 E21LE?LE62LE3= CL
 7;/G121L7>LE62LEB 7>7-5LA;; >L GE2H2BKL244?BELC6?G;1L 2L< , 12LE?LAB?H712L2JA3B2>/2CL8-L
 E6?C2L, B2, CL8 2>E8E21L/ ::L, CC7>< 2>ECLC6?G:1L 2L/?>C7E2>EJ E6LE62LCEG12>EDLO, B22BL
 A;; >CL, >1LE62L;2, B>7-5L?. 92/EH2CL2CE. . :E621L4?LE62L7-E2B>C68L

Par VIII: WORK SCHEDULE

DAY	' fiž Ł fl) "Ł fl(ž# Ł L	LS† LZ %* &' L
# ?>1, KL	_____	_____
(G2C1, KL	_____	_____
+ 21>2C1, KL	_____	_____
(6GBC1, KL	_____	_____
I B8, KL	_____	_____
		(?E :L _____

/ >KL12H7 E?>CL4B? < LE67LA;; >LC6?G:1L 2L< , 12L7>L/?>CG;E E?>U E6LE62LCA?>C@EL >1L
 B2A?EE21LB-U BEE>5LE?LE62L/??B17, E?BL

Par IX: AGREEMENT VERIFICATION

+ 2L 5B22U E6LE62L/?>1EE?>CL?4E67LEB 8>7-5LAB?5B < L >1LE62LE2CA?>C7 8E2CL >1L
 ;2, B>7-5L /E8H7E2CL:7E21L, . ?H2L(62LCA?>C7EL >1LE62L/?;252L 5B22LE?LAB?H712LE62L
 >2/2CC, BKL9. "B2; E21LGA2EH8C7>L >1L/?G>C2:8-5LE?L2>CGB2LE6, E6LE62LCEG12>E'FB- 7>22L
 B2/27H2CL AAB?AB7 E2L21G/, E?>, :L 2>24EL4B? < LE68L7-E2B>C68L

SIGNATURES:

 Student Date

 Sponsor Representative Date

 Supervisor (if different from sponsor representative) Date

 Faculty Date

 Experiential Learning Program Coordinator Date

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).¹

Background

The FLSA requires to

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. *Libart v. The Internship Ent. or Shein, L.P.*, No. 1:15-cv-00001, 2015 WL 1111111 (S.D.N.Y. 3/1/15).