

Internship Guidelines for Employers

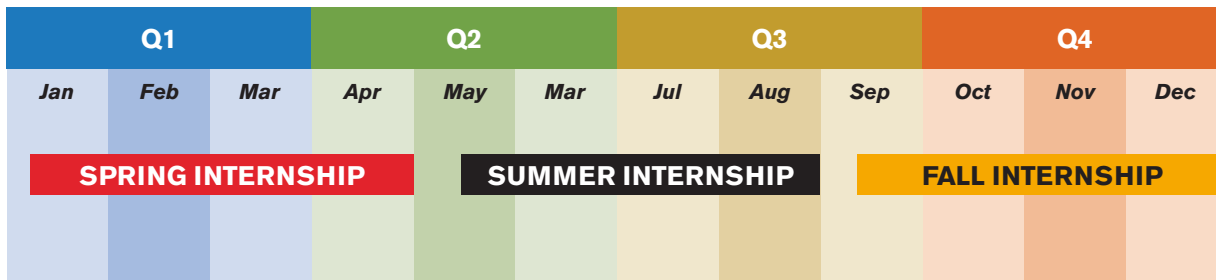
Job Criteria for Internships

- Provide interns with meaningful work, much like an entry level or new hire position.
- Students should work approximately 150 – 300 hours over the course of the semester/internship and may work more than 300 hours during the summer.
- Internships for academic credit require roughly 2 ½ hours of the employer’s time, over the course of the internship, for planning and student evaluations.
- The Fair Labor Standards Act requires “for-profit” employers to pay employees for their work. To help determine whether interns and students working for “for-profit” employers are entitled to minimum wages and overtime pay see the FLSA Fact Sheet #71: www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships

Posting Internship Opportunities

- Albion College utilizes Handshake to post internship and employment opportunities.
- Employers may post jobs directly on Handshake.
- The Career and Internship Center staff can assist with postings, simply send information via email to careers@albion.edu or via fax to 517/629-0578.
- Below is a timeline for enrolling or hiring students for internships. It also shows when students complete internships in line with the academic calendar.

Internship Timeline



Internship Enrollment Timeline

