

## **RBS Policy Sheet for Rutgers Business School Internship & Co-Op Program for Credit**

An internship/co-op is a pre-professional experience that complements the business education that a student acquires in college. Its purpose is to provide exposure to the student of the environment and tasks that the student will encounter when pursuing a career in his/her chosen field. It also provides the employer with an opportunity to observe the student in the work setting and may serve as an indicator of whether or not to make a full time job offer to the student to commence upon graduation. Internships/Co-Ops must also comply with the requirements of the United States Department of Labor Fair Labor Standards Act (FLSA).

The following govern the approval of internships/co-ops for the Rutgers Business School New Brunswick program:

### **Students**

1. Students will not be approved to receive credit for an internship/co-op if they have not yet successfully completed at least 60 credits toward their degree OR declared their major with junior status and have completed at least 1 full semester at Rutgers prior to the start of the internship or co-op.
2. Students must have a cumulative grade point average of at least 2.75 and need to have completed the intro course of the related internship or co-op with a grade of at least a "C".
3. Students applying for a Rutgers Business School Internship/co-op for credit must submit a completed Student Learning Contract.

### **Employers**

**[Fact Sheet #71: Internship Program under the Fair Labor Standards Act \(FLSA\)](#) provides information to help determine whether interns and students working for "for profit" employers are entitled to minimum wages and overtime under the FLSA. Courts have used the "primary beneficiary test" to determine whether an intern or student is an employee using these seven factors as part of the test:**

1. The extent to which the intern and 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.
2. 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.
3. The extent to which the internship is tied to the intern's formal education program by integrated coursework or the receipt of academic credit.
4. The extent to which the internship accommodates the intern's academic commitments by corresponding to the academic calendar.
5. The extent to which the internship's duration is limited to the period in which the internship provides the intern with beneficial learning.
6. 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.
7. 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 this test as flexible and no single factor is determinative. Whether an intern or student is an employee under the FLSA depends on the unique circumstances of each case.

Questions regarding internships/cops should be directed to the Rutgers Business School Office of Career Management at: [rbscareers@business.rutgers.edu](mailto:rbscareers@business.rutgers.edu)