

**POLICY: 6Hx28:3A-08**



Responsible Official:  
Vice President, Organizational Development  
and Human Resources

Specific Authority: 1001.64, F.S.  
Law Implemented: 1001.64, F.S.

Effective Date: 05-28-2014

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## **Unpaid Internships**

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### **Policy Statement:**

Valencia College provides opportunities for students enrolled in an internship program or course (generally at an institution of higher education) an opportunity to complete their formal education with an unpaid, practical career-related experience where learning is the primary objective.

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### **Procedures:**

- I. The College partners with interns in supporting unpaid internship opportunities for students enrolled in an internship program or course seeking work related experience. Students working as unpaid interns will receive academic credit or required work experience for their internship as prescribed and awarded by the institution at which they are currently enrolled.
- II. The intern is responsible for providing documentation from their educational institution regarding parameters and length of the internship program, field of study, and expected outcomes. There must be clearly defined learning objectives related to the intern's professional goals and/or academic coursework.
- III. The Valencia department responsible for the internship will coordinate the experience and all required documentation. The internship must have a defined beginning and end date, a schedule agreed to by both parties in advance, and an internship description with clearly described duties.
- IV. Unpaid internships must meet the following criteria:
  - A. The internship, although it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;

- B. The internship experience is for the benefit of the intern;
  - C. The intern does not displace regular employees, but works under close supervision of existing staff. Interns cannot be used to “staff up” or replace paid staff;
  - D. The college and respective employer derives no immediate advantage from the activities of the intern;
  - E. The intern is not necessarily entitled to a job at the conclusion of the internship; and
  - F. The college/respective employer and intern understand that the intern is not entitled to wages for the time spent in the internship.
- V. Currently Enrolled Valencia Students
- A. Currently enrolled Valencia students seeking an internship experience should contact the Internship and Workforce Services.
- VI. Internship Experiences for Students Enrolled in other Academic Institutions
- A. Departments who are interested in engaging student interns from academic institutions outside of Valencia College should contact Human Resources for assistance in establishing the internship and ensuring that the internship plan meets the college’s required criteria. Before beginning the internship program at the college, the intern must pass a criminal background check (coordinated by Human Resources).
- VII. Exceptions to internship eligibility may be made in the sole discretion of the college. Requests for exceptions should be directed to the Vice President, Organizational Development and Human Resources for consideration on a case by case basis.

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**Policy**

**History:**

Adopted 5-28-14

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**Related Documents/Policies:**

U.S. Department of Labor Fact Sheet “[Internship Programs under the Fair Labor Standards Act.](#)”

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**Procedure**

**History:**

Adopted: 5-28-14