

# ROWAN COUNTY GOVERNMENT

## INTERNSHIP GUIDELINES

Internships provide an opportunity for college students to learn and prepare for their chosen professions. Internships also provide the County the opportunity to utilize the Student Intern as they complete particular assignments and/or projects. Departments may determine if an internship would benefit the department and coordinate with the appropriate college/university providing an internship program in the particular curriculum needed.

Interns are not employees of Rowan County. To be exempt from the Fair Labor Standard Act (FLSA) standards, there are six (6) criteria that exist for the students to be considered as an Unpaid Intern, not an employee.

1. The training, even though it includes actual operations within the departments of the County, is similar to that which would be given in a vocational school and must be largely educational in nature;
2. The training is for the benefit of the Student Intern;
3. The Student Interns do not displace regular employees but work under close observation;
4. The employer that provides the internship derives no immediate advantage from the activities of the Student Interns and on occasion, the employer's operations may actually be impeded;
5. The Student Interns are not entitled to a job at the completion of the internship period; and
6. The employer and Student Intern understand that the Student Intern is not entitled to wages for the time spent in the internship.

In order to assure a positive meaningful experience for the Intern and to assure that all of the administrative details are addressed, the following guidelines should be used by departments using unpaid Interns.

1. Department Directors determine and approve the need/opportunity to provide an Internship in their department. The departments should consider issues such as:
  - a. Defining the actual assignment/project to be completed by the Intern;
  - b. How the internship will provide a training experience for the student;
  - c. Who will provide the close observation/supervision;
  - d. The physical location of the Intern;
  - e. The anticipated length/time of the Internship, etc.
2. The Department Directors are to provide the Human Resources Department a brief overview of the planned Internship. For informational purposes, include the assignment/project that Interns will be performing and the anticipated dates of the internship plus any other pertinent information.

3. A departmental representative is to coordinate with the appropriate college/university in developing the Internship program and in identifying the Intern.
4. The college/university is to supply a letter or other written communication to Rowan County Government identifying the Intern. The communication should also include any conditions or expectations pertaining to the Internship (Example: project requirements, evaluations, grades, reviews, etc...).
5. Once the department has identified the Intern, the Intern is to complete the attached forms:
  - a. Intern Information Form;
  - b. Criminal Background Check and Driving History Authorization Form; and
  - c. Technology Use Policy form.

These forms are to be forwarded to the Human Resources Department prior to starting the Internship (minimum of 3 days). Human Resources will complete the Criminal Background and Driving History Check.

**Note:** Even though Interns are not employees of Rowan County, Interns will be representing Rowan County Government and; therefore, we are requiring that Interns have a Criminal Background and Driving History Check completed prior to beginning the internship.

## 6. Internship Begins

Please contact Rowan County Human Resources if there are any questions at (704) 216-8100.

05/06/13