



### Unpaid Student Intern Form

Any student who desires to work at SEAS as an unpaid intern must qualify as a "trainee" under federal Department of Labor standards. The Department of Labor has identified six factors for employers to use in making this determination. Please review all six factors identified by the Department of Labor and answer "yes" or "no" to each factor, and include a detailed description of the training activity. Return this form and the training description to SEAS Human Resources at (fosterbe@seas.upenn.edu).

1 The internship, even though it includes participation in the school's operations, is similar to training which would be given in an educational environment.

 Yes No

2 The internship experience is for the benefit of the intern.

 Yes No

3 The intern does not displace regular employees, but works under close supervision of existing staff.

 Yes No

4 The laboratory or department that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded.

 Yes No

5 The intern has been told that he/she is not necessarily entitled to a job at the conclusion of the internship.

 Yes No

6 The intern understands that he/she is not entitled to wages for the time spent in the internship.

 Yes No

1. Is the student an actively enrolled undergraduate or graduate student (attach a copy of the student's current University ID)

 Yes No

*An individual who meets the criteria of an unpaid intern listed above, and who is a foreign national student, should consult his/her university's foreign student advisor prior to accepting an unpaid internship at SEAS.*

*If these criteria are **not** met, the student must be paid at least the minimum wage under the Fair Labor Standards Act, unless the unpaid intern will receive school credit. The intern must provide a formal letter from his/her university indicating that he/she will receive academic credit in lieu of pay.*

\_\_\_\_\_  
Faculty/Supervisor's Name

\_\_\_\_\_  
Intern's Name

\_\_\_\_\_  
Faculty/Supervisor's Signature

\_\_\_\_\_  
Date