

# THE UNIVERSITY OF TEXAS AT DALLAS

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TO: Site Supervisors of Paid Interns  
FROM: Dr. Susan P. Chizeck, Director of Internships

When a site uses interns, certain guidelines must be followed to conform to the Fair Labor Standards Act. This act applies to all employers, government, non-profit, and for-profit. UTD Interdisciplinary Studies internships are set up to conform to legal requirements. Please consult your legal adviser if you have more detailed questions on these issues.

1. Work performed by an intern must be directly related to his/her coursework. At UTD, the course is evaluated as part of the student's degree plan.
2. The intern receives course credits or is required to complete the work to graduate. At UTD, the student must register for 1 to 6 credit hours if the work is not part of another course.
3. The intern prepares and submits reports to the faculty supervisor. At UTD, the student must submit a journal of their work time, a summary of the activities, and a research paper tying theory to practice.
4. The organization has written documentation that the internship is educationally relevant. The student will give you a copy of the Learning Agreement that all participants sign.
5. Learning objectives are clearly defined. The student must write their objectives on the Learning Agreement.
6. The company teaches the intern a skill, a process, how to use equipment, or about the business.
7. The intern is supervised by one of the company's staff members. We must have a designated site supervisor who will complete student midterm and final evaluations.
8. The intern is not guaranteed a job upon completion of the internship. This ensures a company can not require a person to work for free in order to get a job in the future.
9. The intern cannot displace existing workers or directly take on the duties of a fired or laid-off employee. This ensures a regular worker will not be removed and the duties assigned to an unpaid or low paid intern.