



Creating an Internship Job Description

To Pay or Not to Pay: That is the Question!

While ICC fully supports area organization that wish to provide compensation for student interns, we also understand that there are smaller organizations that have limited funding. There are several considerations when determining whether or not to pay your interns:

Payment Options

Can be done as an hourly wage, such as \$8.25/per hour

Can be done as a stipend-based, such as \$500/per semester

Can be done as a split-stipend, such as \$250 at the start of the internship and \$250 at the close.

If the intern is paid, there are potential benefits

Allows the intern to focus more on the job, as many need some form of employment in order to sustain their educational goals and livelihood

Could help to attract a more competitive pool of interns

Since a paid intern is considered an “employee” of the company, they can be given a greater level of responsibility

If the intern is not paid, here are some specific guidelines as required by the Department of Labor include...

The internship, even though it includes actual operation of the facilities of the employers, is similar to training, which would be given in an educational environment

The internship experience is for the benefit of the intern.

The intern does not displace regular employees but derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded.

The intern is not necessarily entitled to a job at the conclusion of the internship.

The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.