



# Department of Human Resources Intern Request Form - Syllabus

## Request Information

Requested by:		Date:	
Department :	Division:		
Requested Start Date:	Length of Internship:		
Internship Days and Hours Per Week:			
Syllabus Attached <input type="checkbox"/> (A syllabus is required for all internships)			

## Acknowledgment

According to the Fair Labor Standards Act, the following requirements apply to unpaid internships:

- The internship, even though it includes actual operation of the facilities of the employer, 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 works under close supervision of existing staff;
- The City derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
- The intern is not entitled to a job at the conclusion of the internship; and
- The City and the intern understand that the intern is not entitled to wages for the time spent in the internship.

**I request an intern as outlined above and understand the guidelines under the Fair Labor Standards Act and agree to comply with the terms of the City Internship Program and any educational institutions requirements.**

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

Return completed form and syllabus to the Human Resources Department

## For HR Use Only

\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Date



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Objectives

Timeline Activities