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| **MONTCALM CARE NETWORK****611 North State Street, Stanton, MI 48888** |
| SUBJECT: Students, Trainees and Interns | Section: 7450 |
| Effective Date: December 21, 1982 | Revised Date: April 25, 2023 |

All students, trainees, and interns will be supervised by a designated staff member to ensure that appropriate care and services are being provided. Internships must promote learning with specific learning goals.

The conduct and comportment of these individuals will be according to professional standards as delineated in the Code of Ethics as stated in the policy manual.

The Department of Labor (DOL) considers unpaid interns “trainees” and the program must meet the requirements of a six-factor test:

* The internship 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.
* The employer that provides the training derives no immediate advantage from the activities of the intern. On occasion its operations may actually be impeded.
* The intern is not necessarily entitled to a job at the end of the internship.
* The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

If management assigns an intern to a staff member (not in a leadership role) to be the site supervisor (hosting the intern), this individual may be eligible for a stipend up to $250 per semester or $500 for full-year rotations (typically master’s level).