

# CONFIRMATION OF INTERNSHIP

Department of Recording Industry FAX to 615-527-0274  
Middle Tennessee State University, Box 21, Murfreesboro, TN 37132

Rev. 4-08

**STUDENT:** This form must be completed, signed, and returned by the last day to drop without a grade during the semester you are interning. NOTE: If you have not confirmed your internship opportunity by the last day to drop a class without a grade, you will be dropped from the class. See the current Schedule of Classes for drop date.

Student Name: \_\_\_\_\_ Student ID # \_\_\_\_\_  
MTSU E-mail Address: \_\_\_\_\_  
Other E-mail Address: \_\_\_\_\_  
Home Phone (\_\_\_\_) \_\_\_\_\_ Local Phone (\_\_\_\_) \_\_\_\_\_ Campus Box \_\_\_\_\_  
Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Year \_\_\_\_\_  
Course No. \_\_\_\_\_ Call No \_\_\_\_\_ Section No. \_\_\_\_\_ Credit Hours (circle one) 1 2 3 4 5 6

## INTERNSHIP PROVIDER: Please review the following statement from the Federal Fair Labor Standards Act:

TRAINEES: The Supreme Court has held that the words "to suffer or permit to work," as used in the Act to define "employ," do not make all persons employees who, without any express or implied compensation agreement, may work for their own advantage on the premises of another. Whether trainees or students are employees of an employer under the Act will depend upon all the circumstances surrounding their activities on the premises of the employer. If all of the following criteria apply, the trainees or students are not employees within the meaning of the Act:

1. The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a vocational school;
2. The training is for the benefit of the trainees or students;
3. The trainees or students do not displace regular employees, but work under their close observation;
4. The employer that provides the training derives no immediate advantage from the activities of the trainees or students and, on occasion, its operations may actually be impeded;
5. The trainees or students are not necessarily entitled to a job at the conclusion of the training period; and
6. The employer and the trainees or students understand that the trainees or students are not entitled to wages for the time spent in training.

Internship Provider: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Title: \_\_\_\_\_ Department: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**INTERN RESPONSIBILITIES:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONFIRMATION:** Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For additional information please contact: Department of Recording Industry, Box 21 MTSU, Murfreesboro, TN 37132 - Phone (615) 898-2578 - FAX 615-527-0274 - [www.mtsu.edu/~record](http://www.mtsu.edu/~record) or <http://rim.mtsu.edu>