



Per NH State Guidelines, Businesses/Organizations for **unpaid** Internships in New Hampshire:

The State of NH has designed new NON-PAID internship requirements. Any organization offering unpaid internships taking place in the state of NH must follow the NH Department of Labor's new guidelines and process for approval of unpaid internships.

- For **paid experiences or internships** – no additional action needed
- For **job shadows or observational experiences or internships** – no additional action needed
- For **unpaid internships, you must complete the following forms to complete the internship approval process:**

a. **Complete these forms:**

i. [pre-screening.pdf](#)

information for this form

- School: Colby-Sawyer College
- School Coordinator: Noelle Bassi
- Telephone: 603-526-3766
- Fax: N/A
- E-mail: Harringtoncenter.dept@colby-sawyer.edu

ii. [Scanned Document](#) (link to approval form for unpaid internships)

- ***Fill out all **yellow highlighted** fields***

b. Send completed documents to harringtoncenter.dept@colby-sawyer.edu

In order for an unpaid internship (not job shadowing or observation) to be approved, the following parameters must be met as outlined by the NH DOL:

Admin. Rule 805.05 governs the approval/rejection process of an unpaid internship.

Job Duties Requirement:

The *internship must have a clear educational objective/outcome* in which the internship is intended to accomplish – *there must be a prominent educational component and intent in which education is the principal purpose of the internship*. The intern must operate under the close observation of employees of the Business Partner *and cannot displace or supplant an employee or fulfill a role normally occupied by an employee*. Internships are evaluated on a situational basis to determine whether the internship is clearly educational and not supplanting the workforce – the tasks/duties/work performed by the intern, and the parameters in which they perform them are the primary consideration regarding supplanting the workforce. Additionally considered relevant to these factors is the duration of the internship – a 1 year, 5 day per week, 8 hour a day internship is more likely to be seen as supplanting the workforce than a vastly shorter internship given the same duties and parameters, but this evaluation is secondary to what is being done by the intern.