Goodman School of Business
Career Development Office
Brock University

Unpaid Internship Policy

The Career Development Office at the Goodman School of Business is committed to ensuring appropriate ethical practices in relation to student and new graduate recruitment/employment.

Our office adheres to the policy/guidelines outlined by the Ontario Ministry of Labour in relation to unpaid internships and the Employment Standards Act:

[Anyone performing] work for another person or a company or other organization [who is] not in business for [them]self, would be considered to be an employee, and therefore entitled to ESA rights such as the minimum wage.

Exception I: Training
*A person can work as an intern for no pay [when they are] receiving training, but it has very restrictive conditions. If an employer provides an intern with training in skills that are used by the employer's employees, the intern will generally also be considered to be an employee for purposes of the ESA unless **all** of the conditions below are met:*

1. *The training is similar to that which is given in a vocational school.*
2. *The training is for the benefit of the intern, …such as new knowledge or skills.*
3. *The employer derives little, if any, benefit from the activity of the intern while he or she is being trained.*
4. *The training doesn't take someone else's job.*
5. *The employer isn't promising a job at the end of the training.*
6. *[It has been communicated that the trainee] will not be paid for [their] time.*

Exception II: College & University Programs
The ESA does not apply to an individual who performs work under a program approved by a college of applied arts and technology or a university. This exception exists to encourage employers to provide students enrolled in a college or university program with practical training to complement their classroom learning.

Notes:
1. This policy applies to all job types (i.e. part-time and full-time)
2. This policy applies to all sectors (i.e. private sector, public sector, not-for-profit sector)

Please contact the Employment Standards Information Centre at 1-800-531-5551 for further information.

The Goodman School of Business will consider the following types of unpaid opportunities as appropriate for posting:

- Positions that are approved as relevant co-op opportunities (as approved by the Brock University Co-op Programs Office)
- Positions that are approved as relevant Service-Learning projects (as approved by the Career Development Office, Goodman School of Business)
- Positions that are approved as relevant corporate mentorship opportunities (as approved by the Brock University Career Services office through the Corporate Mentorship Plus program)
- Positions that satisfy the criteria outlined under "Exception I: Training" as noted in the policy outlined by the Ontario Ministry of Labour (mentioned above).
- Positions with on-campus student-run associations/groups
- Positions on Boards of Directors, committees, and councils
- Positions with charitable/community organizations or public service organizations (i.e. hospitals) where the following is true:
    - The work is performed on an intermittent/casual basis for an altruistic cause
    - The role is seen as service to the community
    - The hours worked are at the discretion of the individual, not the organization
    - The role does not replace someone's job