

WALLA WALLA UNIVERSITY INTERN SUPERVISOR REFERENCE

Responsibility and Evaluation:

- Oversee the duties of Intern and be available for counsel or advice.
- Meet with the Intern regularly to discuss the progress of the internship.
- Contact Risk and Safety Management if there are concerns/problems that cannot be negotiated with Intern.
- Supply a final evaluation of Intern that includes total hours worked and a performance evaluation rating.
- Ensure that stat maximum work hours for minors are not exceeded.

Prohibited Duties for Minors:

- See [WAC 296-125-030](#) (non-agricultural) and [WAC 296-131-125](#) (agricultural) for a full list of prohibited duties.
- Washington State Department of Labor & Industries also provides a Youth Employment information page at: <https://lni.wa.gov/workers-rights/youth-employment/prohibited-duties>

Hours of Work for Minors:

Minors are allowed to work limited hours compared to adults in Washington. In general, the hours they can work vary depending on age, the type of work, and whether school is in session.

The work week for minors is Sunday through Saturday and the school week is Monday through Friday. Any week with any amount of school time is considered a school week. Minors cannot work during school hours.

The tables below show the hours of work not to be exceeded by youth 14-17 years old across all jobs/internships. The same hours of work apply to minors attending home school or alternative school, and minors not enrolled in school.

Schedule	Hours per day	Hours per week	Days per week	Start – End
14-15 years old				
School week	3 hours*	16 hours	6 days	7 a.m. – 7 p.m.
Non-school week	8 hours	40 hours	6 days	7 a.m. – 7 p.m.**
16-17 years old				
School week	4 hours*	20 hours	6 days	7 a.m. – 10 p.m.***
Non-school week	8 hours	48 hours	6 days	5 a.m. - Midnight

* 8 hours on Sunday
** 9 p.m. June 1 to Labor Day
*** Midnight Saturday night or the day before a school holiday