Sustainability Fund Allocation Committee (SFAC)
How to Calculate a Budget for Paid Internships

Based on the SFAC Funding Criteria & Guidelines document which outlines the policies and conditions under which funding for a paid internship may be awarded, this worksheet is intended to help you calculate the dollar amount you may request in your funding proposal.

A.   CALCULATING THE NUMBER OF ELIGIBLE HOURS

_____ hours/week[1] to complete project **x** _____ weeks = _____ hrs/semester[2]

_____ hrs/semester **(less)** _____ hours of academic credit[3] **=** | _____ paid hours |

↖
number of paid hours
that you may request

1. SFAC requires that students complete a minimum of 130 hours before they receive compensation.
2. Students may not work more than 20 paid hours per week during the semester.
3. One semester = 16 weeks. If your project extends into summer session or intersession, just indicate the total # of weeks you will be working on your project.
4. Each academic department has a different hourly requirement for a 3-unit internship. For example:
    -   a 3-unit Geography internship = 135 hours
    -   a 3 unit Communication internship = 150 hours
    -   a 3-unit Health & Community Services internship = 120 hours

In other words, if your department requires 150 hours for a three-unit internship, you will subtract 150 from the total number of hours you expect to be working on your project. This equation determines the number of paid hours you may request from SFAC.

B.   PAY RATE

$_____ /hour[1] x _____ total paid hours = $_____ ← dollar amount to request
in your proposal

1. SFAC's Funding Criteria & Guidelines specify that "Requests for wages shall be comparable to AS student wages or shall not exceed the California minimum wage by more than 5%." In other words, California minimum wage = $8/hour + 5% = $8.40 so the maximum amount for this equation is $8.40/hour.

Please note: $8.40/hour needs to cover the cost of the payroll/benefit taxes that your employer is required to pay on behalf of you, the employee. These costs are usually around 1.5%. Therefore your pay rate will need to be less than $8.40/hour, depending on the payroll/benefit taxes. You will need to ask your sponsoring department about these rates. You will also need to check with your sponsoring department about the appropriate pay rate, based on the tasks in your job description and how these correspond with the university's "Student Pay Table".

Also note: SFAC will allow you to be paid at whatever hourly rate your sponsoring department approves but SFAC will only allocate funding based on the equation above.