

## Request for Unpaid Internship or Volunteer Opportunity

<p><b>Request for:</b></p> <p><b>Check all that apply for the requested assignment.</b></p>	<p><input type="checkbox"/> Unpaid Intern</p> <p><input type="checkbox"/> The intern and the university clearly understand that there is no expectation of compensation.</p> <p><input type="checkbox"/> The internship, even though it may include actual operation of the facilities of the university, is similar to training which would be given in an educational environment.</p> <p><input type="checkbox"/> The internship is tied to the intern's formal education program by integrated coursework or the receipt of academic credit.</p> <p><input type="checkbox"/> The internship accommodates the intern's academic commitments in alignment with the academic calendar.</p> <p><input type="checkbox"/> The internship's duration is limited to the period in which the internship provides the intern with beneficial learning.</p> <p><input type="checkbox"/> The intern's work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.</p> <p><input type="checkbox"/> The intern and the university understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.</p>	<p><input type="checkbox"/> Volunteer</p> <p><input type="checkbox"/> The services are intended to be voluntary and to be rendered without compensation and typically on a part-time basis.</p> <p><input type="checkbox"/> The services must constitute a bona fide effort of the individual to volunteer for a humanitarian or public service purpose.</p> <p><input type="checkbox"/> The volunteer must not be utilized in ways that displace or replace regular employees in the performance of their normal duties.</p> <p><input type="checkbox"/> The individual is not an employee at the university, or, this opportunity does not waive/impact that employee relationship (i.e. these activities are not already expected as part of their current job)</p>
<p><b>Department Org Code and Description:</b></p>		
<p><b>Sponsoring Manager Name and GWID:</b></p>		

<b>Intern/Volunteer Name:</b>	
<b>Intern/Volunteer has an existing employment relationship with the university:</b>	<input type="checkbox"/> Yes Detail existing relationship: _____ <input type="checkbox"/> No
<b>Intern/Volunteer is 18+, or requesting consent for a minor:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No, requesting consent for a minor ( <a href="#">Protection of Minors Policy</a> )
<b>Intern/Volunteer has no expectation of compensation for the assignment.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Duration of Assignment:</b>	
<b>Overview of the Assignment that details meaningful work to meet training experience expectations:</b>	
<b>Location of the assignment:</b>	
<b>Designation:</b>	
<b>Is a confidentiality agreement needed?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>The Sponsoring Manager has read and understood the <a href="#">Unpaid Internship and Volunteer Policy</a> and understands the expectations.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>The Sponsoring Manager has read and understood the <a href="#">Unpaid Intern/Volunteer Direction for Sponsoring Managers</a> and understands the expectations.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>The Sponsoring Manager understands that the internship/volunteer assignment is contingent upon successful completion of a background screen.</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Sponsoring Manager Signature:</b>	
<b>HR Director Signature:</b>	