

## Unpaid Intern/Volunteer Direction for Sponsoring Managers

A Sponsoring Manager is the university employee with overall responsibility for identifying, screening, placing, training, and supervising an unpaid intern or volunteer.

In this role, the sponsoring manager is responsible for ensuring that unpaid interns and volunteers must comply with the following parameters:

- Abide by all rules, regulations, policies, procedures, practices, and instructions of the university. These include those related to employee conduct (sexual assault, unlawful discrimination and harassment, compliance, and workplace violence), substance abuse, data use and privacy of personal information, use of university technologies, and financial responsibility.
- Comply with the rules and regulations of the specific department where they are placed. It is the responsibility of the individual department to ensure that individuals are aware of the rules and regulations and comply with them.
- In the rare instance that an intern/volunteer will have access to sensitive information, comply with the university privacy and records [policies](#), and not disclose or discuss confidential information obtained from the university, school or departmental records. This includes, but is not limited to, regulated and restricted data, intellectual property, proprietary trade information, student records, payroll, and personnel data such as employee home addresses, patient records and donor files.
  - Ensure intern or volunteer signs an appropriate university confidentiality agreement if provided access to sensitive information
  - Ensure the department trains the intern or volunteer on protecting sensitive information
- Complete [Unpaid Internship or Volunteer Opportunity Agreement and Release](#), approved by Human Resource Management and Development (HRMD)
- Successfully complete a background check according to the university's [Background Screening Policy](#)

The sponsoring manager is also responsible for prohibiting the unpaid intern or volunteer from engaging in the following activities:

- Operating heavy equipment
- Driving a GW vehicle
- Working with infectious or potentially infectious agents or hazardous materials or in environments that may place the unpaid intern or volunteer at increased risk for physical harm
- Entering into any contract or agreement on behalf of the university
- Representing themselves as a university employee
- Any activity considered inappropriate for a university employee