

Request for Unpaid Internship or Volunteer Opportunity

Request for:	<ul style="list-style-type: none"> Unpaid Intern 	<ul style="list-style-type: none"> Volunteer
<p>Check all that apply for the requested assignment.</p>	<ul style="list-style-type: none"> The intern and the university clearly understand that there is no expectation of compensation. 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. The internship is tied to the intern's formal education program by integrated coursework or the receipt of academic credit. The internship accommodates the intern's academic commitments in alignment with the academic calendar. The internship's duration is limited to the period in which the internship provides the intern with beneficial learning. The intern's work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern. The intern and the university understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship. 	<ul style="list-style-type: none"> The services are intended to be voluntary and to be rendered without compensation and typically on a part-time basis. The services must constitute a bona fide effort of the individual to volunteer for a humanitarian or public service purpose. The volunteer must not be utilized in ways that displace or replace regular employees in the performance of their normal duties. 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>Department Org Code and Description:</p>		
<p>Sponsoring Manager Name and GWID:</p>		

Intern/Volunteer Name:	
Intern/Volunteer has an existing employment relationship with the university:	<ul style="list-style-type: none"> • Yes Detail existing relationship: _____ • No
Intern/Volunteer is 18+, or requesting consent for a minor:	<ul style="list-style-type: none"> • Yes • No, requesting consent for a minor (Protection of Minors Policy)
Intern/Volunteer has no expectation of compensation for the assignment.	<ul style="list-style-type: none"> • Yes • No
Duration of Assignment:	
Overview of the Assignment that details meaningful work to meet training experience expectations:	
Location of the assignment:	
Designation:	
Is a confidentiality agreement needed?	<ul style="list-style-type: none"> • Yes • No
The Sponsoring Manager has read and understood the Unpaid Internship and Volunteer Policy and understands the expectations.	<ul style="list-style-type: none"> • Yes • No

<p>The Sponsoring Manager has read and understood the Unpaid Intern/Volunteer Direction for Sponsoring Managers and understands the expectations.</p>	<ul style="list-style-type: none"> • Yes • No
<p>The Sponsoring Manager understands that the internship/volunteer assignment is contingent upon successful completion of a background screen</p>	<ul style="list-style-type: none"> • Yes • No
<p>Sponsoring Manager Signature:</p>	
<p>HR Director Signature:</p>	
<p>Talent Acquisition: bgcheck@gwu.edu</p> <p>Please save in "Unpaid Interns and Volunteers Forms" when complete</p>	