



Unpaid Internship Checklist

Wake Forest University is committed to promoting a rich educational experience for students. Internship programs can offer learning opportunities in the students' field of study. Specific criteria must be met in order for an internship to be offered unpaid. Please contact the Human Resources Office with any questions, at 758-4700 or AskHR@wfu.edu.

The following six standards must be met in order to establish that an intern qualifies to work unpaid:

Please mark Yes or No in the boxes provided next to each statement.

	YES	NO
1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;	<input type="checkbox"/>	<input type="checkbox"/>
2. The internship experience is for the benefit of the intern;	<input type="checkbox"/>	<input type="checkbox"/>
3. The intern does not displace regular employees, but works under close supervision of existing staff;	<input type="checkbox"/>	<input type="checkbox"/>
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations <u>may actually be impeded</u> ;	<input type="checkbox"/>	<input type="checkbox"/>
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and	<input type="checkbox"/>	<input type="checkbox"/>
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.	<input type="checkbox"/>	<input type="checkbox"/>

Please provide a summary of the work that the Intern(s) will be doing.

Please describe how you will be recruiting for the Interns?

Name of Intern: _____

Department Hosting the Intern: _____

Beginning date of the internship: _____

Completion date of the internship: _____

Will the intern receive college credit for the internship? yes _____ no _____

If yes, how many hours credit? _____

Intern's weekly work schedule: _____

Position: _____

Location of work assignment: _____

Determination:

Based on the information provided, the office of Human Resources has reviewed this request and has made a determination.

The request for an unpaid internship has been approved ☐ / denied ☐.

Signature, _____ Date _____

HR Representative