



PROVIDENCE COLLEGE

UNPAID INTERNSHIP GUIDELINES AND PROCEDURES

The guidelines set forth herein apply to all unpaid internships for non-Providence College (the College) students interning at the College.

I. Definitions:

An **intern** is defined as an individual who is not currently enrolled at the College but is seeking to learn a particular skill and/or gain practical experience that will help further the individual's academic or career goals (e.g., a student at another college or university seeking to intern at the College)

An **internship** is defined as an unpaid educational or training program of a fixed duration designed to provide interns with experience in the furtherance of their education and academically oriented for the benefit of interns.

II. Guidelines:

- A department head (or his or her designee) of the department that the intern is assigned shall be responsible for supervising and managing the intern.
- All internships must be approved in writing by the department head and the upline division head (cabinet member). Following approval from the department head, the department head shall contact the Office of Human Resources to discuss any documents or additional procedures that must be followed before commencement of the internship.
- Interns must be at least eighteen (18) years of age.
- If anyone at the College is considering hosting an intern under the age of eighteen (18) based on exceptional circumstances, they must first contact the Office of General Counsel. All interns under the age of eighteen (18) must be approved by the Office of General Counsel, the department head, and the upline division head for the department in which the internship will take place. Anyone supervising and/or managing an intern under the age of eighteen (18) will be required to complete a criminal background check.
- Interns are not considered employees or independent contractors of the College and may not receive any compensation from the College (such as cash or stipends). Interns are not eligible to receive any benefits from the College, including but not limited to retirement benefits, health, dental, or life insurance, or workers' compensation.
- Interns must abide by all federal, state, and local laws and regulations that govern their actions.

- Interns must abide by all College policies, procedures, codes of conduct, and any additional directives issued by the department head or his or her designee.
- Interns must complete the College's "Confidentiality Agreement and Release for Interns" prior to commencing the internship. The department head is responsible for submitting copies of these forms to Human Resources.
- Any intern that may have direct contact with minors or any vulnerable populations must also submit to a criminal background check.
- Interns are not authorized to operate the College's motor vehicles or heavy equipment; work with bio-hazardous or infectious materials; or enter into any agreement on behalf of the College.
- Interns may be dismissed at any time at the sole discretion of the department head.