



Internship Request Form

Proposed Internship Description:

Please answer each of the following with as much detail as possible (attach multiple pages if necessary):

1. How will the proposed internship benefit the intern?

2. Describe the educational objectives of the internship?

3. Will the proposed internship qualify for academic credit? If so, how many units?

4. Describe specific proposed internship activities? Please note if they will be similar to academic training, clinical or other hands-on training?

5. What is the timeframe and duration of the proposed internship? Please note if it corresponds to the academic calendar?

6. Is the proposed internship unpaid? If no, please describe proposed payment and payment structure and what such compensation is for.

7. Are the proposed internship activities being performed by employees or have they been performed by employees in the past?

8. Does the department, lab, area, division, or University derive any advantage from the proposed internship?

9. Are the activities of the department, lab, area, division, or University impeded in any way by the proposed internship? If yes, please describe.

10. Will all parties, including the interns, understand that they are not employees and not entitled to wages for the time spent performing internship activities or promised a job at the conclusion of the internship?
