Policy 4.116
Student Interns (Unpaid)

Responsible Official: VP for Human Resources
Administering Division/Department: Employee Relations
Effective Date: June 22, 2012
Last Revision: June 22, 2012

Policy Sections:

I. Overview
II. Policy Details
III. Definitions
IV. Related Links
V. Contact Information
VI. Revision History

Overview

Emory University recognizes that internships can be a vital part of the learning and education process in numerous fields. Emory provides unpaid internship opportunities to eligible individuals in certain fields of study. The purpose of these internships is to help further an intern’s training, education or career learning by providing planned and supervised activities within a practical setting in which the intern may apply what he or she is learning or has learned in a classroom setting. Emory offers a paid summer internship program, this policy applies only to unpaid internships.

Policy Details

Each department and unit at Emory University that offers an internship program establishes its own specific eligibility and qualification requirements for interns. An individual seeking an internship must check with the department or unit to ensure that he or she meets the requirements and qualifications of the internship program. The following is a list of additional requirements that an individual must meet in order to hold an internship at Emory:

1. In order to serve as an intern, an individual must understand and agree that he or she is not an employee and therefore is not entitled to, and will not seek or receive wages, compensation, remuneration, or benefits for time spent in the internship, and is not eligible for workers compensation, unemployment or other benefits.

2. In order to serve as an intern, an individual must understand and agree that he or she is not entitled to a job or an offer of employment at the conclusion of the internship.

3. Prior to becoming an intern, a criminal background check may be required and completion of all necessary training.

4. An individual serving as an intern must agree to work under the close supervision of the department or unit sponsoring the internship, as well as its employees.

5. An individual serving as an intern must understand and agree that Emory is entitled to terminate the internship for any reason, at any time, without prior notice or cause.

6. An individual serving as an intern may not displace a current employee serving in a paid position, replace a past employee who served in a paid position, or impair the employment of an employee holding a paid position at Emory.

7. An individual serving as an intern is required to, and agrees to follow all Emory policies and procedures, and all external regulations that govern his or her actions, including, but not limited to, those relating to discriminatory harassment, conflicts of interest, ethical behavior, safety, confidentiality, protected health information, computer use, financial responsibility, and drug use.
8. An individual serving as an intern is required to, and agrees to follow all instructions, including but not limited to safety instructions, given to him or her by Emory employees or others supervising the intern.

9. No intern shall be permitted into a department where a supervisory relationship would exist between two relatives.

The responsibility for proper screening and engagement of interns rests with the head of the department or his or her designee, or the director of the particular internship program or his or her designee. The specific procedure for selecting individuals for internships is established and followed by each department or unit offering an internship program.

**Definitions**

An internship is an unpaid position in which a student or graduate gains practical experience in a supervised practical setting to enhance his or her education, training and skills in a particular field. An internship is primarily for the benefit of the intern, and not Emory or the sponsoring department or unit. This definition includes job-shadowing programs, sometimes called externships, which are designed to expose an individual to various career options through observation.

**Related Links**

- Current Version of This Policy: [http://policies.emory.edu/4.116](http://policies.emory.edu/4.116)
- [http://emory.hr.emory.edu/forms.nsf/(title)/Data+Services+Forms+&+Brochures](http://emory.hr.emory.edu/forms.nsf/(title)/Data+Services+Forms+&+Brochures)

**Contact Information**

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<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Relations and Organizational Development Associate</td>
<td>Sharmel Gonzalez</td>
<td>404-727-7625</td>
<td><a href="mailto:sgonza4@emory.edu">sgonza4@emory.edu</a></td>
</tr>
</tbody>
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**Revision History**

No previous versions of this policy were found.
Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.