



Volunteer/Unpaid Intern Assignment Description Form

For Volunteers, Volunteer Faculty & Unpaid Interns Only

Drexel University

Academy of Natural Sciences

PERSONAL INFORMATION Completed by Volunteer/Unpaid Intern

First Name Last Name

SSN or University ID Phone Number

Date of Birth Email Address

Home Address

City State Zip

Gender Marital Status Race

Emergency Contact Name Emergency Contact Phone

Are you authorized to work in the US? Citizenship Status

Are you 18 years of age or older? If no, complete Parental Consent form

By signing below, I accept this volunteer/unpaid intern assignment and attest that I am providing services to Drexel University for the purposed stated below. I understand that I am not an employee of Drexel University, that I will receive no compensation from Drexel University for my services, and that I am not eligible for benefits, including Worker's Compensation Insurance, through Drexel University. I have read and agree to the terms of the volunteer/unpaid intern agreement.

Signature _____ Date _____

Are you currently an employee or student of Drexel University or the Academy of Natural Sciences? Yes No

VOLUNTEER/UNPAID INTERN QUESTIONNAIRE Completed by Supervisor

1. Will the volunteer/intern displace any regular employees? If there are more than one volunteer/intern please indicate how many.

2. Describe who will supervise the intern/volunteer and the level of supervision from minimal to constant.

3. Does the department derive any immediate advantage from the activities of the intern/volunteer?

4. Is there any expectation from the intern/volunteer that they will be hired by the department at the conclusion of the internship?

5. Does the intern/volunteer understand and is in agreement that he/she is not entitled to wages for the internship/volunteer assignment?

For Unpaid Interns Only:

Does the internship include activities that are an extension of the intern's academic experience? The interns work can be operational in nature but should constitute the application of material that is taught in the classroom. Describe the duties and how they relate to the intern's academic experience and indicate if the internship is part of a bona fide program and if the intern receives academic credit.

Describe how the internship will benefit the intern. Will the work the intern is performing benefit the intern beyond the departments operation such as skills and experience learned from the internship that can be used after the internship is concluded?

ASSIGNMENT DESCRIPTION

Setting Type

Dept Name & Org No. Dept Contact

Will this individual have regular or routine contact with minors?
If you have questions about this, please contact HR

Assignment Start Date End Date Hours Per Week

Assignment Summary & Essential Functions

APPROVALS

Supervisor Signature & Date _____

Compensation Signature & Date _____

TAS Signature & Date _____

Background Consent form received