

WHAT TYPE OF POSITION ARE YOU OFFERING?

POSITION TYPE	VOLUNTEER	INTERNSHIP-UNPAID	INTERNSHIP-PAID	PART TIME JOB
PURPOSE	Support community service initiatives in non-profit and government agencies	Pre-professional, short term experience to expose students to a profession or industry	Pre-professional experience to develop skills related to a profession	Required to fill a business need. A means for students to acquire transferable skills
DURATION	Short term	1-2 semesters	10 weeks-6 months	As long as needed
PAY STATUS	Unpaid	Unpaid	Paid	Paid
KEY COMPONENTS	<ul style="list-style-type: none"> • Freely giving time to support a cause • Actively benefits the community at large • Little to no training for tasks • No expectation of compensation • Minimal supervision required 	<ul style="list-style-type: none"> • Defined learning objectives and goals* • Defined beginning and end date • Significant education and training • Practical application related to education and training • Supervised by an expert in the field • Development of core competencies and transferable skills • Special project • Routine feedback/evaluation process • Meet FLSA guidelines** 	<ul style="list-style-type: none"> • Progressive goal* setting over the duration of the internship • Education and training related to the profession • Mentoring from an experienced professional • Immersion in day-to-day operations • Advancement of transferable skills • Routine feedback/evaluation process 	<ul style="list-style-type: none"> • The role is essential to the functioning of your business • The training provided is specific to your business operations • The position is not necessarily related to the career aspirations of the student
TIME COMMITMENT	Minimal. Determined per event. Generally a few hours	<ul style="list-style-type: none"> • Academic year: 10-15 hours per week including at least one hour of education/mentoring a week • Summer: Up to 40 hours per week including at least 4 hours of education/mentoring per week 	<ul style="list-style-type: none"> • Academic year: Up to 20 hours a week • Summer/break Periods: Up to 40 hours a week 	<ul style="list-style-type: none"> • Academic year: Up to 20 hours a week • Summer/break periods: Up to 40 hours a week

*Goals versus objectives, https://www.diffen.com/difference/Goal_vs_Objective

**Fair Labor Standards Act criteria must be met to qualify as an unpaid internship, <https://www.dol.gov/agencies/whd/fact-sheets/71-flsa-internships>