

## Roger Williams University

### Internship Policy for Non-Roger Williams University Students

#### **Purpose:**

This policy is intended to establish the guidelines by which Roger Williams University, including Roger Williams University School of Law ("University"), permit non-University students to complete Internships at the University. This policy does not apply to internships performed by University students.

#### **Definitions:**

Intern: a student who is currently enrolled at a high school, college, or university, other than the University, and performing an Internship at the University.

Internship: 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.

*If an Intern will be paid (i.e., receive any compensation such as cash, stipends, or gift certificates/cards), the Intern will be considered an employee and will not be governed by this Internship Policy. Please contact the Department of Human Resources for further information.*

#### **Guidelines:**

The head of each department or his/her designee is responsible for managing Interns, identifying assignments for Interns, and developing lines of accountability and supervision for Interns.

Interns must be at least sixteen (16) years of age. Interns must abide by all University policies and procedures and all federal, state, and local laws and regulations that govern their actions. Additionally, Interns must comply with all directives and instructions as communicated by the applicable department head or his/her designee. The University may dismiss Interns at any time in its sole discretion for any reason or no reason.

Interns will not be considered employees or independent contractors of the University. Interns will receive no compensation, monetary or otherwise, from the University, nor will they be reimbursed by the University for any expenses incurred or have any expenses paid for by the University. Interns are not eligible to receive University fringe benefits, including but not limited to retirement benefits, health, dental, or life insurance, or workers' compensation. The University makes no promise of employment to Intern at the conclusion of the Internship.

Under no circumstances may Interns perform the following activities at the University: (i) operate heavy equipment, (ii) operate University owned, rented, or leased motor vehicles (as governed by the University's Motor Vehicle Use Policy), (iii) operate University-owned watercraft; or (iv) handle hazardous substances.

**Procedures:**

All Internships must be approved in writing by the respective executive vice president, senior vice president, or vice president of the applicable University department or area. Once this approval has been obtained, the person responsible for supervising the Intern should then contact the Office of General Counsel to discuss any documents that might need to be executed prior to the commencement of the internship. Such documents may include a waiver of liability agreement, parental consent form (if the Intern is under 18 years of age), confidentiality agreement, etc. No Internship may commence without the approval of the applicable executive vice president, senior vice president, or vice president and Office of General Counsel.

Adopted 9/1/2010 by the President's Cabinet