

## NYU UNPAID INTERNSHIP/RESEARCH AFFILIATION QUESTIONNAIRE

New York University's ("NYU") Unpaid Internship and Volunteer Policy ("Policy") (available at [www.nyu.edu](http://www.nyu.edu)) covers any unpaid internship and any unpaid research affiliation at NYU that are *not* part of a requirement for a degree or course offered at NYU (hereinafter, "Intern" and "Research Affiliate," respectively). For the purpose of determining whether an individual may be classified as an Intern or Research Affiliate, the Policy requires that this Unpaid Internship/Research Affiliation Questionnaire be completed in the manner set forth below.

*Note: Visiting students from other colleges or universities who are seeking to work on their own thesis or projects at NYU should be classified as requests to be Research Affiliates. All other requests to develop skills and/or obtain educational experience or professional preparation at NYU should be classified as requests to Intern. For more on the definitions of an Intern or Research Affiliate, please see the applicable provisions of Sections B and C of the Policy.*

### REQUEST

*In accordance with the Policy, for Internships/Research Affiliations taking place in a laboratory (or similar research setting), a full-time professor overseeing the laboratory (or similar research setting) must complete Parts 1 and 2 below. For other Internship or Research Affiliation opportunities, a full-time professor or administrator must complete Parts 1 and 2 below. The "sponsoring" professor or administrator shall submit the completed questionnaire to the appropriate Coordinator at least two (2) months (or as soon as is otherwise possible) prior to the proposed start date of the Internship or Research Affiliation.*

#### **Part 1: Intern/Research Affiliate Background**

*To be completed by the sponsoring professor or administrator in consultation with the prospective Intern or Research Affiliate.*

1. Name of individual seeking Internship/Research Affiliation (hereinafter, "individual"):
  
2. Is this a new internship or research affiliation request, or a renewal request for an existing Intern or Research Affiliate? Yes \_\_\_\_\_ No \_\_\_\_\_

*Note: If it is a renewal request, please update this Questionnaire as a new document and obtain the necessary signatures. Please remember to update the answers to: Question 15 to reflect the new proposed dates and hours of the upcoming renewal; Question 16 to reflect the individual's revised or new duties (if any) for the upcoming renewal, and (iii) Questions 17-28, as necessary and appropriate. Please also remember to answer the questions on renewal (Questions 32-33).*

3. Proposed Status:
  - a. \_\_\_\_\_ Intern
  - b. \_\_\_\_\_ Research Affiliate
  
4. Individuals' email address:

5. Is the individual under the age of 18? Yes \_\_\_\_ No \_\_\_\_ *Note: If the individual is under the age of 18 and not matriculated at NYU, the Department also must comply with the terms and conditions of NYU's Protection of Minor's Policy, if and as applicable, and thereafter confirm compliance with the Coordinator.*

6. For NYU students on a J-1 visa, has the student consulted with Office of Global Services, as required under the Policy?  
(Yes \_\_\_\_ N/A \_\_\_\_).

7. For non-NYU students, has the student consulted with the international student advisor at his or her school with regard to any immigration-related issues, as required under the Policy?  
(Yes \_\_\_\_ N/A \_\_\_\_).

### Education

8. Is the individual currently a student? (Yes \_\_\_\_ No \_\_\_\_) If yes, please identify:  
a. Current school:  
b. Degree(s) sought:  
c. Major (if applicable):

9. Degree(s) earned:  
a. School(s):  
b. Degree(s):  
c. Major(s) (if applicable):

### Internship Experience

10. The individual shall provide a resume identifying his or her internship history, if any, beginning with his or her most recent internship. (Yes, the individual has provided said resume and it is attached to this Questionnaire \_\_\_\_ No, the individual has not provide said resume \_\_\_\_)

### Employment Experience

11. The individual shall provide a resume identifying the individual's work history, if any, beginning with his or her most recent employment. The resume shall include the name of the employer (including location), position/description, and dates of employment. (Yes, the individual has provided said resume and it is attached to this Questionnaire \_\_\_\_ No, the individual has not provide said resume \_\_\_\_)

### Purpose of the Proposed Internship or Research Affiliation at NYU

12. Please have the individual submit a detailed description (and attach it to this Questionnaire) of the personal, educational, or professional benefits that he or she expects to derive from the proposed internship or research affiliate opportunity at NYU (*e.g.*, for purposes of receiving educational credit with an outside institution, research experience for graduate school, career exploration, development of a particular academic interest, etc.):

**Part 2: Details of the Proposed Internship/Research Affiliation**

*To be completed by the sponsoring professor or administrator, in consultation with the appropriate Coordinator.*

13. Name of Sponsor:

14. Sponsoring Department:

15. Address of proposed Internship/Research Affiliation and time frame (dates and number of hours per week):

- Address:
- Dates (in MM/DD/YYYY – MM/DD/YYYY format) (Please take note that, as a general matter, an Internship/Volunteer opportunity may only be approved for a period of 3 months at a time and may only be renewed for up to a total period of 1 year.):
- Hours per week (generally should not be more than 15-20 hours per week):

16. Description of proposed Internship/Research Affiliation:

17. How is the proposed Internship/Research Affiliation similar to training given in an educational environment?

18. How is the proposed Internship/Research Affiliation for the benefit of the individual?

19. Please confirm that the individual will not replace or displace an employee who is or was previously performing the same or similar tasks for pay? (Yes \_\_\_\_ No \_\_\_\_) *In answering this question, please confirm that the Department would not have to hire a new employee to complete the above tasks to be performed by the individual or arrange for an existing employee to complete them.* (Yes \_\_\_\_ No \_\_\_\_)

20. Describe the supervision of the individual.
21. Please confirm that the Sponsor or Department will not derive any immediate benefit from the individual's proposed Internship/Research Affiliation. (Yes \_\_\_\_ No \_\_\_\_)
22. Please confirm that the individual will not be entitled to a job with the Department at the conclusion of the proposed Internship or Research affiliation. (Yes \_\_\_\_ No \_\_\_\_)
23. Please confirm that the individual will not receive any form of remuneration, other than for expense reimbursement (*e.g.*, travel, housing), in connection with the proposed Internship/Research Affiliation. (Yes \_\_\_\_ No \_\_\_\_)
- a. If the answer is "No," please provide:
- i. The amount of the remuneration.
  - ii. The purpose of the remuneration.
  - iii. The source of the remuneration (including whether the provider is NYU itself or an entity affiliated with NYU).
  - iv. A description of application process pursuant to which the remuneration was provided to the individual.
24. Please confirm that any training will be performed under the supervision and direction of people who are knowledgeable and experienced in the activity. (Yes \_\_\_\_ No \_\_\_\_)
25. Please confirm that the individual will *not* receive benefits provided to NYU employees (*e.g.*, health insurance). (Yes \_\_\_\_ No \_\_\_\_)
26. Please confirm that training to be provided to the individual relates to the field of study generally and not for training for a job in the Department. (Yes \_\_\_\_ No \_\_\_\_)
27. Please attach any additional application materials for the Internship/Research Affiliation.
28. If the Internship/Research Affiliation will be advertised, please attached any proposed advertisements.

### Training

29. Will the individual have access to student information? (Yes \_\_\_\_ No \_\_\_\_)

*Note: If so, the individual must complete the NYU online FERPA training prior to commencement of services and confirmation of completion should be provided to the applicable Coordinator.*

30. Will the Internship or Research Affiliation take place at an NYU healthcare facility? (Yes \_\_\_\_ No \_\_\_\_)

*Note: If so, the individual may need to execute a privacy statement and receive specific HIPAA training before handling protected health information, as applicable, with confirmation to be provided to the applicable Coordinator as appropriate.*

*Note: The individual also may need to complete safety training at NYU. If so, confirmation of the completion of any such safety training should be provided to the applicable Coordinator.*

### Outside Organization

31. If the individual was placed by an outside organization which has a proposed agreement for NYU to host the individual, please attach a copy of said agreement.

### **Renewals**

Please answer the following questions to the extent you are submitting a request for a renewal of an existing Internship or Research Affiliation.

32. Is this the first requested renewal? If not, please list the number of prior renewals.

33. What is the reason for the requested renewal?