

Advice for faculty/preceptor being approached by students seeking internships and volunteer activities that are not for credit

- State expectations about the opportunity. If possible, have a position description with desired qualifications
- Clearly define learning objectives/goals related to the student's academic and/or professional goals. These should be at the forefront whether the position is paid or unpaid.
- Clearly define communication expectations (e.g., mode, frequency, response time)
- Clearly define the time commitment expected of the student (e.g., number of hours per week, number of weeks, time of day)
- Be clear about compensation expectations (e.g., hourly rate, start and end date of the position)
 - If the position is paid, start the administrative process early
 - Be transparent if the position is not paid
- The intern's work should not displace the work of paid employees
 - More info about labor laws can be found [here](#)

More information about [internships](#) can be found in the UW's [Career & Internship Center](#)