

Advice for students seeking internships and volunteer activities that are not for credit

- Ask about the expectations of your supervisor and remember that these must be educational or supporting your career development
- Identify and state your own educational and career development expectations
 - Putting these in writing in an email is a good idea!
 - Tips for creating learning goals can be found [here](#)
- Ask to discuss expectations around communication (e.g., mode, frequency, response time)
- Ask about the time commitment expected by your supervisor (e.g., number of hours per week, number of weeks, time of day)
- Ask about compensation and determine whether you will be paid. Internships must be educational or support your career development but they do not need to be paid. However it is important to be clear about this from the start and talk about potential for payment in the future – or not.
 - If paid, start the administrative process early and ask about hourly rate and start and end dates.

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