

Intern and Volunteer Intake Form

On occasion, individuals (who are not employees) may donate their time and services to Northwestern University. Departments/Units must consult with the Office of Human Resources to determine if an individual meets the requirements and qualifies as an intern and/or volunteer. The University requires a careful review of the possible arrangement to ensure the safety of the individual and that no conflict of interest exists. Interns and volunteers should be at least 16 years of age. For information about the specific criteria used in determining whether an individual qualifies as an intern or volunteer, visit: <http://www.northwestern.edu/hr/managers-administrators/hiring-termination-resources/interns-and-volunteers/intern--volunteer-criteria.html>

If the proposed arrangement does not meet the intern or volunteer criteria, it may be more appropriate to call the individual an employee and pay the person for work performed.

In order to initiate a review of a proposed intern or volunteer arrangement, the Department Administrator or designate completes the following form and submits it to intern-volunteer@northwestern.edu for review at least two weeks prior to the individual's planned start date:

Requestor Information

Name of the Principal Investigator (PI) or other Northwestern University employee overseeing the person:

Contact with whom the Office of Human Resources should coordinate with regarding this request:

Department the person will be in:

Intern / Volunteer Information

Name:

Email Address:

Off-Campus Telephone Number:

Please provide the best number to reach this person in case of a campus emergency in which they need to be reached.

Date of Birth:

Depending on his or her age, federal and/or state laws governing child labor may be applicable and require additional questions be asked.

Is this person a Northwestern University employee:

Yes ☐ No ☐

Is this person on a non-immigrant visa:

If so, the department is responsible for obtaining approval of the arrangement by the International Office (IO).

Yes ☐ No ☐

Does this person have a social security number:

Please indicate yes or no, but do not note the SSN here.

Yes ☐ No ☐

Intern / Volunteer Arrangement Specifications

Will the person be working in the laboratory:

If so, please review the supervisor's training responsibilities on the of Office for Research Safety (ORS)

website: <http://www.research.northwestern.edu/ors/training/visitor-volunteer.html>

Yes ☐ No ☐

Will the person be working with hazardous materials (e.g., chemicals, biological materials, including human materials, radioactive materials, etc.) or hazardous energies (e.g., electrical, thermal or pneumatic):

If so, please review the supervisor's training responsibilities on the of Office for Research Safety (ORS)

website: <http://www.research.northwestern.edu/ors/training/visitor-volunteer.html>

Yes ☐ No ☐

Based on the intern and volunteer Criteria (available on the HR website), are you requesting this person be a Volunteer or Intern within your department:

Volunteer ☐ Intern ☐

Start and end dates the person will be engaged in Northwestern University activities:

Please provide specific dates.

Start Date: 04/01/2019

End Date: 06/08/2019

Days/hours the person will be at Northwestern University:

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Will the person have flexibility with this schedule if a conflict with a particular date arises:

Yes ☐ No ☐

What specific activities will the person perform:

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Will the person be performing these activities under close supervision:

Yes ☐ No ☐

Will the person be interacting with research subjects or personal health information:

If so, the department is responsible for obtaining approval of the arrangement by the Institutional Review Board (IRB).

Yes ☐ No ☐

Will the person displace regular employees:

Yes ☐ No ☐

Will the person receive any academic credit for his/her time in the department:

Yes ☐ No ☐

Will the person receive training during his/her time in the department (similar to training received in school):

Yes ☐ No ☐

Please describe:

How will the person's activity in the department benefit him/her:

Will Northwestern University derive immediate advantages from the person's activities:

Yes ☐ No ☐

Is the person ok with not receiving pay for performing activities in the department:

Yes ☐ No ☐

What is the person's expectation for what will happen when this arrangement ends:

Other

How did the Northwestern University employee or PI find the person:

Did the NU Employee or PI advertise? If the NU Employee or PI did advertise, please send a copy of the advertisement.

Are there any other Interns or Volunteers in this same area of the department:

Yes ☐ No ☐

If yes, please list their name(s):