

The Heller School for Social Policy and Management

Policy #: HS 4

Issue Date: November 1, 2011

Subject: Policy on Unpaid Interns

Purpose: To ensure all individuals are fairly compensated for work performed

I) Policies

- A.** The use of students as unpaid interns by Heller faculty and researchers is strongly discouraged. This includes students from the US and particularly foreign students who are doing their Optional Practical Training (OPT). An exception is students receiving stipends who have an internship obligation as a condition of that support.

Heller's policy is that students who work on projects or assignments should be paid, and there should be no indication that a particular category of students is being exploited because of their visa status or circumstances. If a faculty member or researcher intends to use students and not pay them, then such an unpaid position needs to be created and cleared in advance with the relevant institute/center director, in consultation with the Associate Deans for Research and Academic Personnel and the Chief Administrative Officer. The position will be posted and made available to all students to apply. The terms and conditions of the employment as well as its duration should be specified.