

Unpaid Interns: Steps to Bringing Interns Onboard

Kalamazoo Valley Community College recognizes two categories of unpaid interns:

- Internships sponsored by a college/university
- Internships not formally sponsored by a college/university

Prior to the start of the internship, the KVCC manager/supervisor responsible for the intern must complete the following steps:

1. Complete the appropriate Internship Agreement – templates may be found on Forms Online under Human Resources.
2. Have the Intern Student complete the Confidentiality Agreement – may be found on Forms Online.
3. Have the Intern Student complete the Acceptable Use Policy Agreement – may be found on Forms Online. (Only if access to computer systems will be part of the internship duties.)
4. Provide a copy of the appropriate Internship Agreement and Confidentiality Agreement to the potential intern and forward the originals to the Director of Human Resources.
5. Complete any additional steps set forth by the department or program (e.g. the Kalamazoo Valley Museum has additional standards and guidelines).

Human Resources will complete the following steps:

1. The Director of Human Resources, or designee, will contact the potential intern and arrange for the appropriate background check.
2. Upon review of the background check, the Director of Human Resources, or designee, will determine whether or not the potential intern is eligible to be placed and will contact the manager/supervisor with a decision.

Note: If something like a Zimbra email account or Banner access is needed, notify the Director of Human Resources, who will authorize Network Services to establish the account or access as appropriate.

Volunteers

Volunteer opportunities do arise for individuals who are not students. In these cases, only the Confidentiality Agreement and the background check through Human Resources must be completed; an Internship Agreement is not required.

Paid Interns

Paid Internships for KVCC students are handled through Instruction and Student Services. If an individual is hired by KVCC who is concurrently completing an internship for another college or university, the steps and requirements above are fulfilled as part of that student's employment relationship with KVCC. If any documentation or progress reports are required by that student's college or university, they may be completed by the KVCC manager/supervisor.