[Date]

[Method of Delivery]

[Address]

**Re: Unpaid Internship with [program, faculty member, department, e.g.]**

Dear [Intern Name],

Northeastern University is delighted to offer you the position of Unpaid Intern with [program, faculty member, department, e.g.]. Your unpaid internship will start on [date] and end on [date – not more than one academic year after start and aligned with academic objectives of the internship], but it may be terminated at any time or if you stop receiving beneficial learning. You will engage in practical training for a minimum of [20] hours per week for the duration of your unpaid internship from [start time] to [end time], [days of week internship will be performed]. However, for the duration of the COVID-19 emergency, the Department of Homeland Security/Student and Exchange Visitor Program has issued guidance allowing your actual engagement to be for less than 20 hours per week. This schedule is established pursuant to the university’s understanding of your current academic commitments, as applicable. You will conduct your unpaid internship under the close supervision of [internship coordinator’s name] at [the internship location].

This unpaid internship is an education or training program designed to provide you with educational and practical experience, and is purely academic and for your express educational benefit only. You will not receive any financial benefits or compensation and you will not be entitled to a job at the conclusion of this unpaid internship.

Your responsibilities will be directly related to your field of study, and will include: [provide some detail about expected intern responsibilities. All activities assigned to the intern must be for the intern’s educational benefit and not for the benefit of the university. Unpaid interns may not displace paid employees nor should their work be traditionally performed by employees. The work performed by unpaid interns should complement the work of employees.]

During your unpaid internship, you are not an employee of the university. Nevertheless, you are required to comply with all applicable university policies and procedures and any training programs the university deems necessary to enable you to safely and efficiently perform your internship activities. Additionally, you may have access to confidential or proprietary information that you must protect, and you are prohibited from disclosing or using it for any unintended purpose. You are also advised the university owns and retains all rights to its intellectual property. Any intellectual property you may develop during this unpaid internship will be assigned to and vest in the university immediately as created.

Northeastern University requires all interns to comply with its COVID-19 health and safety protocols.  This includes providing proof of COVID vaccination, or supplying supporting documentation that may qualify you for either a medical or religious exemption.  You will be expected to provide this information within the first 30 days of your internship using the university’s [online wellness portal](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fservice.northeastern.edu%2Fwellness&data=04%7C01%7Ck.montgomery%40northeastern.edu%7C723f33397492476083da08d96bc98894%7Ca8eec281aaa34daeac9b9a398b9215e7%7C0%7C0%7C637659335585343151%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=rnz%2BM5cvpN4jzReyVBdKKk9O7p0Xlzw3biQZWiQzUl8%3D&reserved=0).  You should review the university’s [COVID-19 information page](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnews.northeastern.edu%2Fcoronavirus%2F&data=04%7C01%7Ck.montgomery%40northeastern.edu%7C723f33397492476083da08d96bc98894%7Ca8eec281aaa34daeac9b9a398b9215e7%7C0%7C0%7C637659335585353107%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=zQQmnrBI%2FaZgRmleMBULEqAzLwqZqRMmmAFMrwDh1p0%3D&reserved=0) and [FAQs](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnews.northeastern.edu%2Fcoronavirus%2Freopening%2Ffrequently-asked-questions%2F&data=04%7C01%7Ck.montgomery%40northeastern.edu%7C723f33397492476083da08d96bc98894%7Ca8eec281aaa34daeac9b9a398b9215e7%7C0%7C0%7C637659335585353107%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=y1OV10lpN4zvB%2BbzEG67SQrNJGZ64ggN%2BQU6MT8rHdI%3D&reserved=0) for information about the university’s COVID-19 health and safety protocols.

This letter represents the entire understanding between you and the university with respect to your unpaid internship. If the terms of the unpaid internship outlined above are agreeable to you, please provide your acknowledgement and acceptance by signing below. Please return a signed copy of this letter to [contact name and email address or physical address].

Should you have any questions about your unpaid internship, including the terms outlined in this letter, please do not hesitate to contact [contact name].

Sincerely,

[Name]

Accepted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Unpaid Intern Name]