

Quality Internship Verification Checklist Unpaid Internship Supplementary Documentation

Student Full Name: _____

CUNY EMPLID: _____

To apply for a Barbara Price Opportunity Grant supporting unpaid internships, students need to document that the internship is a carefully monitored experience, provides a substantive preview of a career or profession, and has clear learning goals.

Eligibility:

1. a designated individual to supervise the student
2. clearly defined learning goals and expectations discussed prior to and at the start of the internship and continuously reviewed
3. provision of orientation, training, supervision, and evaluation of the intern. The employer is expected to assist the student in structuring and fulfilling his or her learning and performance objectives to ensure that he or she has a meaningful learning experience in the internship. Students need to submit a signed evaluation at the completion of the internship. If an evaluation is not available, an internship completion letter will be accepted. This document must be emailed from the supervisor to scholarships@cunyba.cuny.edu.
4. substantive work, with varied tasks and responsibilities. While all entry-level positions involve clerical work, internships are learning experiences. Tasks are primarily substantive with less than 35% of duties clerical.

Examples of substantive tasks include:

- Research
- Copyediting and writing
- Creating a website
- Designing publications
- Developing procedures
- Performing lab tests
- Interviewing patients
- Conducting surveys
- Writing marketing plans
- Creating financial forecast and cost recovery reports
- Performing software/hardware revisions
- Facilitating workshops
- Community outreach
- Preparing legal brief

Preferred Additional Activities:

- Dedicated project(s) that students can work on during down-time
- Team projects among interns in the company/organization
- Presentation to staff members on activities
- Opportunities to view or participate in the work of other departments

- Extracurricular experiences with staff members such as staff retreats
- Staff meetings or workshops open for the intern to attend
- Opportunities for increasing responsibilities

SUPERVISOR CONTACT INFORMATION

Full Name: _____

Title: _____

Organization: _____

Email: _____

Phone number: _____

I have reviewed the requirements for the internship for the above-named student to receive financial support from the Barbara Price Opportunity Fund and affirm that the internship meets these requirements. I will contact CUNY Baccalaureate for Unique and Interdisciplinary Studies Scholarships Office should any changes or challenges arise during the internship at scholarships@cunyba.cuny.edu.

SUPERVISOR SIGNATURE: _____

Date: _____