

**NYU Department of Politics Research Affiliation Guide (Visiting Scholars)**

Please review and complete Part 1 of the following questionnaire and submit to [Kimberly Borden](#), Department Manager, Wilf Family Department of Politics. More information on the NYU Graduate School's Visiting Scholar policy is available on [their webpage](#)

## **NYU UNPAID INTERNSHIP/RESEARCH AFFILIATION QUESTIONNAIRE**

New York University's ("NYU") Unpaid Internship and Volunteer Policy ("Policy") (available at [www.nyu.edu](http://www.nyu.edu)) covers any unpaid internship and any unpaid research affiliation at NYU that are *not* part of a requirement for a degree or course offered at NYU (hereinafter, "Intern" and "Research Affiliate," respectively). For the purpose of determining whether an individual may be classified as an Intern or Research Affiliate, the Policy requires that this Unpaid Internship/Research Affiliation Questionnaire be completed in the manner set forth below.

*Note: Visiting students from other colleges or universities who are seeking to work on their own thesis or projects at NYU should be classified as requests to be Research Affiliates. All other requests to develop skills and/or obtain educational experience or professional preparation at NYU should be classified as requests to Intern. For more on the definitions of an Intern or Research Affiliate, please see the applicable provisions of Sections B and C of the Policy.*

### **REQUEST**

*In accordance with the Policy, for Internships/Research Affiliations taking place in a laboratory (or similar research setting), a full-time professor overseeing the laboratory (or similar research setting) must complete Parts 1 and 2 below. For other Internship or Research Affiliation opportunities, a full-time professor or administrator must complete Parts 1 and 2 below. The "sponsoring" professor or administrator shall submit the completed questionnaire to the appropriate Coordinator at least two (2) months (or as soon as is otherwise possible) prior to the proposed start date of the Internship or Research Affiliation.*

#### **Part 1: Intern/Research Affiliate Background**

*To be completed by the sponsoring professor or administrator in consultation with the prospective Intern or Research Affiliate.*

1. Name of individual seeking Internship/Research Affiliation (hereinafter, "individual"):
  
2. Is this a new internship or research affiliation request, or a renewal request for an existing Intern or Research Affiliate? New Request \_\_\_\_ Renewal Request \_\_\_\_

*Note: If it is a renewal request, please update this Questionnaire as a new document and obtain the necessary signatures. Please remember to update the answers to: Question 15 to reflect the new proposed dates and hours of the upcoming renewal; Question 16 to reflect the individual's revised or new duties (if any) for the upcoming renewal, and (iii) Questions 17-28, as necessary and appropriate. Please also remember to answer the questions on renewal (Questions 32-33).*

3. Proposed Status:
  - a. \_\_\_\_ Intern
  - b. \_\_\_\_ Research Affiliate
  
4. Individuals' email address:

5. Is the individual under the age of 18? Yes \_\_\_\_ No \_\_\_\_ *Note: If the individual is under the age of 18 and not matriculated at NYU, the Department also must comply with the terms and conditions of NYU's Protection of Minor's Policy, if and as applicable, and thereafter confirm compliance with the Coordinator.*

6. For NYU students on a J-1 visa, has the student consulted with Office of Global Services, as required under the Policy?  
(Yes \_\_\_\_ N/A \_\_\_\_).

7. For non-NYU students, has the student consulted with the international student advisor at his or her school with regard to any immigration-related issues, as required under the Policy?  
(Yes \_\_\_\_ N/A \_\_\_\_).

#### Education

8. Is the individual currently a student? (Yes \_\_\_\_ No \_\_\_\_) If yes, please identify:  
a. Current school:  
b. Degree(s) sought:  
c. Major (if applicable):

9. Degree(s) earned:  
a. School(s):  
b. Degree(s):  
c. Major(s) (if applicable):

#### Internship Experience

10. The individual shall provide a resume identifying his or her internship history, if any, beginning with his or her most recent internship. (Yes, the individual has provided said resume and it is attached to this Questionnaire \_\_\_\_ No, the individual has not provide said resume \_\_\_\_)

#### Employment Experience

11. The individual shall provide a resume identifying the individual's work history, if any, beginning with his or her most recent employment. The resume shall include the name of the employer (including location), position/description, and dates of employment. (Yes, the individual has provided said resume and it is attached to this Questionnaire \_\_\_\_ No, the individual has not provide said resume \_\_\_\_)

#### Purpose of the Proposed Internship or Research Affiliation at NYU

12. Please have the individual submit a detailed description (and attach it to this Questionnaire) of the personal, educational, or professional benefits that he or she expects to derive from the proposed internship or research affiliate opportunity at NYU (e.g., for purposes of receiving educational credit with an outside institution, research experience for graduate school, career exploration, development of a particular academic interest, etc.):



**Part 2: Details of the Proposed Internship/Research Affiliation**

*To be completed by the sponsoring professor or administrator, in consultation with the appropriate Coordinator.*

13. Name of Sponsor:

14. Sponsoring Department:

15. Address of proposed Internship/Research Affiliation and time frame (dates and number of hours per week):

- Address:
- Dates (in MM/DD/YYYY – MM/DD/YYYY format) (Please take note that, as a general matter, an Internship/Volunteer opportunity may only be approved for a period of 3 months at a time and may only be renewed for up to a total period of 1 year.):
- Hours per week (generally should not be more than 15-20 hours per week):

16. Description of proposed Internship/Research Affiliation:

17. How is the proposed Internship/Research Affiliation similar to training given in an educational environment?

18. How is the proposed Internship/Research Affiliation for the benefit of the individual?

19. Please confirm that the individual will not replace or displace an employee who is or was previously performing the same or similar tasks for pay? (Yes \_\_\_\_ No \_\_\_\_) *In answering this question, please confirm that the Department would not have to hire a new employee to complete the above tasks to be performed by the individual or arrange for an existing employee to complete them.* (Yes \_\_\_\_ No \_\_\_\_)

20. Describe the supervision of the individual.

21. Please confirm that the Sponsor or Department will not derive any immediate benefit from the individual's proposed Internship/Research Affiliation. (Yes \_\_\_\_ No \_\_\_\_)

22. Please confirm that the individual will not be entitled to a job with the Department at the conclusion of the proposed Internship or Research affiliation. (Yes \_\_\_\_ No \_\_\_\_)

23. Please confirm that the individual will not receive any form of remuneration, other than for expense reimbursement (*e.g.*, travel, housing), in connection with the proposed Internship/Research Affiliation. (Yes \_\_\_\_ No \_\_\_\_)

a. If the answer is "No," please provide:

i. The amount of the remuneration.

ii. The purpose of the remuneration.

iii. The source of the remuneration (including whether the provider is NYU itself or an entity affiliated with NYU).

iv. A description of application process pursuant to which the remuneration was provided to the individual.

24. Please confirm that any training will be performed under the supervision and direction of people who are knowledgeable and experienced in the activity. (Yes \_\_\_\_ No \_\_\_\_)

25. Please confirm that the individual will *not* receive benefits provided to NYU employees (*e.g.*, health insurance). (Yes \_\_\_\_ No \_\_\_\_)

26. Please confirm that training to be provided to the individual relates to the field of study generally and not for training for a job in the Department. (Yes \_\_\_\_ No \_\_\_\_)

27. Please attach any additional application materials for the Internship/Research Affiliation.

28. If the Internship/Research Affiliation will be advertised, please attached any proposed advertisements.

### Training

29. Will the individual have access to student information? (Yes \_\_\_\_ No \_\_\_\_)

*Note: If so, the individual must complete the NYU online FERPA training prior to commencement of services and confirmation of completion should be provided to the applicable Coordinator.*

30. Will the Internship or Research Affiliation take place at an NYU healthcare facility? (Yes \_\_\_\_ No \_\_\_\_)

*Note: If so, the individual may need to execute a privacy statement and receive specific HIPAA training before handling protected health information, as applicable, with confirmation to be provided to the applicable Coordinator as appropriate.*

*Note: The individual must complete sexual harassment prevention training by the start of the Internship/Research Affiliation (and on an annual basis thereafter, to the extent that the Internship/Research Affiliation extends beyond one (1) year). The sexual harassment prevention training is available at [https://nyu.qualtrics.com/jfe/form/SV\\_1SWjUXqPO0aO2qu](https://nyu.qualtrics.com/jfe/form/SV_1SWjUXqPO0aO2qu).*

*The individual also may need to complete safety training at NYU. If so, confirmation of the completion of any such safety training should be provided to the applicable Coordinator.*

### Outside Organization

31. If the individual was placed by an outside organization which has a proposed agreement for NYU to host the individual, please attach a copy of said agreement.

### Renewals

Please answer the following questions to the extent you are submitting a request for a renewal of an existing Internship or Research Affiliation.

32. Is this the first requested renewal? If not, please list the number of prior renewals.

33. What is the reason for the requested renewal?

## ANALYSIS SECTION

***\*The Analysis Section is to be completed by the appropriate Coordinator (in consultation with the appropriate Human Resources Officer/Human Resources Business Partner (“HRO”), as necessary, where the HRO is not the Coordinator).***

The determination of whether an internship/research affiliation is *not* an employment relationship and may be unpaid depends upon the facts and circumstances of the opportunity. The following criteria shall be considered when determining whether the proposed opportunity qualifies as an unpaid internship/research affiliation. In order to determine whether the answer to the “Criteria” set forth below is “Yes” or “No,” the Coordinator shall review and evaluate the answers provided by the sponsoring professor/administrator to the “Corresponding Questions” above.

Criteria	Corresponding Question	YES	NO
The internship is similar to training which would be given in an educational environment. <i>(Note: as part of the analysis, consider (i) whether educational credit will be awarded by an outside institution to the individual; (ii) how the proposed Internship/Research Affiliation will otherwise further the individual’s educational pursuits based on his or her resume; and (iii) whether there are any other approved unpaid Interns or Research Affiliates who have or are performing the same or similar tasks for the Department.)</i>	17		
The internship experience is for the benefit of the intern.	18		
The intern does not displace employees, but is under close supervision of existing staff.	19, 20		
The Department derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded.	21		
The intern is not necessarily entitled to a job at the conclusion of the internship.	22		
The Department and the intern understand that the intern is not entitled to wages for the time spent in the internship. <i>(*The Department may reimburse interns for a reasonable approximation of expenses incurred by the intern in connection with his or her internship at NYU.)</i>	23		
Training is performed under the supervision and direction of people who are knowledgeable and experienced in the activity.	24		
The intern does not receive benefits reserved for employees, unless otherwise required by law.	25		
Training is general, and qualifies the intern to work in any similar business. It is not designed specifically for a job with the Department.	26		
The screening process for the internship is not the same as for employment.	27		
Any advertisements, postings, or solicitations for the internship opportunity or program clearly discuss education or training, rather than employment.	28		

**If the answer is “No” to *any* of the aforementioned “Criteria,” then the proposed arrangement cannot be classified as an unpaid internship or research affiliation.**



In accordance with the Criteria set forth in the Policy, the individual is to be classified as (check one):

\_\_\_\_\_ Intern \_\_\_\_\_ Research Affiliate

\_\_\_\_\_ Ineligible to be an Intern/Research Affiliate

\_\_\_\_\_  
Coordinator Name

\_\_\_\_\_  
Coordinator Signature

\_\_\_\_\_  
Date

***After completing the Analysis Section, the Coordinator should provide the appropriate HRO with the completed Questionnaire for final review and approval (where the HRO is not the Coordinator).***

\_\_\_\_\_  
HRO Name

\_\_\_\_\_  
HRO Signature

\_\_\_\_\_  
Date

***If the HRO has provided final approval for the Internship or Research Affiliation, the Coordinator may prepare the appropriate agreement for the proposed Intern or Research Affiliate to review and execute.***