SNRE Business Office Procedures
Internship Guidelines and Process

Purpose: To describe the guidelines and process used to enlist interns in program creation and delivery.

Target Audience: Extension Faculty

General Guidelines

Interns can be a good source of labor for those projects and programs needing specialized knowledge. These guidelines are used to help facilitate the process. However, internships can vary depending on the academic program. If you have questions, please contact the Executive Officer.

Duties and Responsibilities of Faculty or Staff Mentor

General Responsibilities:
Each intern is assigned a faculty or staff mentor to give guidance to their work. The academic program will have additional requirements on what the mentor should do. Typically, these include: supervise the intern's day-to-day activities, train intern in proper processes and procedures in order to complete the assigned project, send a report of the intern's work to the academic program faculty member, etc.

Prior to committing to mentor an intern, please do the following:

1. Make sure you have a list of requirements from the intern program director or faculty member and you understand your obligations.
2. Determine if this should be a paid employee position. If the intern is from a University of Alaska academic program, the intern program director should know if this should be a paid position. If the intern is from outside the University of Alaska or it is unknown if the intern should be considered a paid employee, the Employment vs. Scholarship/Fellowship Questionnaire should be completed and submitted to the Executive Officer.
3. If the intern is considered a scholarship/fellowship recipient, determine if the intern is required to receive a stipend. If yes, contact the fiscal officer to help set up a fellowship stipend payment through Accounts Payable.
4. If the intern is a foreign national, they may have a tax liability. If the intern will be an employee, the documents to determine tax liability will be collected through the HR New Hire process. If the intern is a fellowship recipient, the fiscal officer...
will contact Shayne Bowers in UAF Financial Services to start the documentation collection process.
Access to email and the UAF network will be granted to intern that are considered employees through the New Hire process. Computer access for those that are not UAF students and are not employees must be done by directly contacting OIT.