**Internship FAQ**

**Where can an employer post an internship to recruit GW students and alumni?**

To increase your visibility and recruit GW students and alumni, post your internship to registered GW student and alumni users for free in [Handshake](https://gwu.joinhandshake.com/), our online career management system.

**What types of positions can an employer post?**

You are welcome to post the following types of positions in Handshake:

* Internships and co-ops, including unpaid internships
* Temporary or seasonal positions
* Volunteer and service opportunities
* Full-time jobs for job seekers

**Where can an employer post In Home Positions (i.e., babysitting, dog sitting, lawn care, elderly care, hospice, cleaning, etc.)?**

* [Quadjobs](https://quadjobs.com) is our resource for positions like these that are not approved within Handshake

**What are the policies and guidelines on posting to Handshake?**

We review each posting individually and reserve the right to accept or decline any postings submitted through Handshake. Review the U.S. Department of Justice’s [Best Practices for Online Job Postings](http://www.justice.gov/crt/about/osc/htm/best_practices.php) to ensure that your organization is in compliance with the law regarding work authorization when you’re recruiting at GW.

Employers are required to only post opportunities that require college-educated candidates in a manner that includes the following:

* All postings adhere to EEO compliance standards.
* Postings are suitable and appropriate for GW students and alumni.
* Internship postings meet the U.S. Department of Labor definition and [criteria for internships](https://www.dol.gov/whd/regs/compliance/whdfs71.pdf)(PDF).

**What’s Washington D.C.’s minimum wage**

As of July 2019, D.C. minimum wage is $14.00 an hour.

**What’s the appropriate compensation for an intern?**

Please contact your GW career center POC to get more detailed information on local and nationwide industry-related internship compensation.

**What do I need to know if I am recruiting GW students for an unpaid internship?**

Career services does not play a role in determining whether an internship qualifies for academic credit; neither do you as the employer.  If a GW student wishes to earn academic credit for an internship, the student must consult his/her dean’s office.

The employer’s role, if any, would be to assist the student by providing any information requested by the dean’s office so that a determination can be made about what kind of academic credit might apply.

When students earn academic credit in an experiential setting such as an internship, tuition must be paid to the university in exchange for that credit.  A student’s individual course load and financial profile may determine whether or not he or she seeks credit for an internship. We encourage you to provide competitive hourly wages or stipends to help students defray the ever-increasing costs of living and tuition.

If an employer is offering unpaid internships, we expect you to comply with the [seven federal guidelines](https://www.dol.gov/whd/regs/compliance/whdfs71.pdf) (PDF), particularly as it relates to internships.

**What do I need to know if I am hiring an international student for an internship?**

Please refer to our [U.S. Employer's Guide to Hiring International Students](https://careerservices.gwu.edu/sites/g/files/zaxdzs2271/f/SP18%20OZUD%204.19.18%20Employer%27s%20Guide%20to%20Hiring%20International%20Students%20%283-18%29%281%29%281%29%281%29.pdf).

**Does GW provide insurance coverage for a student intern?**

The University provides liability coverage for students engaged in academic-related internship.  This policy does not cover injury to students, etc.

The coverage is provided by

* Pinnacle Risk Retention Group
* Term 7/1/2019 – 7/1/2020
* Limits of Liability $1M

[GWs Office of Risk Management](https://risk.gwu.edu/staff) can directly answer additional insurance related questions. Fitzroy A. Smith, Assistant Vice President, Risk Management & Insurance email: [fsmith@gwu.edu](mailto:fsmith@gwu.edu) phone: [202-994-2453](about:blank) or Jefferson Smith, Assistant Director, Insurance & Contracts email: [jtsmith@gwu.edu](mailto:jtsmith@gwu.edu)  phone: [202-994-7797](about:blank) are the main POCs.

**Can you share information on internship best practices?**

There are a host of [internship best practices](http://www.naceweb.org/internships/best-practices.aspx) available from the National Association of Colleges and Employers (NACE).