**Building Unpaid Internships**

Unpaid internships fall under a very gray area of the law; however, we have found that legal uncertainty can be minimized by tying the experience to each student’s education. Unpaid internships can open a whole new world of opportunities for students and can be a great educational experience. Below we have outlined steps to set up an effective unpaid internship program that maximizes the learning potential for students.

1. While onboarding the student discuss and document their career ambitions and goals for the internship.
2. Assign projects that align with these goals and allow them to apply and further their education.
3. Conduct bi-weekly check-ins to ensure that the internship is aligning with their educational goals.
4. Adapt projects assigned accordingly.
5. Upon completion of the internship have the student present and document how the internship added to their educational experience.

Particularly with unpaid internships, it is paramount that students are engaging with work that will further their education. We ask that you keep these guidelines in mind upon creating your unpaid internship programs. Please reach out to [rider@levawork.com](mailto:rider@levawork.com) with any questions.