Boston University’s Yawkey Nonprofit Internship Program is a selective program that provides eligible sophomores and juniors with a living allowance stipend to support their participation in unpaid internships at nonprofit organizations.

QUALIFIED INTERNSHIPS
A qualified internship must be an unpaid experience at a nonprofit organization, which must have official status in the state in which it operates or equivalent if outside the United States. Further, the nonprofit must be organized around a cause, mission, or community need and may only pursue purposes permitted by federal and state statutes for nonprofit organizations. The nonprofit cannot be owned or operated by a member of the applicant’s family and cannot be affiliated with BU.

Internships must be supervised by a full-time employee, who is not a member of the intern’s family, and cannot be virtual. Fall or spring semester internships must be at least 120 hours (approximately 10 hours/week), and summer internships must be at least 300 hours (approximately 25-35 hours/week).

Fall and spring semester internships must be located in the Boston area. Summer internships may be outside of the Boston area if the organization’s mission is aligned with one of the 6 broad issue areas on which the Yawkey Foundations focus: health care, education, human services, youth and amateur athletics, arts and culture, and conservation and wildlife.

The internship should provide the Yawkey Intern with the following:

• An opportunity for intellectual growth, development of knowledge and skills specific to a career or career setting
• Exploration of career options and an understanding of career pathways
• Acquisition of transferable professional skills (e.g., communication, teamwork, time management, interpersonal skills, goal setting)
• An opportunity to address specific learning goals as related to furthering career exploration/development, enhancing academic skills/knowledge, and advancing self-knowledge
• Assistance with the development of the Yawkey Intern’s professional networks

RECRUITING YAWKEY INTERNS
The Yawkey Nonprofit Internship Program is not a placement program. In order to be eligible to apply, students are required to secure their own internships and to provide a letter of intent from the employer (on official letterhead) confirming the organization’s nonprofit status and that the internship is an unpaid opportunity meeting the requirements listed above.

We encourage employers to make internship positions available to BU students by posting them in our online recruiting system, BU CareerLink. Instructions are available on our website: bu.edu/careers/for-employers/.

EMPLOYER RESPONSIBILITIES
Yawkey Interns are required to meet with their supervisor at the start of the internship to discuss goals and expectations, recorded as a learning agreement. Once submitted by the Yawkey Intern, copies of this agreement will be automatically emailed to the Yawkey Intern, the Yawkey Internship Coordinator, and the internship supervisor. The learning agreement form must be submitted by the end of the second week of the internship.

Supervisors are asked to provide training and supervision throughout the internship. At the midpoint, the Yawkey Internship Coordinator will check in with the supervisor to ensure everything is going well. At the conclusion of the internship, supervisors are asked to evaluate the students and provide overall feedback about the program.

We also encourage employers to reach out to the Yawkey Internship Coordinator at any point with questions regarding the Yawkey Nonprofit Internship Program or an internship that is underway, or to participate in a wider array of recruiting activities at BU.

RECRUITING AT BU
Boston University offers organizations a range of ways to recruit students and alumni. The Center for Career Development is pleased to assist you in meeting your recruiting needs. Please contact us for more information or with any questions (617-353-3590 or bucareer@bu.edu).

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