**Appendix B: Internship and Related Categories**

**Volunteer:** Unpaid position with less than 10 hours per week. Work duties do not have an educational purpose and instead provides services to the MBL for civic or business reasons. Duties are not typically performed by MBL employees.

**Example:** MBL Tour Guides

**Paid Intern**: Depending on the type of internship opportunity, paid interns are either paid minimum wage or a designated stipend determined by the funding source. Interns must be registered through the Division of Education and the registration process requires 1) a letter from the supervisor; and 2) a completed Mentor and Mentee Compact document. Job duties require an educational aspect which can include workforce preparation such as co-op or related programs.

**Example:** NSF-REU Biological Discovery in Woods Hole Summer Opportunity for Undergraduate Research Program, University of Chicago Metcalf SURF program.

**Unpaid Intern:** Depending on the type of internship opportunity, unpaid interns must be registered through the Division of Education and the registration process requires 1) a letter from the supervisor; 2) a letter from the interns’ educational institution; and 3) and a completed Mentor and Mentee Compact document. Job duties require an educational aspect which can include workforce preparation such as co-op or related programs.

**Example:** An undergraduate student who secures an unpaid internship at the MBL either directly through a PI or through the Division of Education.

**Recent high school or college graduate no longer enrolled:** Typically, this opportunity would transition from an internship to a part-time or temporary support position which must be registered through the Human Resources Department.

**Example:** A person who has completed their senior year of high school or undergraduate study and wants experience during the summer prior to attending a college or university for undergraduate or graduate study.