

DEPARTMENT OF MEDICINE REQUEST FOR VOLUNTEERS/CASUAL SUMMER ASSIGNMENTS

Faculty/PI			
Division			
COMPLETE USING SELECTIONS IN DROP DOWN			
How do you categorize your identified individual?		Briefly describe the work being done by the individual:	
Consult Definitions below first		Ex: Lab experience in learning techniques such as pipetting and Western blots. Ex: Clinical experience in learning patient workflow in an ambulatory setting; charting and rooming patients with supervision	
Student			
Faculty			
Volunteer * very rare			
Name if identified: Email address: Are they eligible to work in the US? They will be working: On-site Remote Hybrid Will they be paid? Hourly Rate: How long will they be with you? <i>* If beyond a few weeks, you must look to pay them</i> Start Date: End Date: Will they require a JHED? Sponsored JHED policy		If unpaid, what educational value is the student gaining? (School credit, work study, community service, etc)	
Budget to Charge:		What else will they require for this opportunity? (MyLearning, etc)	
Additional information:			
DEFINITIONS			
JHU Student - Do not use this process; student is allowed to participate in any research, clinical or shadowing opportunity with our without compensation (pay or academic credit) as long as it has educational value. PI and HR coordinate with respective Experiential Learning (Student Employment) of the individual's school of study.			
Undergrad/Grad Student from another insitution or High School Student(s); student is allowed to participate in any research, clinical or shadowing opportunity with or without compensation (pay or academic credit) as long as it has educational value.			
Visitors Policy JHU Click Here			
Volunteer - depends on the specific nature of the activities. The work must be for civic, humanitarian or charitable purposes under the Volunteer Policy as long as the work does NOT involve activities that would otherwise be performed by paid employees. (<i>Very few JHU activities qualify for volunteerism</i>).			
Volunteer Policy JHU Click Here			