

Career Development Center Internship Policy

- The internship must provide supervision for students regularly, with arrangements made for situations where work is performed remotely. Supervision should be addressed in the job posting.
- The position(s) must be located in a commercial setting and NOT in a private residence or home office. Remote opportunities are permitted.
- The experience must not require students to make investments or cash deposits or involve students purchasing inventory or product for resale.
- The internship must not be structured so that students have financial liability for the work of others.
- The position must not be strictly commission-based; in cases where commission is involved; there must be additional compensation and a structured learning component.
- In accordance with National Association of College and Employers guidance, the Career Development Center recommends that interns receive pay, however unpaid opportunities are permitted. Unpaid internships should meet the test established by the U.S. Department of Labor, Fair Labor Standard Act. Fact Sheet #71 Internships Under The FLSA. Unpaid internships must address supervision within the position description to be approved.

Best Practices

Whether traditional, project-based, or virtual, a legitimate internship should meet the following criteria established by the National Association of Colleges and Employers.

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description along with desired qualifications.
4. Clearly defined learning objectives/goals are established related to the professional goals of the student's academic coursework.
5. There is supervision by a professional with expertise and/or a professional background in the field of the experience.
6. Routine feedback is provided by the experienced supervisor.
7. Resources, equipment, and facilities are provided by the host employer that supports learning objectives/goals.

Resources

- [U.S. Department of Labor, Fair Labor Standard Act, Fact Sheet #71](#)
- [National Association of Colleges and Employers, Best Practices](#)

Internship postings submitted must meet the above criteria in order to be posted in the Career Development Center platform.