

Criteria for an Experience to Be Defined as an Internship - See more at:

<http://www.naceweb.org/advocacy/position-statements/united-states-internships.aspx#sthash.VtAEVvmy.dpuf>

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 with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework. (Learning objectives/goals should be specific, reflect specific skills, contain an action plan to accomplish and be related to the student's academic discipline or career plan. An example is "Increase my knowledge of the management of health information processes by auditing monthly documentation using internal software.")
5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor.
7. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

Internship Contract

1. This internship is an extension of the intern's course of study in _____ or career plan of _____.
2. The tasks involved in successfully completing this internship will provide the student with meaningful experience relevant to the following types of careers _____
3. The date the internship will begin: _____ and end: _____
4. The internship description is _____. Desired qualifications for this internship are _____.
5. 3 concrete learning objectives/goals that will be accomplished by the end of this internship are as follows: (see the internship criteria for description and example of concrete learning objectives/goals)
 - 5.1. _____
 - 5.2. _____
 - 5.3. _____
6. The intern will be supervised by (name) _____ (title) _____
7. The intern will be provided feedback by the following means:

8. The intern will have an opportunity to utilize the following resources, equipment, &/or facilities and network with the following professionals to support their learning objectives/goals.

9. This internship is educational in nature and there is no guarantee or expectation that the Internship will result in employment.
10. The Company does not derive an immediate advantage from the activities performed by the intern.
11. The intern is not entitled to wages or any compensation or benefits for the time spent in the internship.
12. The education received by the intern from the internship is for the express benefit of the Intern.
13. The intern will comply with any and all Company policies and procedures that apply, or may apply, to the intern during the course of the Internship.
14. The intern does not replace or displace any employee of the Company.

I understand that this unpaid, learning experience is not employment and that Intern is not entitled to wages or a promise of employment at the completion of the unpaid structured learning experience.

Supervisor Signature _____

Date: _____

Supervisor Printed Name: _____

Student/Intern Signature _____

Date: _____

Student/Intern Printed Name: _____