



CAREER SUCCESS CENTER
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REQUIREMENTS OF AN INTERNSHIP

To ensure an experience is educational, and thus eligible to be considered a legitimate internship by the National Association of Colleges and Employers (NACE) definition, all the following criteria must be met by both the internship site and intern:

- ☐ 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.
- ☐ The skills or knowledge learned must be transferable to other employment settings.
- ☐ The experience has a defined beginning and end, and a job description with desired qualifications.
- ☐ There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
- ☐ There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
- ☐ There is routine feedback by the experienced supervisor.
- ☐ There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.
- ☐ Projects and/or experience must show how the intern demonstrated and developed the eight (8) NACE Competencies, which are:
 - 1. Critical Thinking/Problem Solving
 - 2. Leadership
 - 3. Oral/Written Communication
 - 4. Professionalism/Work Ethic
 - 5. Teamwork/Collaboration
 - 6. Career Management
 - 7. Digital Technology
 - 8. Global/Intercultural Fluency

THE SIX CRITERIA ESTABLISHED BY THE DEPARTMENT OF LABOR FOR PAID & UNPAID INTERNS ARE:

1. The internship, even though it includes actual operation of the employer's facilities, is similar to training that would be given in a vocational school.
2. The internship experience is for the benefit of the student.
3. The intern does not replace regular employees but works under the close observation of a regular employee.
4. The employer provides the training and derives no immediate advantage from the activities of the intern. Occasionally, the operations may actually be impeded.
5. The intern is not necessarily entitled to a job at the conclusion of the internship.
6. It is up to the employer to determine wages (if any) for the time of the internship and fringe benefits are not included.