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| **Participants** | | |
| **Internship Stages** | **College** | **Intern** | **Internship Provider** |
| **Pre- Internship** | * Prepare student with clear understanding of what an internship is and what they can expect to get out of the experience. * Should be very familiar with DOL guidelines. * Should provide orientation about internships before student goes for their internships. * Ensure all interviews take place either at the company or on campus. | * Should be very familiar with Department of Labor (DOL) guidelines. * Get sufficient information about the internship before signing up. * Participate in an orientation to learn how to prepare for internship screening process. | * Should provide clear description of the internship, timeframe, compensation, location, etc. * The organization should be very familiar with DOL guidelines. * There should be clear understanding of the kind of internship provided and compensation. * Should provide adequate orientation about the internship site and the responsibilities the intern will assume. |
| **During Internship** | * DOL guidelines should be listed on career services website. * College should provide learning agreement to be signed by student, internship provider, academic department, career services or internship office. * The college should provide students an opportunity for assessments and reflections. | * Should show adequate understanding of internship and the responsibilities involved. * Display professional behavior and workplace etiquette. * Notify site supervisor and career services or internship office in a timely manner of changes in internship status. * Understand compliance with internship guidelines and procedures is vital for successful completion of the internship. | * Internship description should include clear list of activities that provide variable educational experience. * Internship listing should show specific contact person and the organization’s contact information. * Accommodate at least one faculty/staff site visit if requested or required. * The organization should provide contact information of the organization’s email address, not personal emails. * Internships should have a reasonable limit on the number of hours per week (up to 20 hours). * Information about the office setting should be available. * Paid internship means minimum wage and above, not just transportation and lunch expenses. * A supervisor should be specifically designated for the intern and students should at all times work under supervision. * Semester-end evaluation must be provided. |
| **Post-Internship** | * Reflection with staff and/or faculty member. * Assist student with career plans * Recognize partners for contributions to student learning | * Assess the learning from the internship. * Complete site evaluation. | * Notify career services or internship office staff in the event of an extension of the internship. |

**Red Flags:**

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| * **Generic description of responsibilities of what the company does, not what the intern will do.** |
| * **Personal email account of internship provider.** |
| * **Home office or residence versus business office setting.** * **No established website.** * **Startups (often unorganized and not in compliance with DOL guidelines).** * **Marketing or promoting company programs on campus through other means.** |
| * **Posting internships after mid-semester when it is too late to make arrangements for academic credit.** |
| * **Street canvassing.** |
| * **Employment agencies posting for clients.** |
| * **Internship offers over the phone without interviewing student.** * **Request for interviews during non-business hours at the internship site.** |

***CSAC-INTERN CKLST: 3/28/14***