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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.
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| **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.
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| **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.
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**Red Flags:**

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| * **Generic description of responsibilities of what the company does, not what the intern will do.**
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| * **Personal email account of internship provider.**
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| * **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.**
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| * **Posting internships after mid-semester when it is too late to make arrangements for academic credit.**
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| * **Street canvassing.**
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| * **Employment agencies posting for clients.**
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| * **Internship offers over the phone without interviewing student.**
* **Request for interviews during non-business hours at the internship site.**
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***CSAC-INTERN CKLST: 3/28/14***