



Center for Career & Professional Development

at Roger Williams University

Internship Requirements for Employers

- Supply student with 45 hours of work **per credit received** (ex: 3 credits=135 hours) of supervised, meaningful, academically challenging (or enhancing) employment. During the fall and spring semesters, this is approximately 10-12 hours per week for 3 credits. During the summer and winter sessions, students have the option of working full-time.
- Internship site supervisor must have knowledge of student's field. The student's supervisor at the internship site must have experience in the job the student is expected to perform. This is to ensure that the student has proper mentorship and guidance at the internship.
- Signature is required on the Roger Williams University/Internship Site Memo of Understanding as required by the Office of General Counsel and the Center for Career & Professional Development.
- Complete the performance evaluation form which will be emailed to you during the semester. These evaluations allow us to track the progress of our student interns. Completed evaluations are kept on file as well as forwarded to the student's faculty sponsor to be considered when awarding a grade for the internship experience.

Important Notes:

- Student should not pay any out-of-pocket expenses towards any aspect of the internship.
- Students cannot transport passengers/clients in any vehicle during an internship for academic credit.
- Students cannot partake in positions performed in private homes.
- Site Supervisor cannot be related to the student/intern.

* If you are interested in posting internship positions in our online career portal called HANDSHAKE you can access the site by visiting <https://rwu.joinhandshake.com> Click on Signup for an Account > Employer. After registering your organization, please post a job description for each internship position being offered as well as contact and company information so that interested students know where to send cover letters and resumes. If you are already registered with Handshake you can simply add our school to your job postings.

Contact Rena Piller-Thurston, Assistant Director, Experiential Learning, Center for Career & Professional Development, 401.254.3240 or via email at rpiller-thurston@rwu.edu.